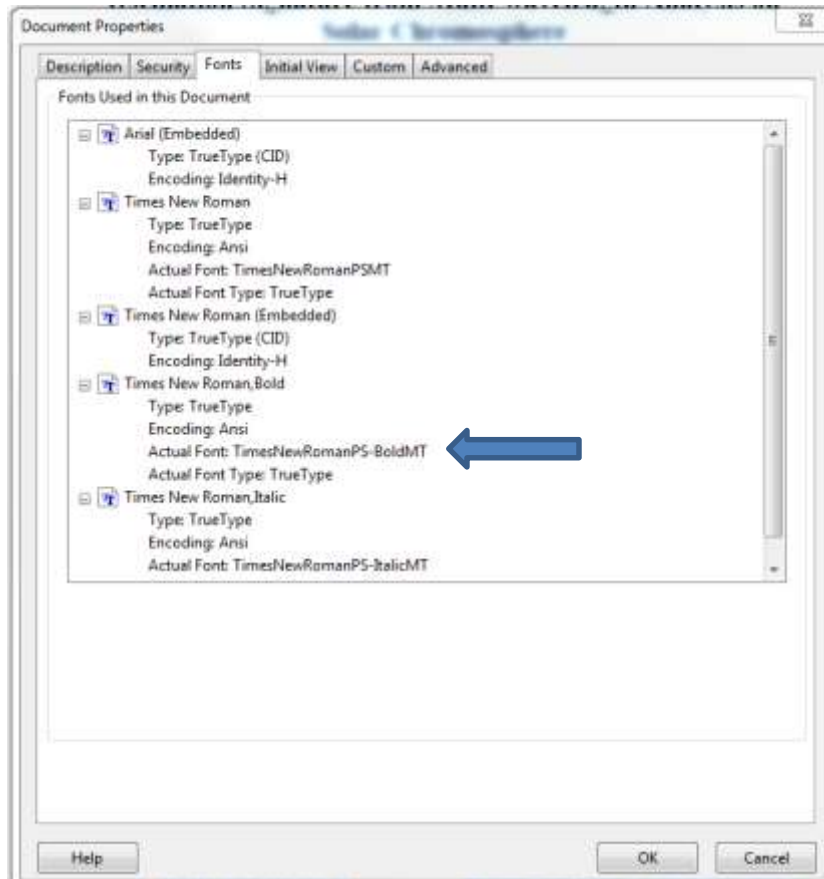


Embedding Fonts

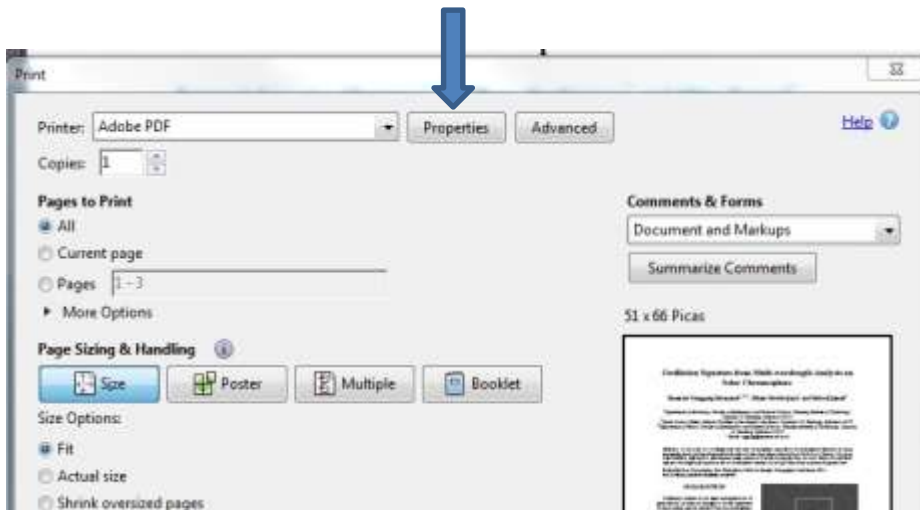
Before the proceedings can be sent for further processing, all fonts must be embedded on the PDFs.

1. Open the document in Adobe Acrobat.
2. Select File -> Properties from the menu bar.
3. Select the Fonts tab, and then look for the fonts without (Embedded Subset) at the end.

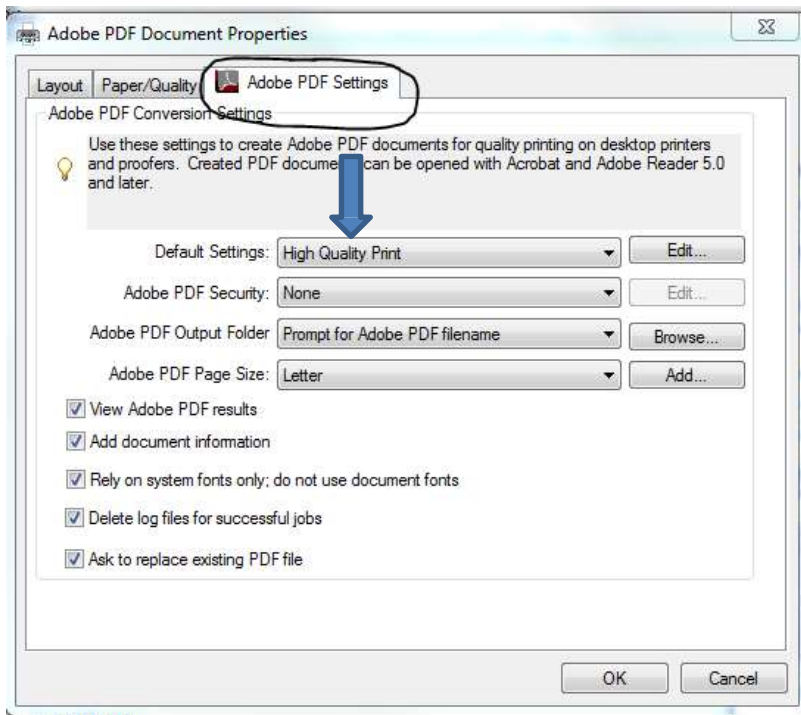


How to embed the fonts:

