So you want to embed your fonts in a PDF using the latest versions of Microsoft Word
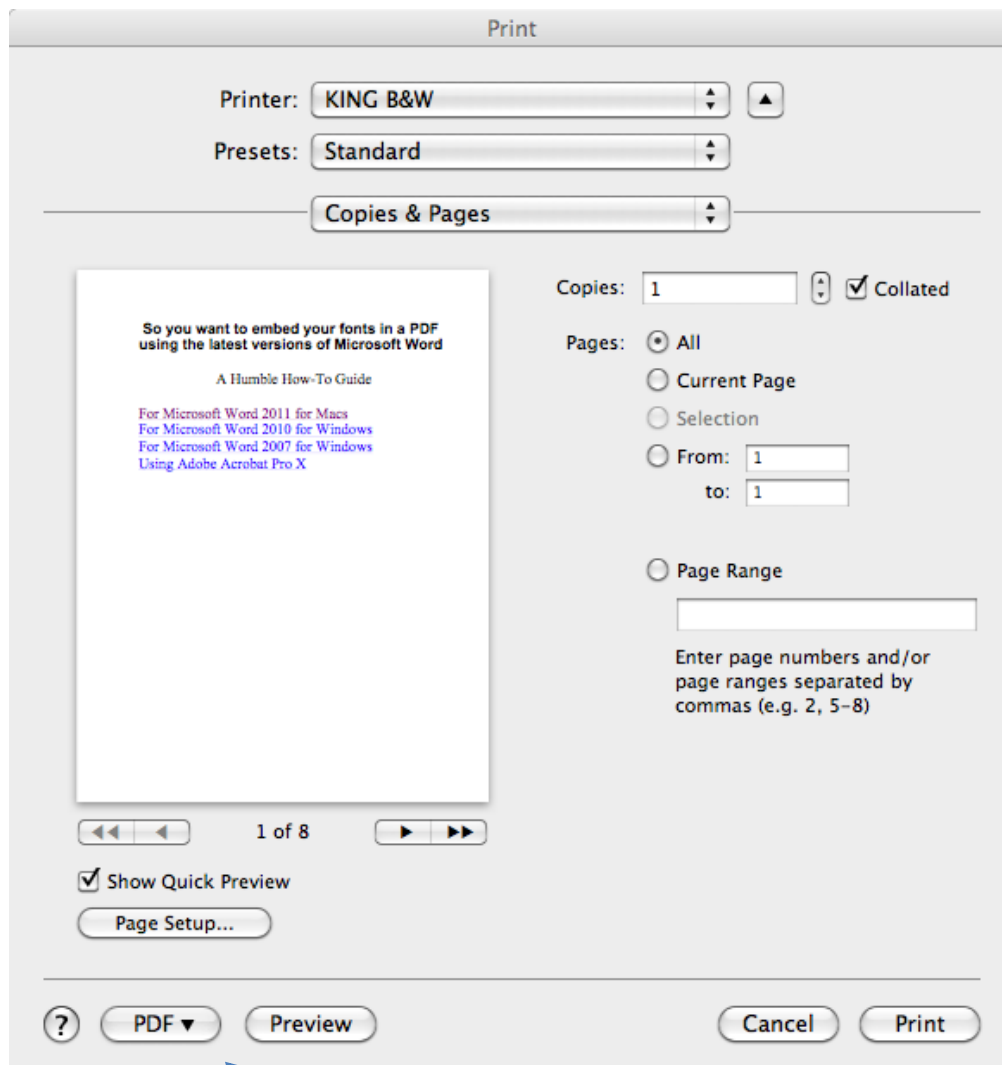
A Humble How-To Guide

[A Note on Microsoft Word 2011 for Macs](#)
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Microsoft Word 2011 for Macs

Saving Word files to PDF has long been a basic element of the Mac version of Microsoft Word. Embedding fonts has been a trickier proposition. To be perfectly frank, every time I print to PDF using the instructions below, my fonts are included as well. If you have never printed to PDF from within Word on a Mac, here is what you do first:

Select File>Print… and the following menu will appear.

Click this PDF button, and select "Save as PDF" from the pull-down menu. Name your file and pick a location for it to be saved, and then click "Save".

Double-check that your fonts are embedded via the following method:
Open your file with Adobe Acrobat Pro.
Click on File>Properties.
Click on the Fonts tab.
All the fonts you used should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set. If a font is listed, but is not followed by "Embedded" or "Embedded Subset" then your fonts are not fully embedded.

If that is the case, some internet users recommend the following advice:

1. Open the original PDF in the Preview application on your Mac.
2. Select File: Print
3. Click on the Preview button -- a new document should be generated.
4. Select File: Print again (you should be in the newly-created document when you do this).
5. Click the PDF button, and then select Save as PDF... from the pop-up menu.
6. Choose a filename and save the file.

The file you just saved should have all of the fonts embedded.

For Microsoft Word 2010 for Windows

In Microsoft Word 2010 there are a couple of different ways to embed fonts in a pdf, and much depends on how the computer you are using is set-up.
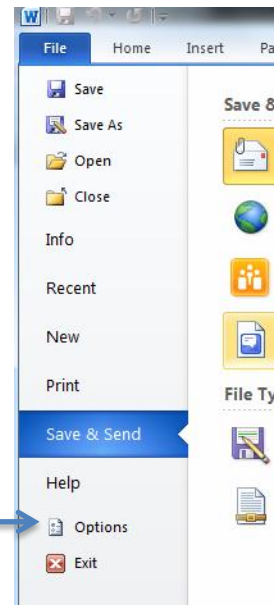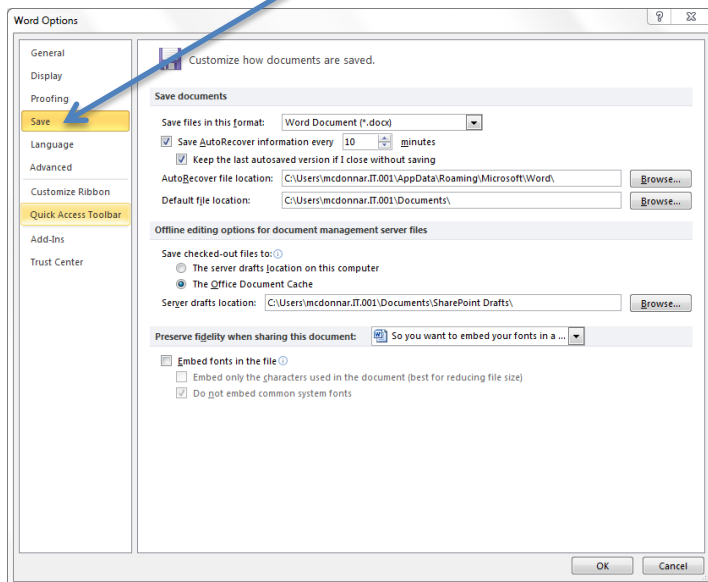
Option 1: Change your Save Settings (Universal)
Option 2: Print to PDF

