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.

| Fonts Used in this Document | Personal production | |
|--------------------------------|---------------------|-------|
| a 🗃 Ariel (Embedded) | | (4 |
| Type: TrueType (CID) | | (III) |
| Encoding: Identity-H | | |
| 🖃 🕎 Times New Roman | | |
| Type: TrueType | | |
| Encoding: Ansi | | |
| Actual Font: TimesNewRomanPS | MT | |
| Actual Font Type: TrueType | | |
| 😑 📷 Times New Roman (Embedded) | | |
| Type: TrueType (CID) | | 10 |
| Encoding: Identity-H | | 11 |
| 😑 🙀 Times New Roman, Bold | | |
| Type: TrueType | | |
| Encoding: Ansi | | |
| Actual Font: TimesNewRomanPS | BoldMT | |
| Actual Font Type TrueType | | |
| E Imes New Koman Italic | | |
| Type: TrueType | | |
| Actual East TimesNeuPersonDS | N-U-AT | |
| Actual Font: TimesivewisomanPS | -дансил г | |
| | | |

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.

| nt | | 3 | | |
|--------------------------|-------------------|------------|----------|--|
| Printer: Adobe PDF | | Properties | Advanced | Hele 🕡 |
| Pages to Print | | | | Comments & Forms |
| 🛎 All | | | | Document and Markups |
| 🖱 Current page | | | | Summarize Comments |
| O Pages 1+3 | | | | Summarize Comments |
| More Options | | | | 51 x 66 Picas |
| Page Sizing & Handling (| 0 | | | |
| H See | Poster E Multiple | Bookd | et | Fordinate Reporter, Proc. Multi-recording to testy do on Advert Person galaxy |
| Size Options: | | | 004074 | Read in the second of the interpolation of the date of the second of the |
| (ii) E (i) | | | | An and the second s |
| Actual rise | | | | Street and a second second second |
| - MUTCHEN SILE | | | | ADDRESS OF TAXABLE PARTY |

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

| Adobe PDF Conversion Settings | | | |
|--|---|--|---------------|
| Use these settings to creat and proofers. Created PDF and later. | e Adobe PDF documents for quality print docume can be opened with Acroba | ing on desktop print it and Adobe Reade | ers er 5.0 |
| Default Settings: | High Quality Print | ▼ Edi | t) |
| Adobe PDF Security: | None | ▼ Edi | t.,] |
| Adobe PDF Output Folder | Prompt for Adobe PDF filename | - Brow | se |
| Adobe PDF Page Size: | Letter | ▼ Add | J) |
| View Adobe PDF results | | | |
| Add document information | | | |
| Rely on system fonts only; | do not use document fonts | | |
| Delete log files for success | ful jobs | | |
| 🔽 Ask to replace existing PDI | - file | | |
| | | | |
| | | | |

- 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.

| Font Source C:\Windows\Fonts\ Y AgencyFB-Bold Y AgencyFB-Reg Y AgencyFB-Reg Y AgencyFB-Reg Y AgencyFB-Reg | Munue Embed |
|--|---------------|
| C:/Windows/Fonts/ • Y Agency/FB-Bold * Y Agency/FB-Reg Y Agency/FB-Reg Y Agency/FB-Reg Y Agency/FB-Reg Y Agency/FB-Reg | reways Cribbo |
| Y Agency/FB-Bold A Y Agency/FB-Heg Y Areton-Bold Y Agertan | |
| T Andalia T AngsanaNew T AngsanaNew Bold | e e |
| T Angeana New Bold tale T Angeana New Talic T Angeana NPC Bold T Angeana NPC Bold T Angeana NPC Bold tale T Angeana NPC Talic T Angeana NPC Talic | |
| Show All Settings | Add Name |

