



THE BASICS FOR PREPARING YOUR PDF FOR PRINT

When you create a PDF file of your word document you need to make sure you embed your fonts in the PDF file.

Why?

Because you may have purchased a font to enhance your project we may not have that font on our system. To ensure that we receive the file looking as it does on your computer you need to embed the fonts that you have used into the file when creating a PDF for print.

Microsoft Word Save as PDF (Available in Word 2010)

1. Open your document in Microsoft Word
2. Click on File > Save As > and choose .PDF as the file type
3. Check the Optimize for Standard option
4. Click the drop down arrow for Tools (next to the Save button) and select Save Options
5. Check Embed all fonts in this file
6. Uncheck Do not embed common system fonts
7. Click OK
8. Click the Save button

Verify your PDF has all fonts embedded

After creating your PDF it is a good idea to verify your PDF has all fonts embedded. You will need Adobe Reader to view your PDF and check your settings. Most computers have Adobe Reader installed by default. If you do not have it, or if you have an old version, you can download the most recent version for free [here](#).

1. Open your PDF in Adobe Reader (your PDF should automatically open in this program if you have it installed).
2. Click on File > Properties
3. Click on the Fonts tab
4. Check to make sure that every font listed shows (Embedded Subset) after the font name. If it does not, the font is not embedded in your PDF.