Option 1: Change your Save Settings (Universal)

This method should be available to all Windows users using Microsoft Word 2010. It will embed all fonts, but it may also affect the formatting of any embedded files such as images and won't allow for the embedding of videos or audio. You will want to review PDF's produced using this method to insure no necessary formatting is lost.

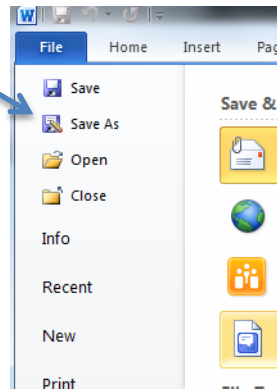Under the File menu, select "Options"
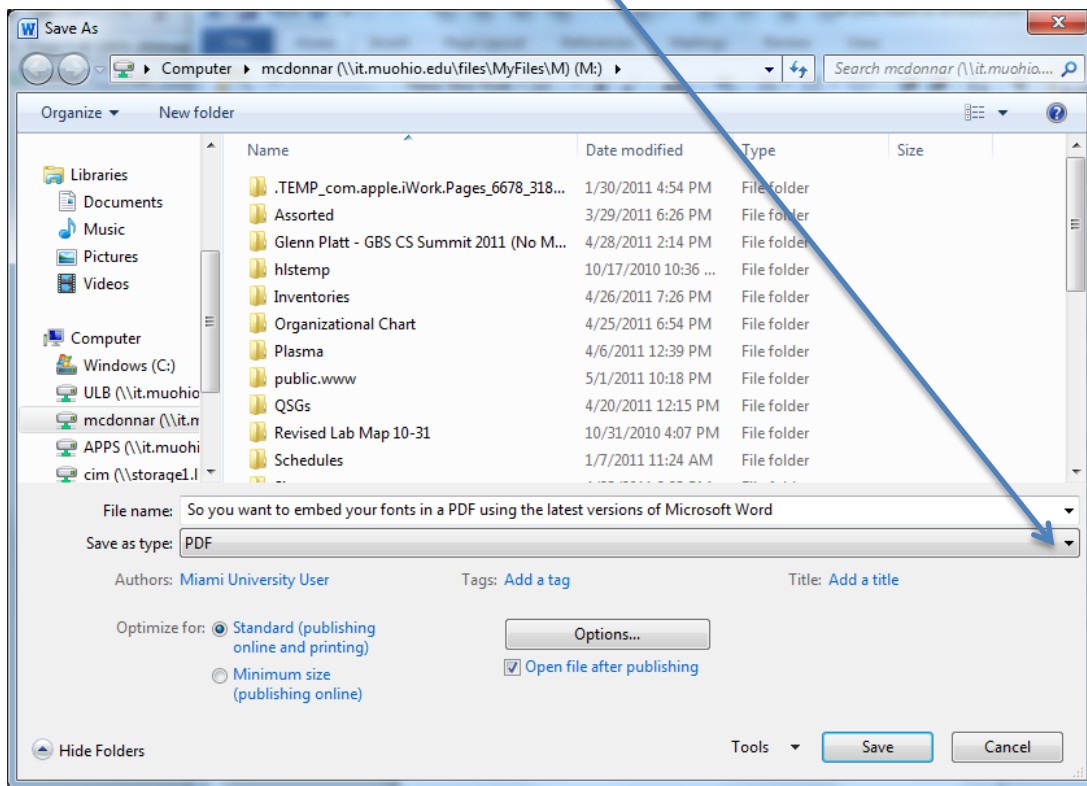
The menu below will appear.
Select the Save Tab.

Be sure and check the "Embed fonts in the file" box and uncheck the other boxes.

☑ **Embed fonts in the file** ⓘ
   ☐ Embed only the <u>c</u>haracters used in the document (best for reducing file size)
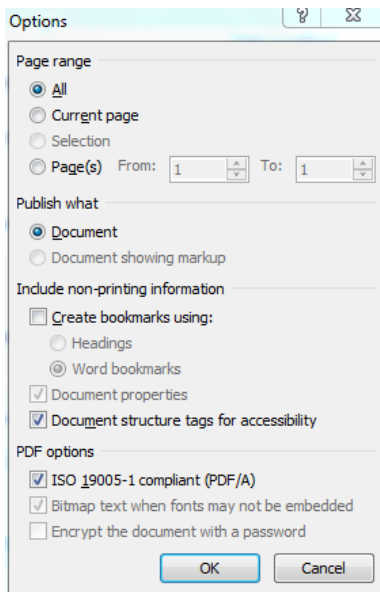   ☐ Do <u>n</u>ot embed common system fonts

Then Click "OK."
Now go to File>Save As

From the "Save as type:" menu, pull down "PDF"

In the menu that opens, select: ISO 19005-1 compliant (PDF/A)

Click "OK"

Name the file and save it to whatever location you like.

