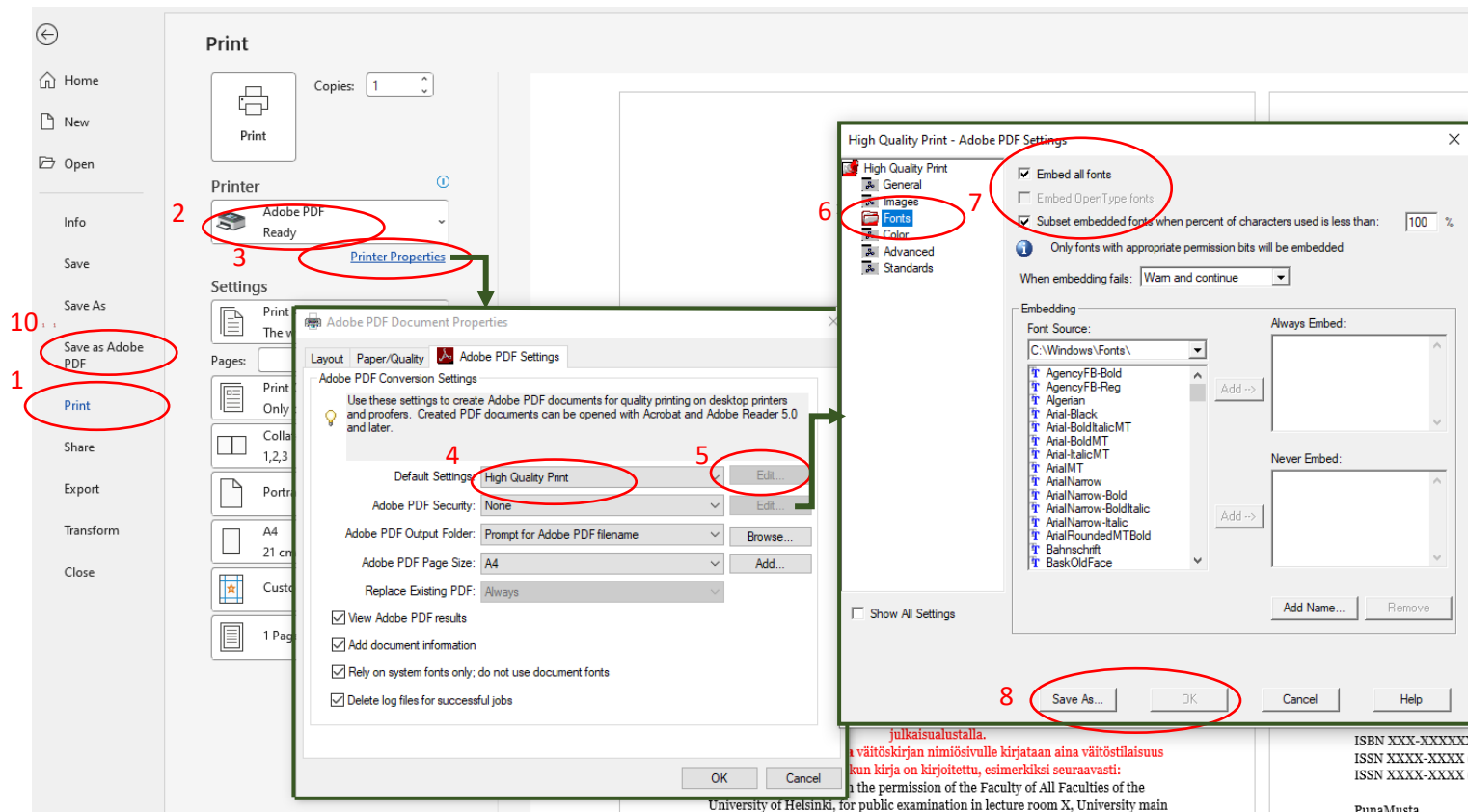


EMBEDDING FONTS TO PDF-FILE

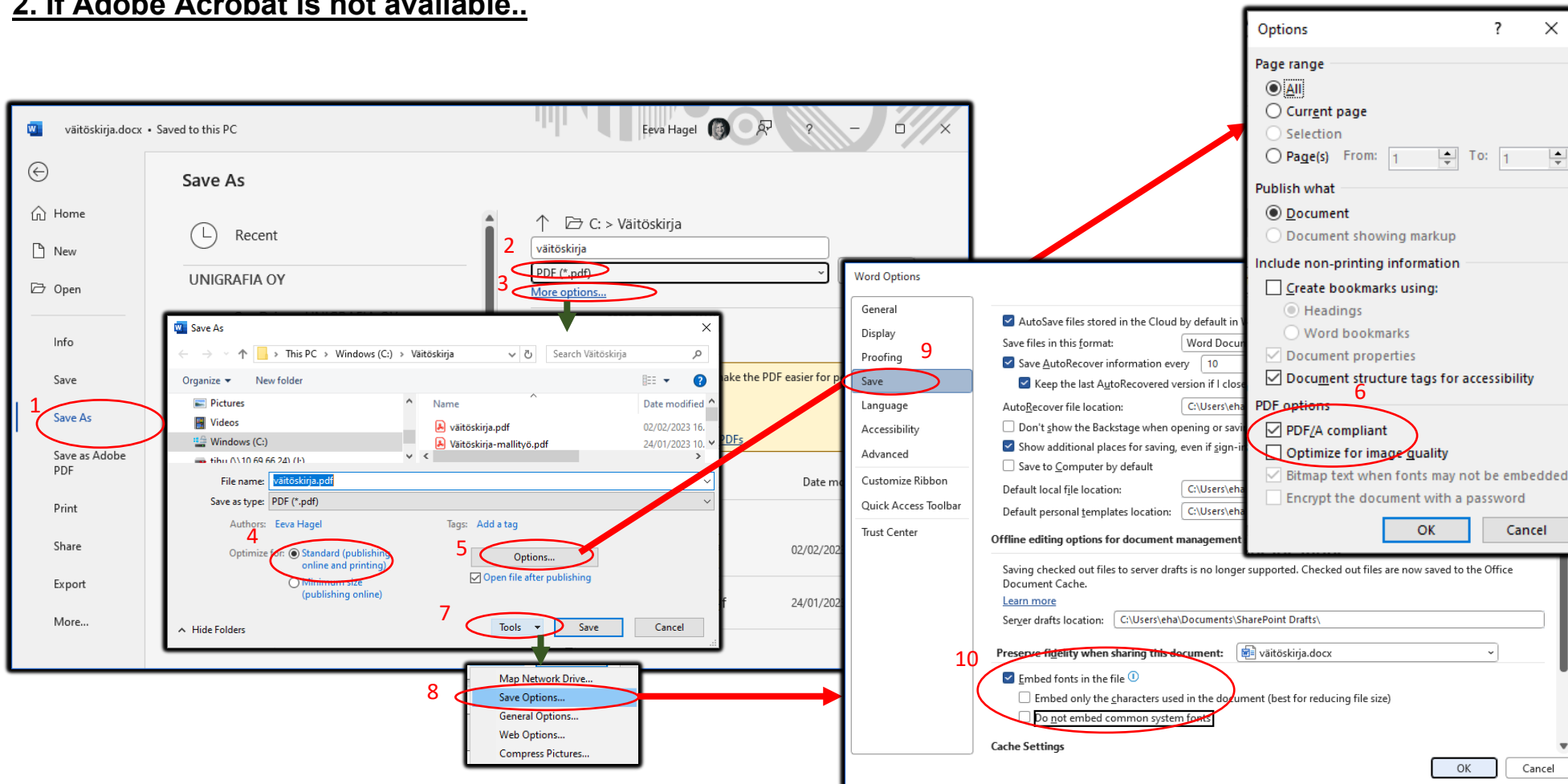
1. If **Adobe Acrobat** is available (NOTE: Acrobat Reader is not the same!)

- Make the print ready PDF using command: **Save As Adobe PDF**.
- However, first check the settings via the **Print** command as follows:



1. select **File** -> **Print**
2. Select **Acrobat PDF** as Printer
3. Click to open **Printer properties** -> a new window opens
4. Under Default Settings, select the highest possible print quality, e.g. **High Quality Print** or **Press Quality**.
5. Check the settings by clicking **Edit** -> a new window opens
6. Select **Fonts**
7. Check that there is a tick in the **Embed All fonts** box
8. If you have changed the settings, press **OK** or **Save As** (with a new name)
9. **SAVE THE FILE**
10. Make a PDF by selecting **File** -> **Save As Adobe PDF**

2. If Adobe Acrobat is not available..



Make the PDF using command **Save As**. Go through the following steps:

1. Select **File** -> **Save As**
2. Select PDF (*.pdf) as file format
3. Select **More options..**
4. Check that the optimization selection is set to **Standard**
5. Select **Options**
6. Check that **PDF/A compliant** option is chosen (-> OK)
7. Select **Tools**
8. Select **Save Options..**
9. Select **Save**
10. Check that Embed fonts in file is checked and Don't embed plain.. is NOT checked
Press **OK**
At the end, give the file a name and **Save**