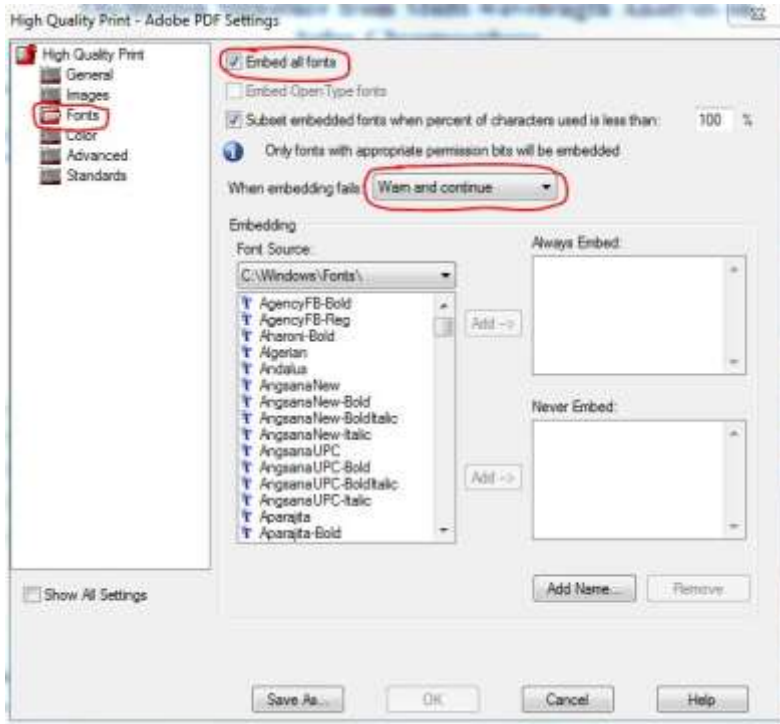
1. Select File -> Print
2. Under Printer Name, select the Adobe PDF.
3. Click Properties button to the right of the printer name box.



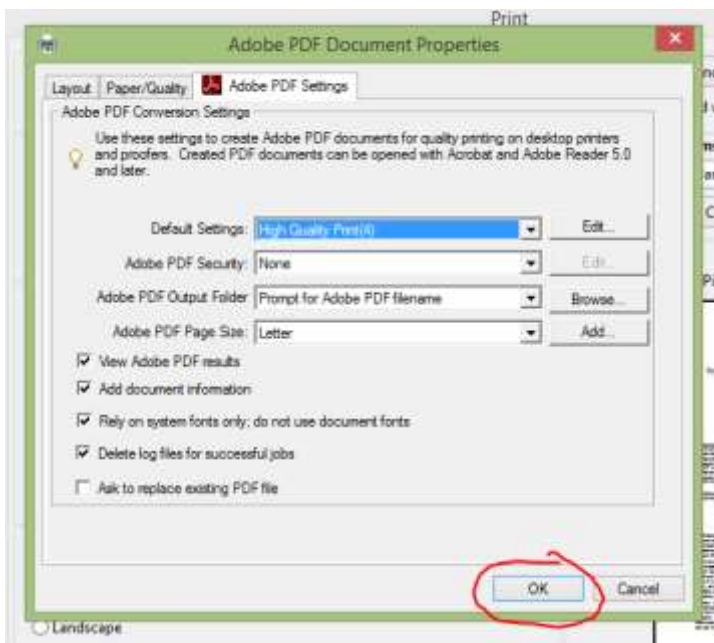
4. Select the Adobe PDF settings tab, change Standard under Default Settings to High Quality Print.



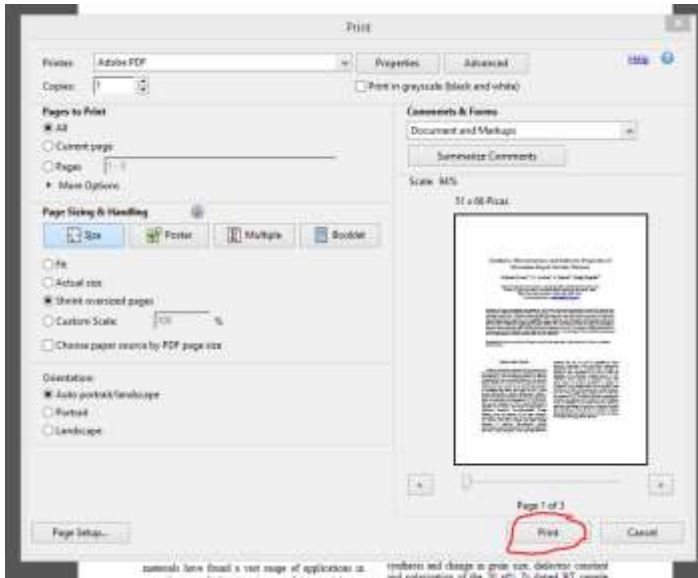
5. Then click Edit next to Default Settings
6. Click Fonts on the left menu, check off Embed all fonts (it is usually already checked by default), select Warn and continue from the drop down option, and then click OK.



7. When the next window opens, click OK.



8. In the next window, click Print. You will have to choose the location to save the embedded file. The file must be saved with the identical name.



9. The embedded file will open on your desktop. Click on File -> Properties and check if all fonts were embedded. (Embedded Subset) should now appear next to each font.