If you'd like to double-check that the file you've created does contain the embedded fonts, you can do so using Adobe Acrobat Pro. Open it there.
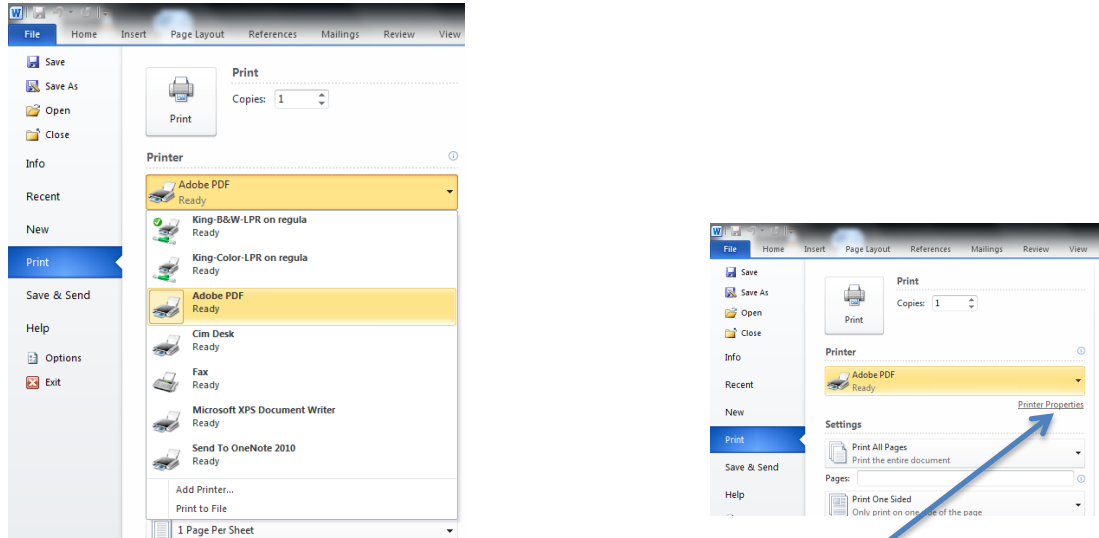
Click on File>Properties.

Click on the Fonts tab.

All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set.
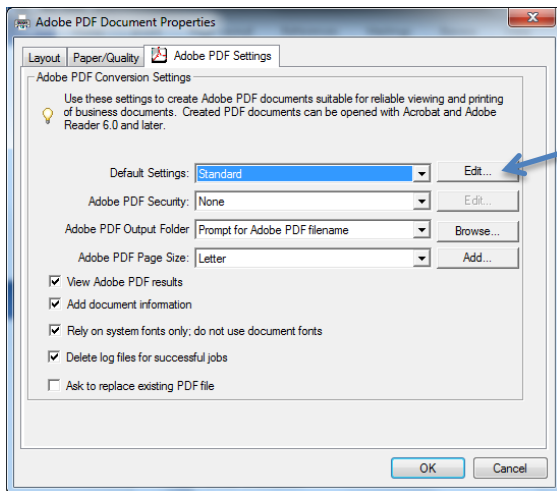
Option 2: Print to PDF

If your computer already runs Adobe Acrobat Pro, you probably already have the Acrobat Distiller in place as one of your printers. If that is the case you will see "Adobe PDF" in your Printer Options:
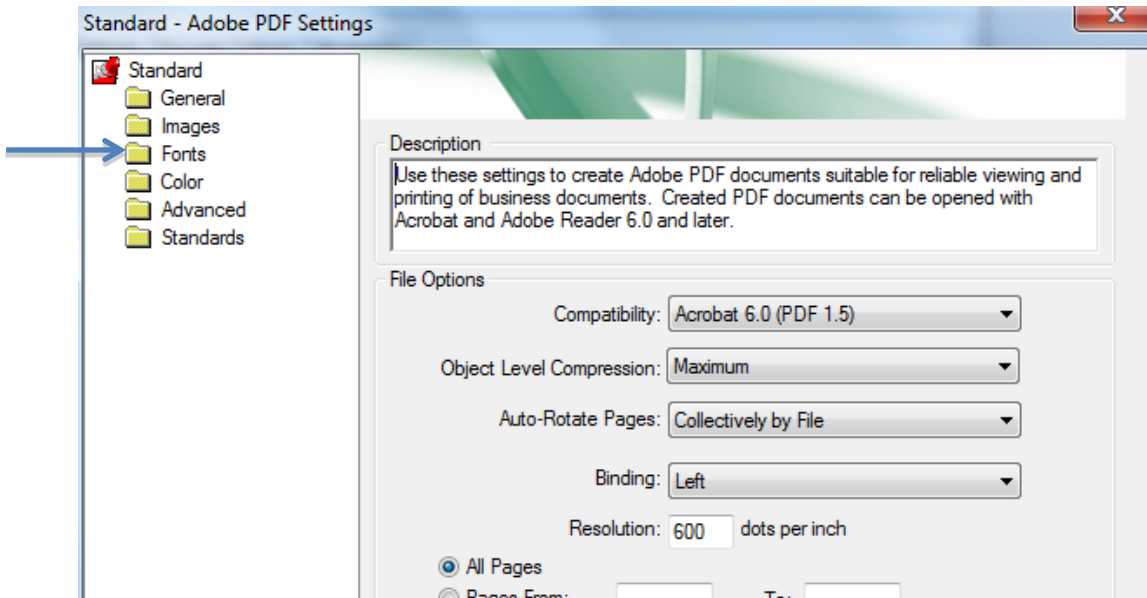

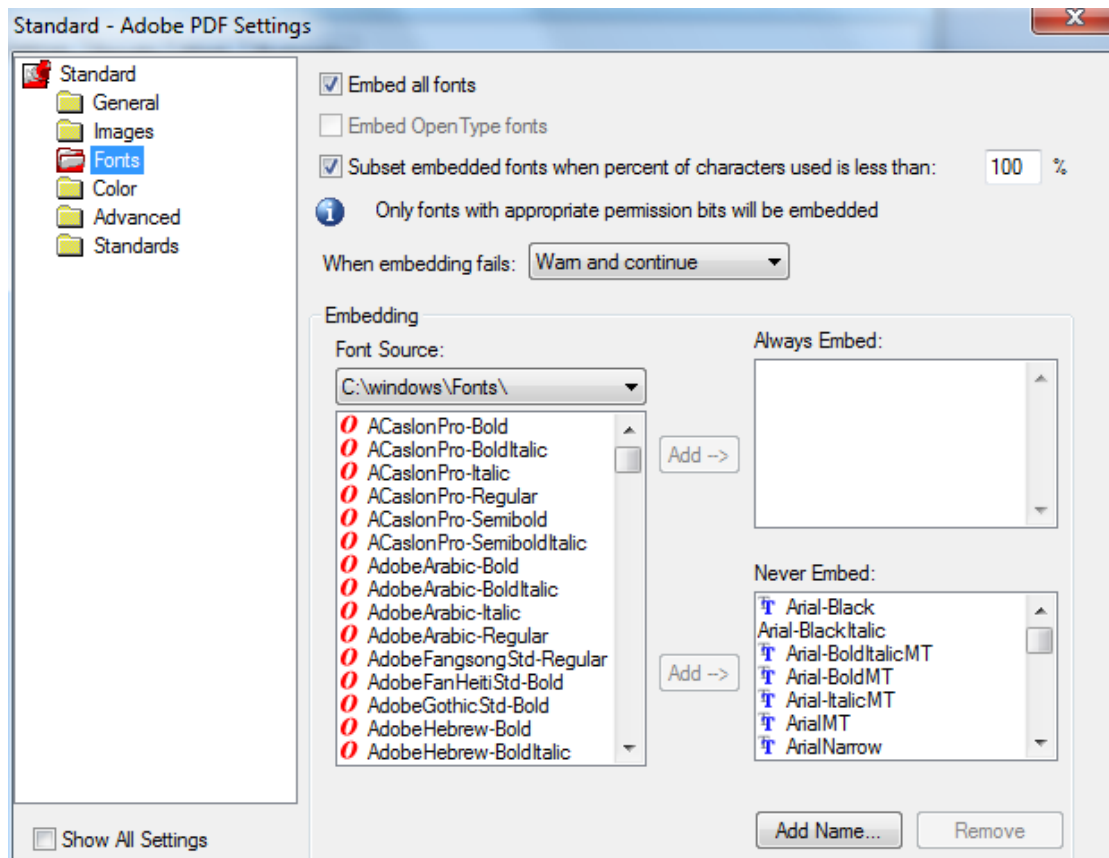Select "Adobe PDF" as your printer, and click on "Printer Properties."

This will produce the menu below. You should proceed to click on the "Edit…" button
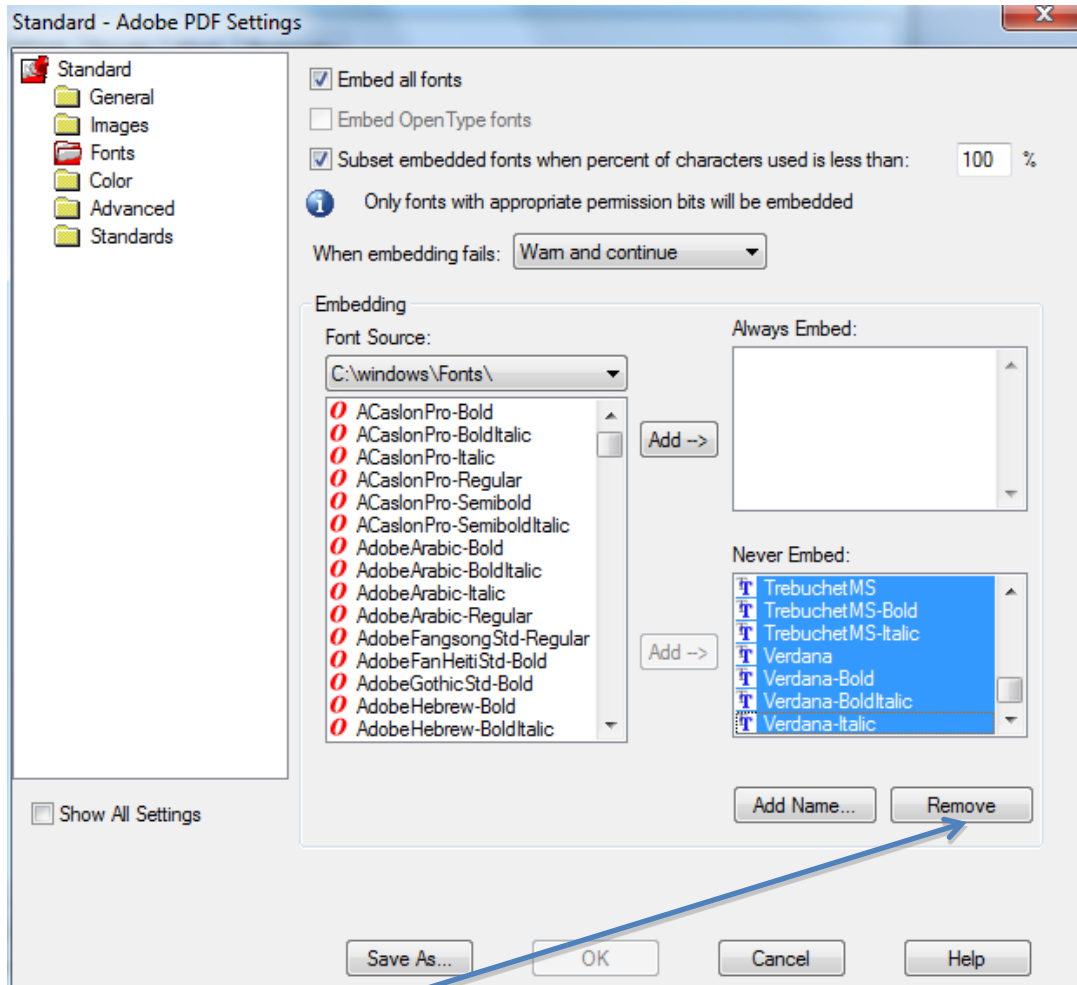
On the new menu that pops up, click on the "Fonts" button on the left side of the screen:

Yet another menu will appear, and this is where you will finally be able to adjust the font embedding settings:

Notice that there is a window in the lower right-hand corner that is labeled "Never Embed:" Ironically enough, this box probably contains most or all of the fonts you need to embed in your document because they are the most commonly used fonts. The default setting will exclude them from your PDF. To correct this, select all of the fonts in this box by clicking on the top font to highlight it, scroll down to the bottom of this small font list, hold down the shift key, and click on the last font listed. All of the fonts should be highlighted in blue.
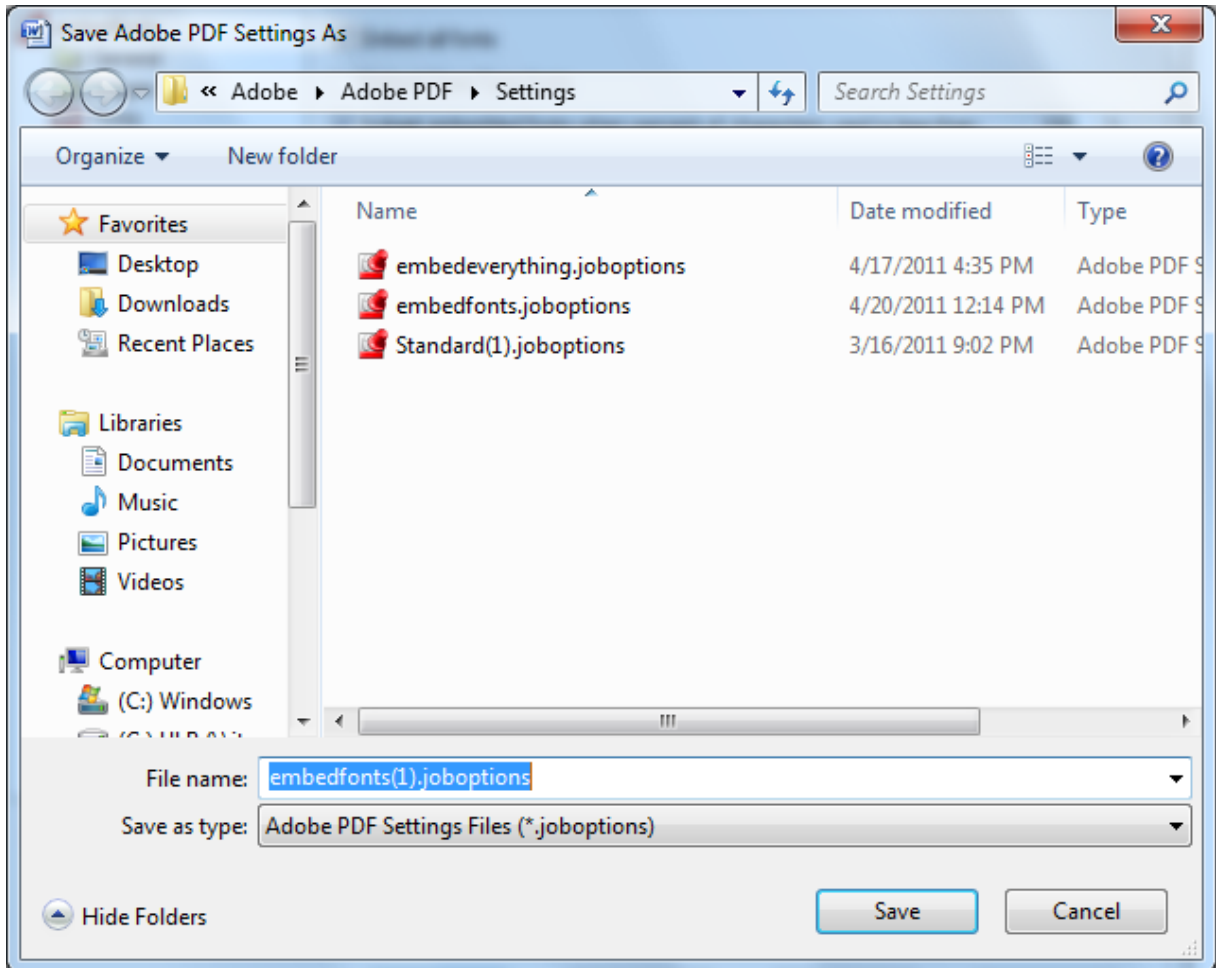

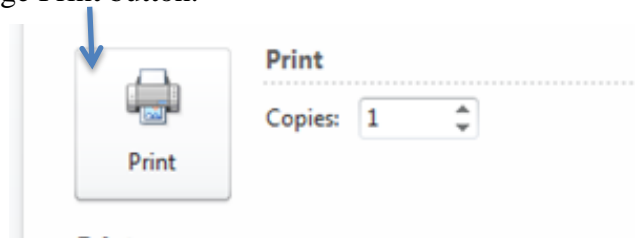Then click on the "Remove" button. The "Never Embed:" box should now be empty.

Be sure that the "Embed all fonts" box at the top of this menu contains a check mark and click "OK". In addition, change the "When embedding fails:" setting so that it says "Warn and continue." This way, if something goes wrong with font embedding you receive notification.

A menu labeled "Save Adobe PDF Settings As" will pop up. All this means is that you have created a new method of exporting PDF's on your computer, and it wants to save these settings so that you can use them repeatedly.

Type in a name for your settings, I called mine embedfonts(1) in the example below:

Click the "Save" button. It will then return you to the previous menu which should show that the new default PDF Settings are the ones that you created. Go ahead and click "OK" and you will be returned to the Print Screen. Hit the large Print button.
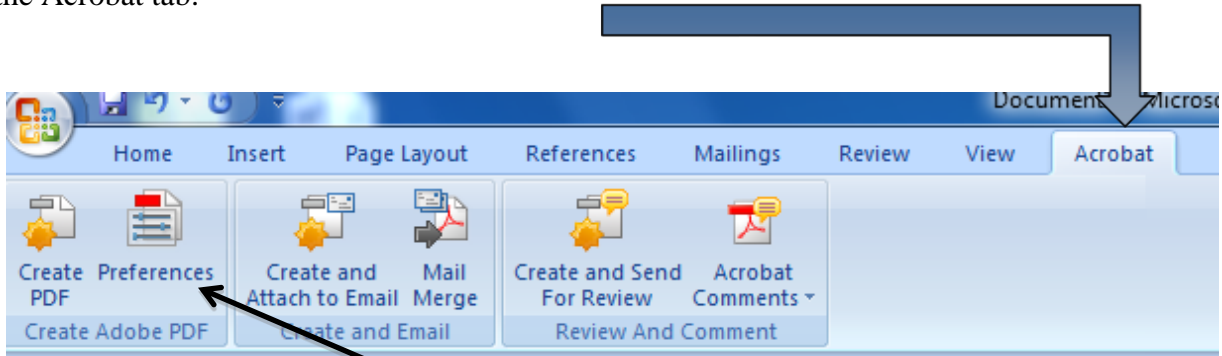

You will then be asked to name your file and pick a location to save it. It should export using the preferences you created in the previous steps with your fonts all embedded.

If you'd like to double-check that the file you've created does contain the embedded fonts, you can do so using Adobe Acrobat Pro. Open it there. Click on File>Properties. Click on the Fonts tab. All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset." If they do say this, you should be set.
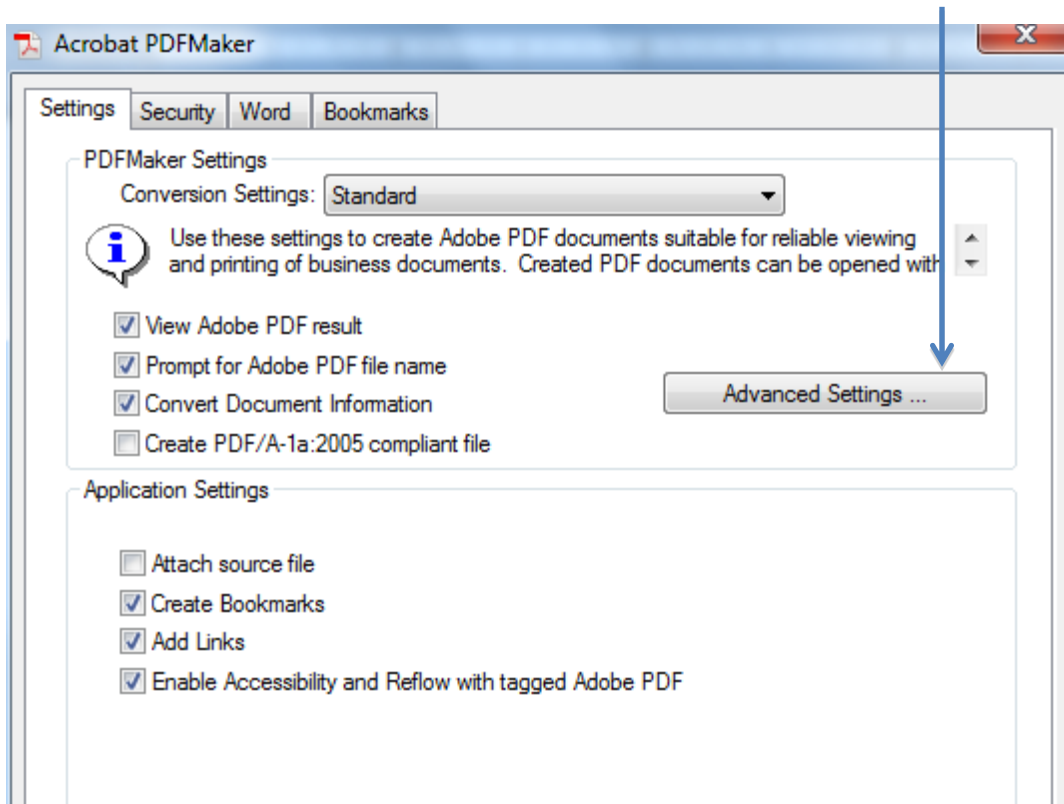
Microsoft Word for 2007

       Assuming Acrobat Distiller is installed on your computer, then in Microsoft Word 2007, there is an entire tab devoted to exporting your file to PDF, which is very handy. Click on the Acrobat tab:
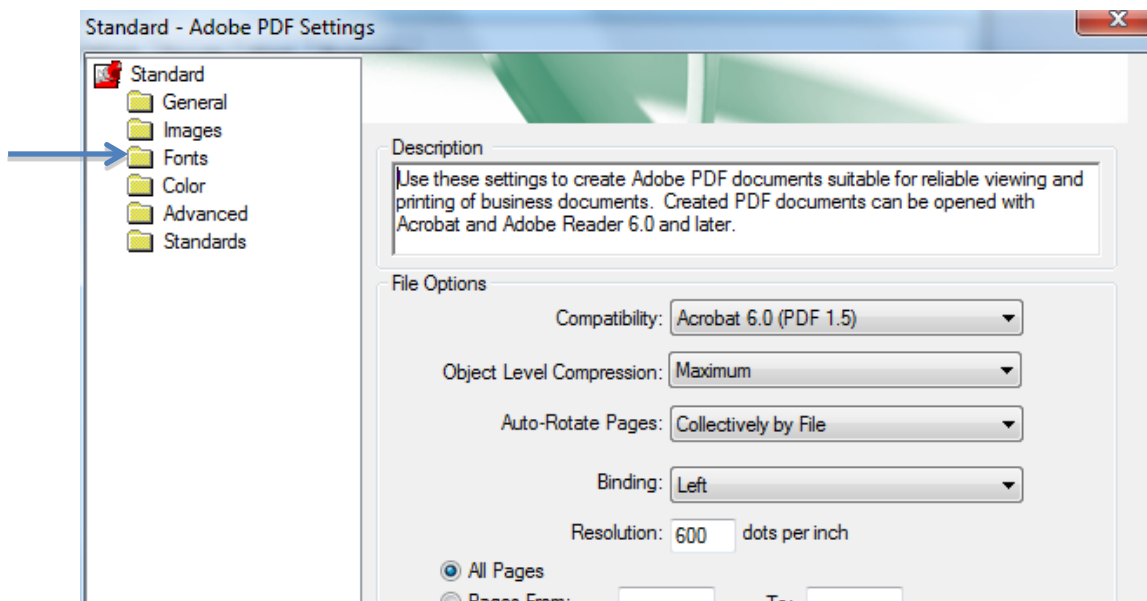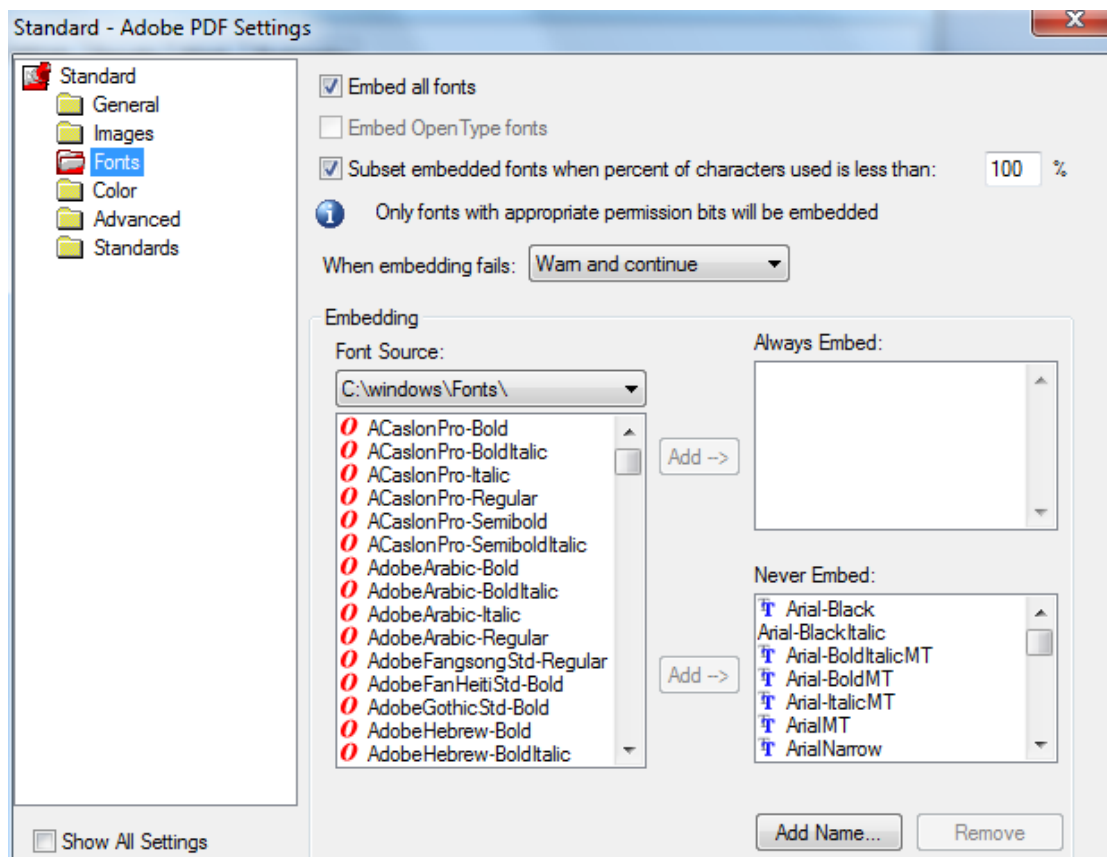
Then click on the "Preferences" button.

