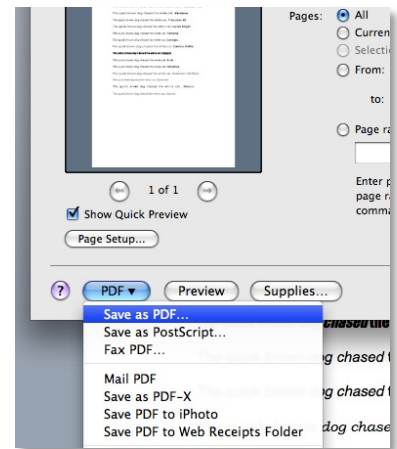# Embedding Fonts and Converting to PDF
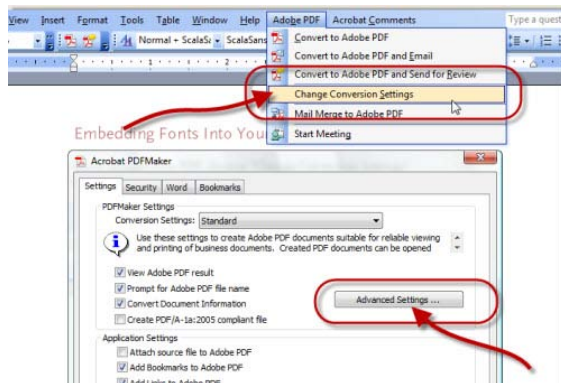
Mac OS – embed fonts and convert

1) With your document open in Word, under 'File', choose 'Print'.

2) Click on the 'PDF' button in the lower left, choose 'Save as PDF'.

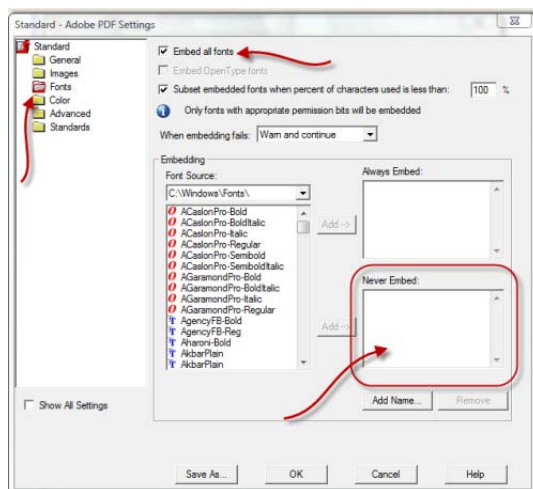3) Make sure the file name you type ends in '.pdf' and click 'Save'.

Windows OS, Word 2003 – embed fonts

1) In Word, under Adobe PDF, choose 'Change Conversion Settings'.

2) Click on the 'Advanced Settings' button.

3) Choose the 'Fonts' folder at the upper left.

4) Next, do two things: First, check the checkbox labeled 'Embed all fonts'. Second, make sure that the textbox under 'Never Embed:' is completely empty.

5) Save these settings; you are now ready to convert your Word file into a PDF file (see below).

<div align="right">Boston College Libraries</div>

Embedding Fonts and Converting to PDF

Windows OS, Word 2007 – embed fonts

1) In Word, select the Acrobat tab

2) Click on the Preferences button near the upper left, then select Advanced Settings in the pop up window

3) Choose the 'Fonts' folder at the upper left.

4) Next, do two things: First, check the checkbox labeled 'Embed all fonts'. Second, make sure that the textbox under 'Never Embed:' is completely empty.
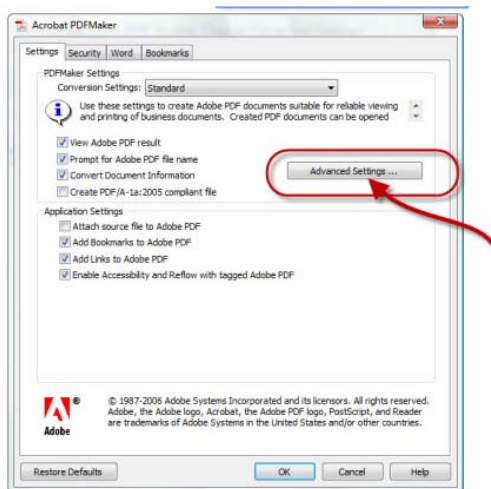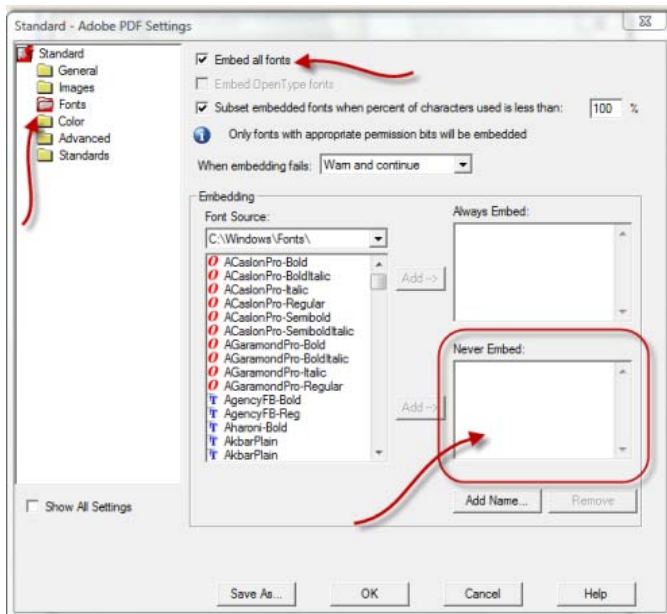

5) Save these settings; you are now ready to convert your Word file into a PDF file (see below).

Embedding Fonts and Converting to PDF

Windows OS - convert to PDF

To convert to PDF, click on 'Convert to Adobe PDF' located under 'Adobe PDF' (Word 2003) or 'Create PDF' under the Acrobat tab (Word 2007)

Once you have created your PDF file, open it with Adobe Acrobat, and look at 'Properties' under 'File'.

Using the 'Fonts' tab in Acrobat, you should see that all of your fonts have been embedded (e.g. Embedded Subset).

NOTE: Check the security tab to make sure it says "No Security"