7. When the next window opens, click OK.

| Adobe PDF Document Properties | Adobe PDF Document Properties Adobe PDF Conversion Settings Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents for quality printing an desidop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Het Observe for the opened with Acrobat and Adobe PDF Page State. Letter Adobe PDF Page State. Letter Adobe PDF Page State. Default Settings: Letter Adobe PDF Page State. Adobe PDF Page State. Default Settings: Letter Adobe PDF Page State. De | | PROPERTY AND A DESCRIPTION OF A DESCRIPR | Print | |
|--|--|--|--|---------------------------------|-----------------------------|
| Layout, Paper/Quality Modee PDF Settings Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents for quality printing on desktop pointers and procfers. Created PDF documents can be opened with Acrobet and Adobe Reseter 5.0 and later. Default Settings: High Quality Free/IA Adobe PDF Security: None Adobe PDF Output Failer Edit Adobe PDF Page Size: Letter Adobe PDF page Size: Letter Add document information Rely on system fonts only, do not use document fonts P befault to replace easiting PDF file | Adobe PDF Cuput Failer Promot for Adobe PDF Filename Browse. Adobe PDF Cuput Failer Promot for Adobe PDF filename Adobe PDF Page Size Letter Adobe PDF Filename Adobe PDF Page Size Letter Add. Vew Adobe PDF Page Size Letter Add. Vew Adobe PDF Page Size Letter Add. | Ad | obe PDF Document Propert | es | |
| Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents for quality printing on desktop printers and profes. Created PDF documents can be opened with Acrobat and Adobe Reader 5.9 and late. Default Settings: Default S | Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents for quality printing an desidop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: Http://taulor.Fmt/(i) | ayout Paper/Guality 👪 Ado | be PDF Settings | | |
| Use these settings to create Adobe PDF documents for quality printing on desidop printers and proofers. Created PDF documents can be opened with Anobet and Adobe Reader 5.0 and late. Default Settings: Heyh Cluarity Printing III (Cluarity Printing) III (Cluarity Printing) III (Cluarity Printing) IIII (Cluarity Printing) IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | Use these settings to create Adobe PDF documents for quality printing on desidop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. Default Settings: High Quality Final (1) Control of the PDF Page State (1) Adobe PDF Dutput Folder Prompt for Adobe PDF Filename Browse. Adobe PDF Page State (Letter Add. View Adobe PDF maults Add document information Rely on system fonts only, do not use document fonts Default to replace existing PDF file | Adobe PDF Conversion Settings | | | |
| Default Settings: Iter/LOuter Free/(i) Edt Adube PDF Security: None Edu Adube PDF Output Folder Prompt for Adube PDF filename Browse Adube PDF Page Sat: Letter Add If New Adube PDF maults Add Add If Add document information Rely on system forts only: do not use document forts If Delete log files for successful jobs If Asik to replace existing PDF file Asik to replace existing PDF file | Default Settings: High Guelle Finel () Adube PDF Security: None Adube PDF Output Failer Adube PDF Page Size. Letter Adube PDF Page Size. Letter Adube PDF Page Size. Letter Adu Adube PDF Page Size. Letter Adube PDF Page Size. Adube PDF Page Size. Adube PDF PDF Page Size. Adube PDF PDF Page Size. Adube PDF PDF PDF PDF Page Size. Adube PDF | Use these settings to creat and proofers. Created PDI and later. | e Adobe PDF documents for quality ptr Fdocuments can be opened with Acrob | nting on deskt sat and Adobr | op printers • Reader 5.0 |
| Adabe PDF Security: None Edu. Adabe PDF Output Folder Prompt for Adabe PDF filename Browse. Adabe PDF Page Stat: Letter Add. If Wew Adabe PDF maults Add. If Add document information Add document forts If Rely on system forts only: do not use document forts If Delete log files for successful jobs Ask to replace existing PDF file | Adobe PDF Security: None Edit. Adobe PDF Output: Folder Promot for Adobe PDF fileneme Adobe PDF Page Stell Letter Add. Wew Adobe PDF Page Stell Letter Add. Vew Adobe PDF results Vew Adobe PDF results Vew Adobe PDF results Vew Adobe PDF results Vew Adobe PDF results Add. Ad | Default Settings: | High Gualty Peek(4) | × | Edit |
| Adobe PDF Output Folder Prompt for Adobe PDF filename Image: Biowae Adobe PDF Page Stat: Letter Add. If Wew Adobe PDF results Add. If Add document information Image: Biowae If Rely on system forts only: do not use document forts If Delete log files for successful jobs Image: Add to mplace existing PDF file | Adobe PDF Output Folder Prompt for Adobe PDF fileneme Adobe PDF Page Size Letter Adobe PDF Page Size Letter Add Add Add Add Add Add Add Add Add Ad | Adobe PDF Security | None | • | Eac. |
| Adobe PDF Page Site: Letter | Adobe PDF Page Size: Letter | Adobe PDF Output Folder | Prompt for Adobe PDF filename | • | Browse |
| Vew Adobe PDF results V Add document information V Rely on system fonts only; do not use document fonts D Delete log files for successful jobs Ask to replace existing PDF file | Vew Adobe PDF results Ve Add document information Ve Rely on system fonts only: do not use document fonts Ve Delete log files for successful jobs Ve Ask to replace existing PDF file | Adobe PDF Page Sze: | Letter | | Add |
| Add document information Felly on system fonts only: do not use document fonts Delete log files for successful jobs Ask to replace exetting PDF file | Add document information Felly on system fonts only; do not use document fonts Delete log files for successful jobs Ask to replace existing PDF file | P Vew Adobe PDF results | | | |
| Rely on system fonts only: do not use document fonts Delete log files for successful jobs Auk to replace existing PDIF file | Rely on system fonts only: do not use document fonts Delete log files for successful jobs Ask to replace existing PDF file | Add document information | | | |
| Delete log files for successful jobs Auk to replace existing PDIF file | Delete log files for successful jobs Auk to replace existing PDF file | Rely on system fonts only. | do not use document fonts | | |
| T Ask to replace existing PDF file | T Ask to replace existing PDF file | P Delete log files for success | ful jobs | | |
| | | Ask to replace exerting PD | File | | |
| | | Ask to replace existing PD | Fflie | | |

