EMBEDDING FONTS TO PDF-FILE (PC)

If Adobe Acrobat is not available.
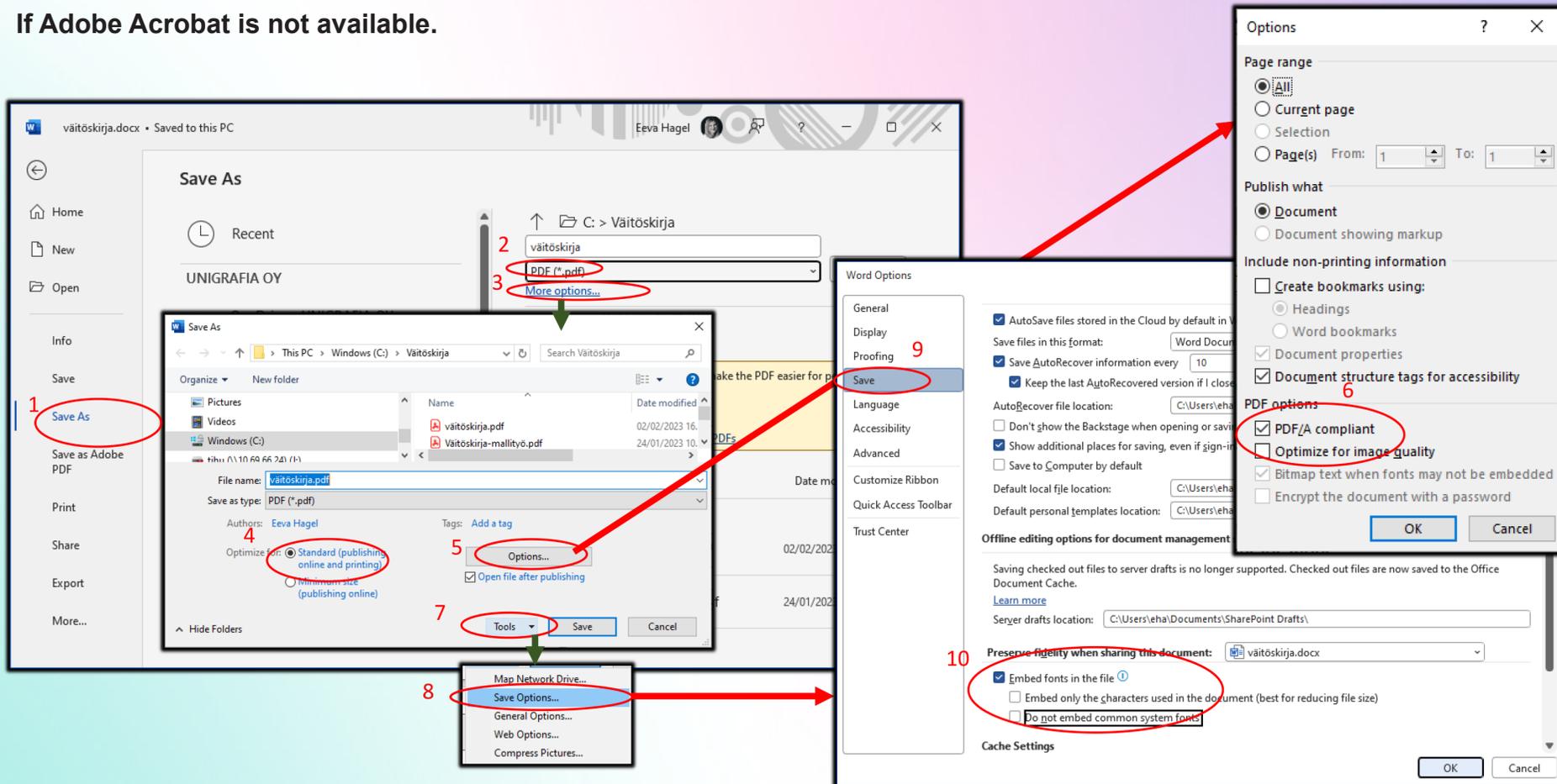
Make the PDF using command **Save As.** Go through the following steps:

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 common.... is NOT checked

    Press OK At the end, give the file a name and Save

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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:
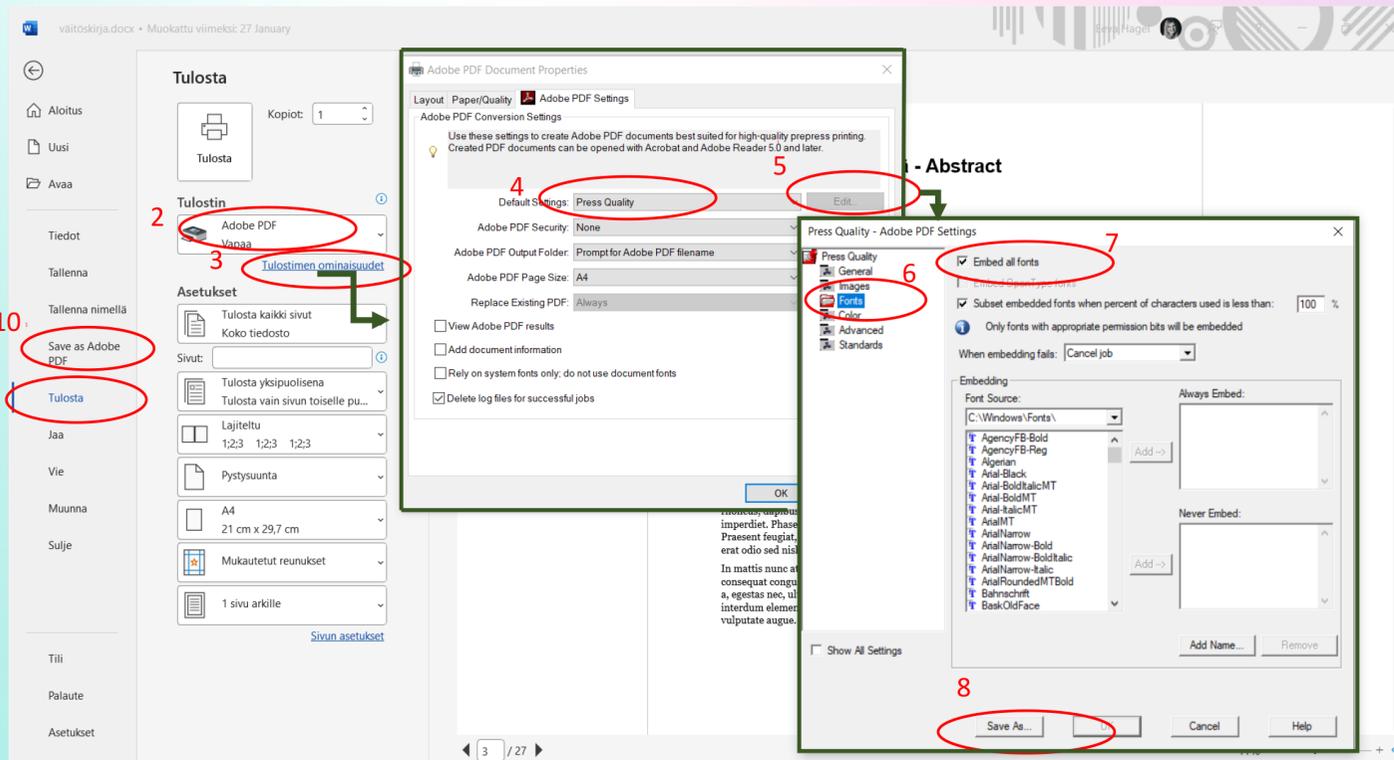
1. select File → **Print**

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 **Embedd 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**

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