The menu that appears will allow you to change a number of settings, but we're going to focus solely on embedding fonts. Click on the "Advanced Settings…" button:
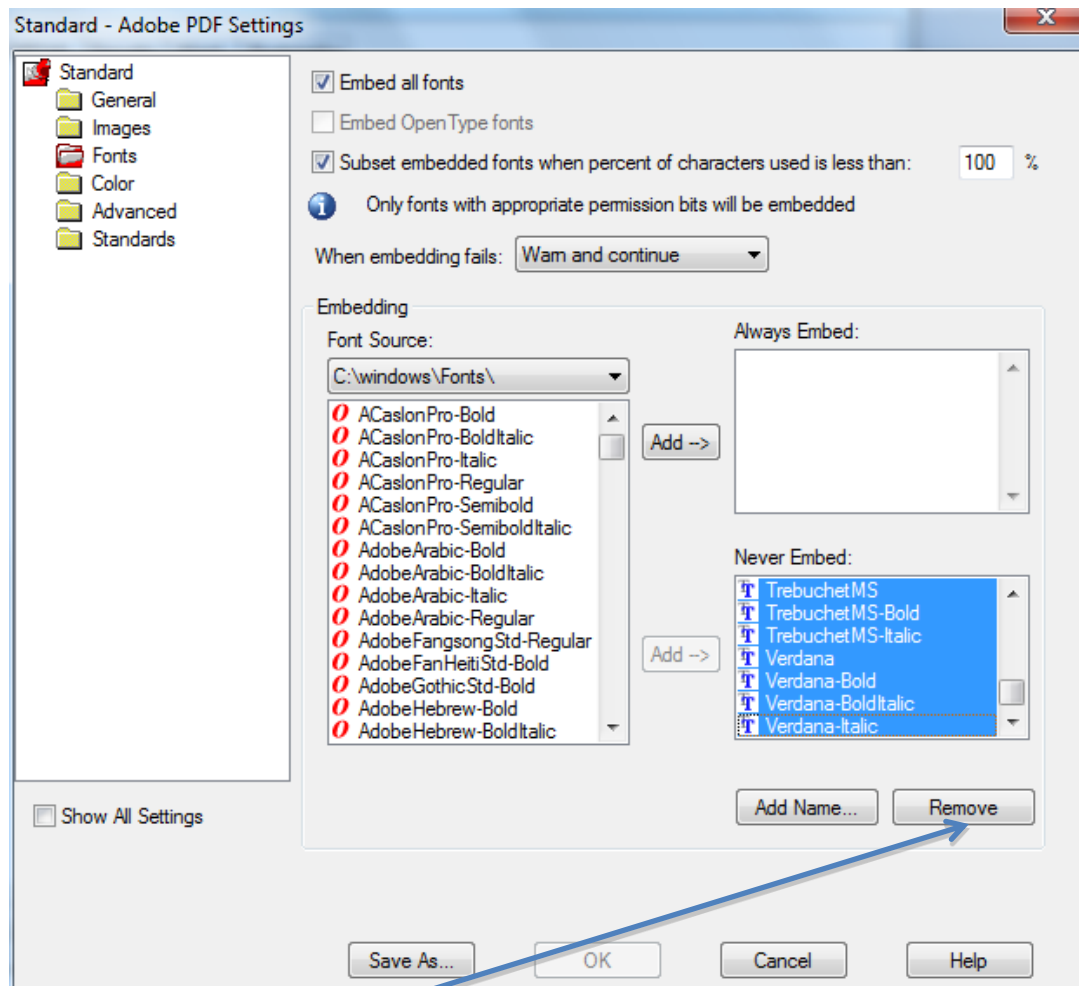
On the new menu that pops up, click on the "Fonts" button on the left side of the screen:

Yet another menu will appear, and this is where you will finally be able to adjust the font embedding settings:

Notice that there is a window in the lower right-hand corner that is labeled "Never Embed:" Ironically enough, this box probably contains most or all of the fonts you need to embed in your document because they are the most commonly used fonts. The default setting will exclude them from your PDF. To correct this, select all of the fonts in this box by clicking on the top font to highlight it, scroll down to the bottom of this small font list, hold down the shift key, and click on the last font listed. All of the fonts should be highlighted in blue.
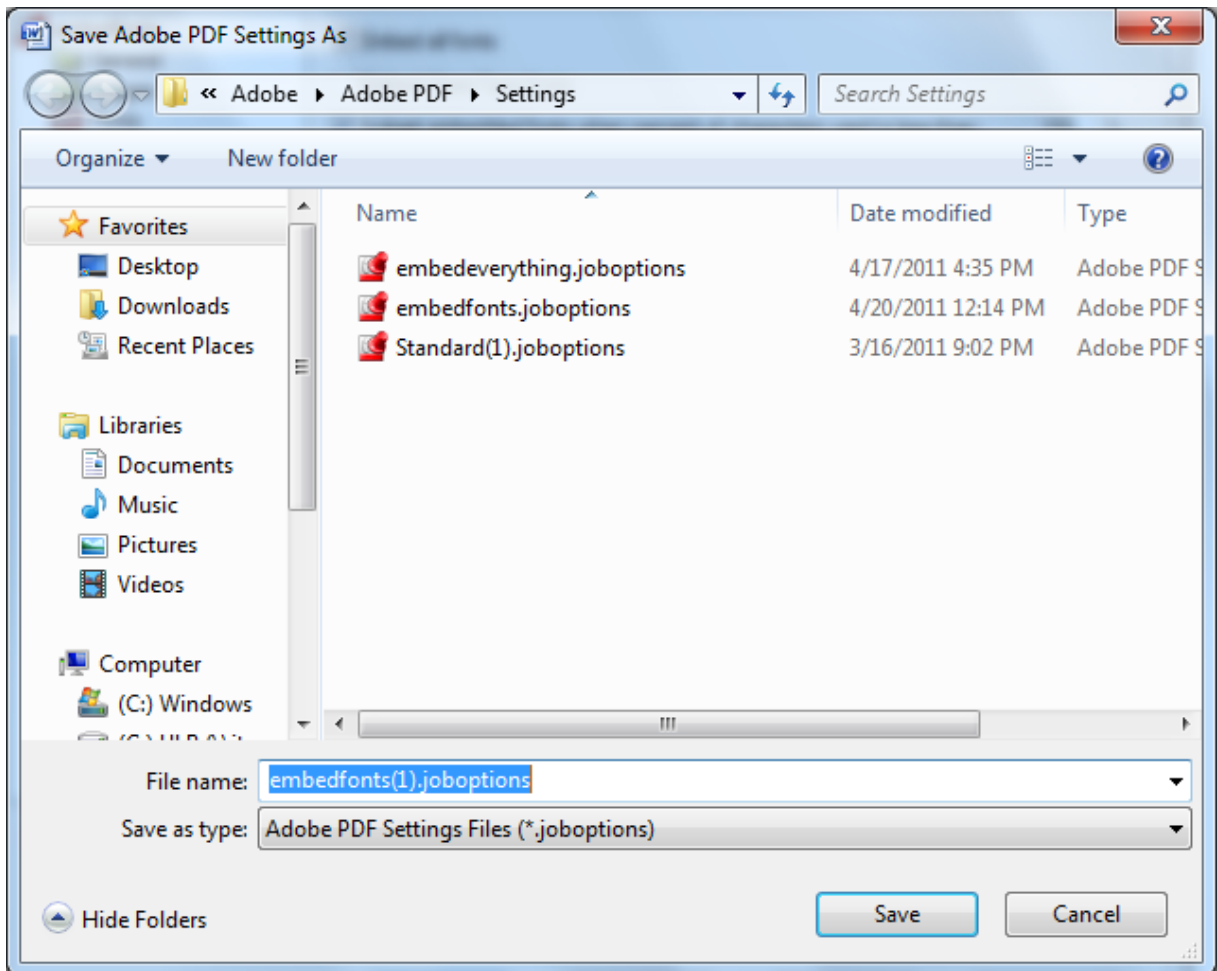

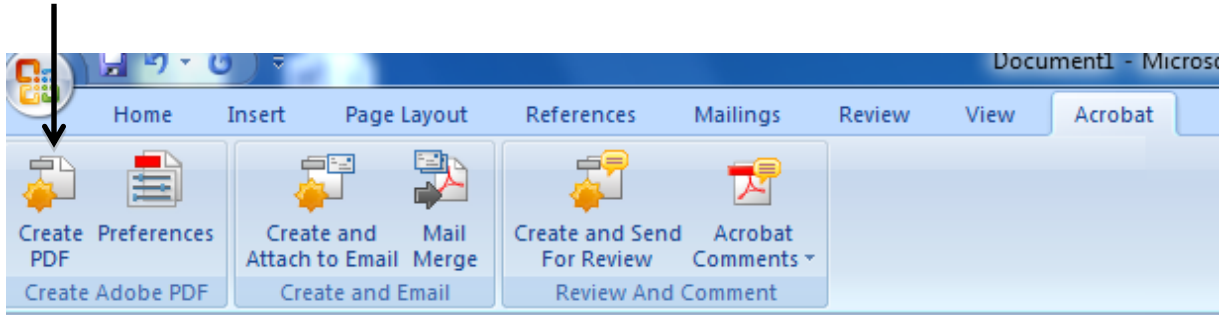Then click on the "Remove" button. The "Never Embed:" box should now be empty.

Be sure that the "Embed all fonts" box at the top of this menu contains a check mark and click "OK". In addition, change the "When embedding fails:" setting so that it says "Warn and continue." This way, if something goes wrong with font embedding you receive notification.

A menu labeled "Save Adobe PDF Settings As" will pop up. This means that you have created a new method of exporting PDF's on your computer, and it wants to save these settings so that you can use them repeatedly.

Type in a name for your settings, I called mine embedfonts(1) in the example below:

Click the "Save" button. It will then return you to the previous menu. Go ahead and click "OK" on all remaining menus until you return to your document itself. Then click "Create PDF"

You will then be asked to name your file and pick a location to save it. It should export using the preferences you created in the previous steps.

If you'd like to double-check that the file you've created does contain the embedded fonts, you can do so using Adobe Acrobat Pro. Open it there. Click on File>Properties. Click on the Fonts tab. All the fonts should be listed there, and after each font you should see either "Embedded" or "Embedded Subset" If they do say this, you should be set.

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