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

| Сарма, 👔 🖞 | Otes | to compare the first | No | |
|--|----------------|----------------------|--|----------------|
| a second de la constance de la | | and allowing in | lastic and whitely | |
| Segro to Print | | Connerts | A F | |
| *# | | Document | t and Markups | |
| Career Full | | Ser | esoliz Cerviterto | |
| Man Options | | Scew MS | 1 | |
| haar Sachar & Handlins | | i alement | M e di Pical | |
| El Sea El Sector El Materia | and the second | | 93 | |
| and the second of the second of the second s | | | | 1.00 |
| D#k | | | Street Section 1 | non the second |
| Actual rest Sharet countered surgers | | | - BEELEWAY | and a |
| Cattern State | | | | a second |
| Channel market country for \$75 miles allow | | | to be a second of the second o | per de como |
| The second field of a second | | | | COLUMN - |
| Déentation | | | WARE ST | SURVE . |
| K Auto portrak familia ape | | | ENGLACION STR | SC CON |
| , Portuge | | | PACOPULCE AND | 2000/10/10 |
| | | | 3412-040034091 | |
| | | | 1.0 | |
| | | 14 | | 3 |
| | | | | |

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 nest to each font.

| | ustom. Advances | 1 | |
|------------------------------------|-----------------|---|--|
| Fonts Used in this Document | | | |
| 🗐 🐨 Arial (Embedded Subset) | | | |
| Type TrueType (CID) | | | |
| Encoding: Identity-H | | | |
| E TimesNewRoman (Embedded Subs | et) | | |
| Type: TrueType | | | |
| Encodingi Ansi | 52 | | |
| III (imesNewforman (Embedded Subs | et) | | |
| Type TrueType (CD) | | | |
| TimedineRomanBC-RoleRAT /Emb | theory Subcett | | |
| Type: TrueType | sonen vorsell | | |
| Encodina: Ansi | | | |
| III TimesNewRomanPS-ItalicMT (Timb | edded Subset) | | |
| Type: TrueType | 101100-00007 | | |
| Encoding: Ansi | | | |
| E TimesNewRomanPSMT (Embedded | Subset) | | |
| Type: TrueType | | | |
| Encoding: Ansi | | | |
| and the second second second | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |