

## How to embed fonts?

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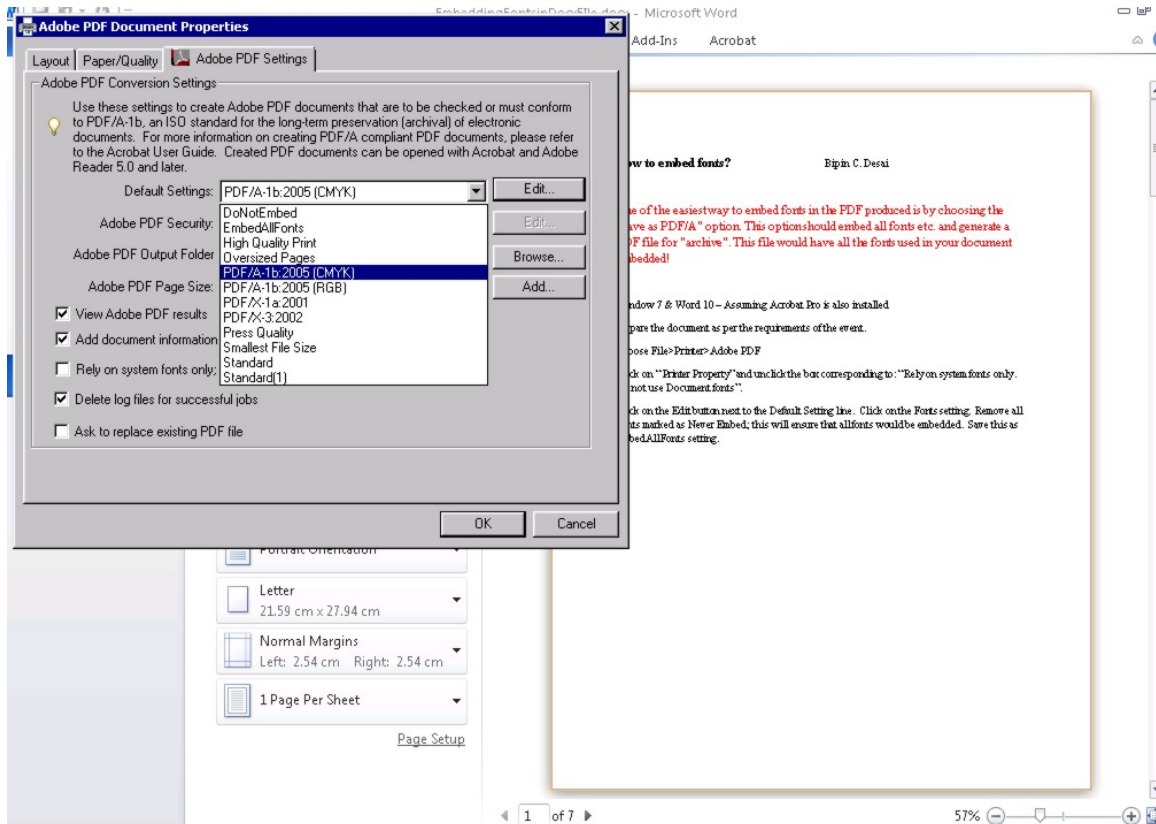
One of the easiest way to embed fonts in the PDF produced is by choosing the "Save as PDF/A" option. This option should embed all fonts etc. and generate a PDF file for "archive". This file would have all the fonts used in your document embedded!

Window 7 & Word 10 – Assuming Acrobat Pro is also installed

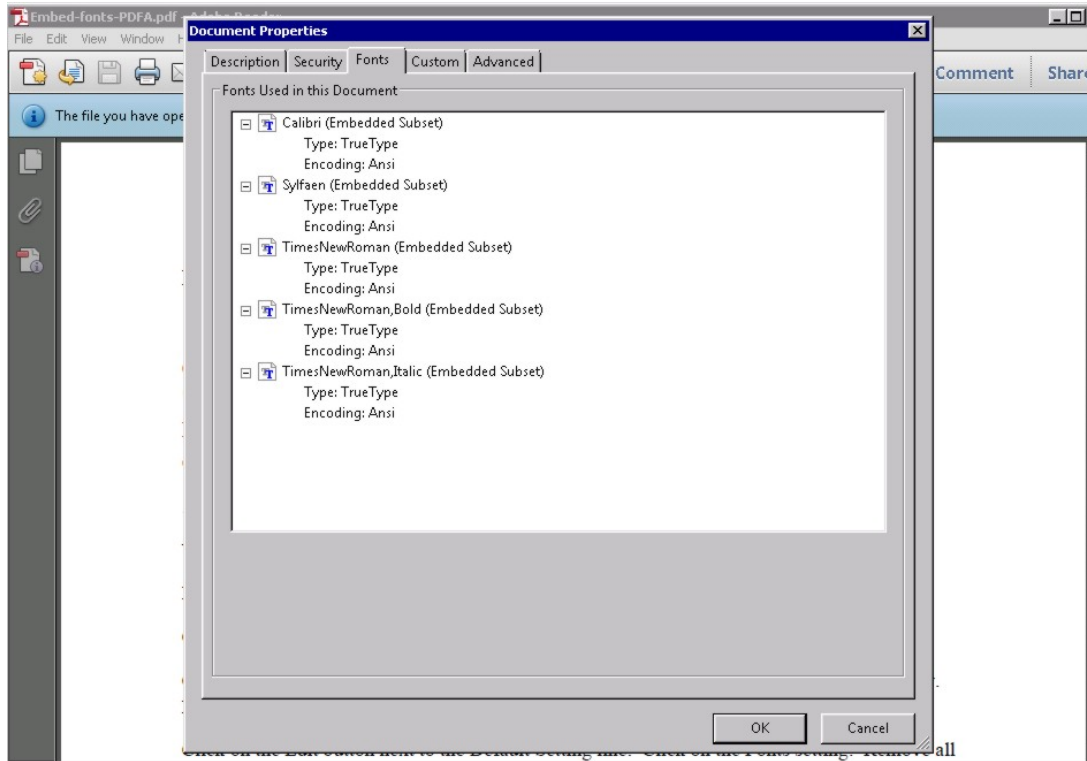
Prepare the document as per the requirements of the event.

Choose File>Printer>Adobe PDF

Here is the easy way to embed fonts using Acrobat to print the document to a PDF file. Look at the Adobe PDF Document Properties. The Default setting has a pull down menu: choose PDF/A- (either CMYK or RGB would be OK): also uncheck Rely on system fonts only box. Print to file.

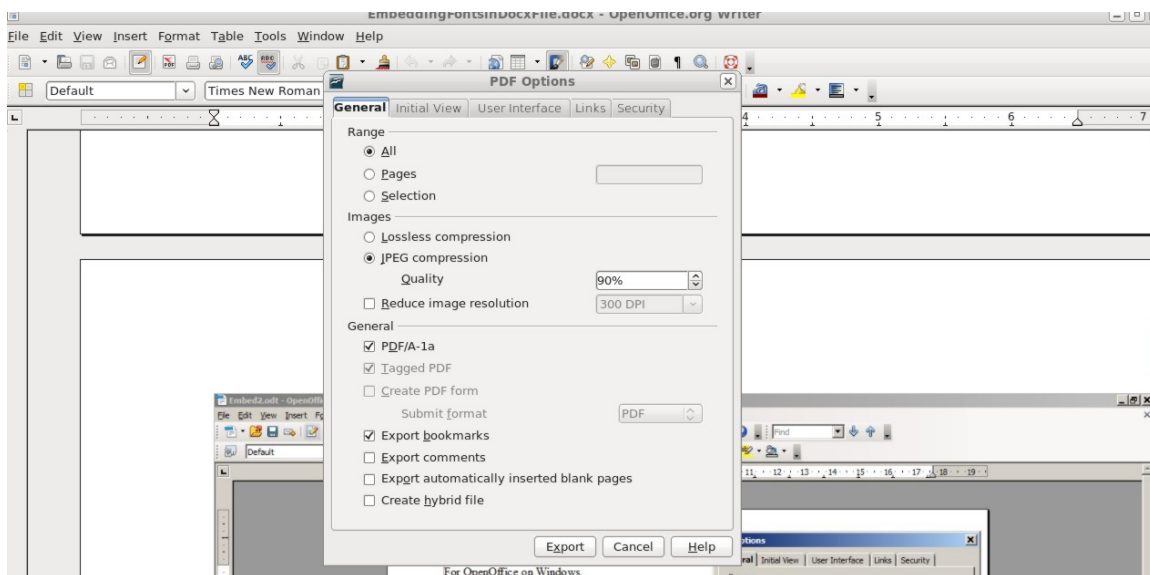


Open the PDF file produced and look at its property; you should see something similar to the following. The fonts used are embedded – only a subset to reduce the size of the pdf file.



## Open Office On Windows.

OpenOffice has the PDF converter built in. Create the document using the specification for the event. Export the document to PDF. Make sure to select PDF/A-1a option as shown below and export to a PDF file.



The PDF has the fonts embedded as shown below:

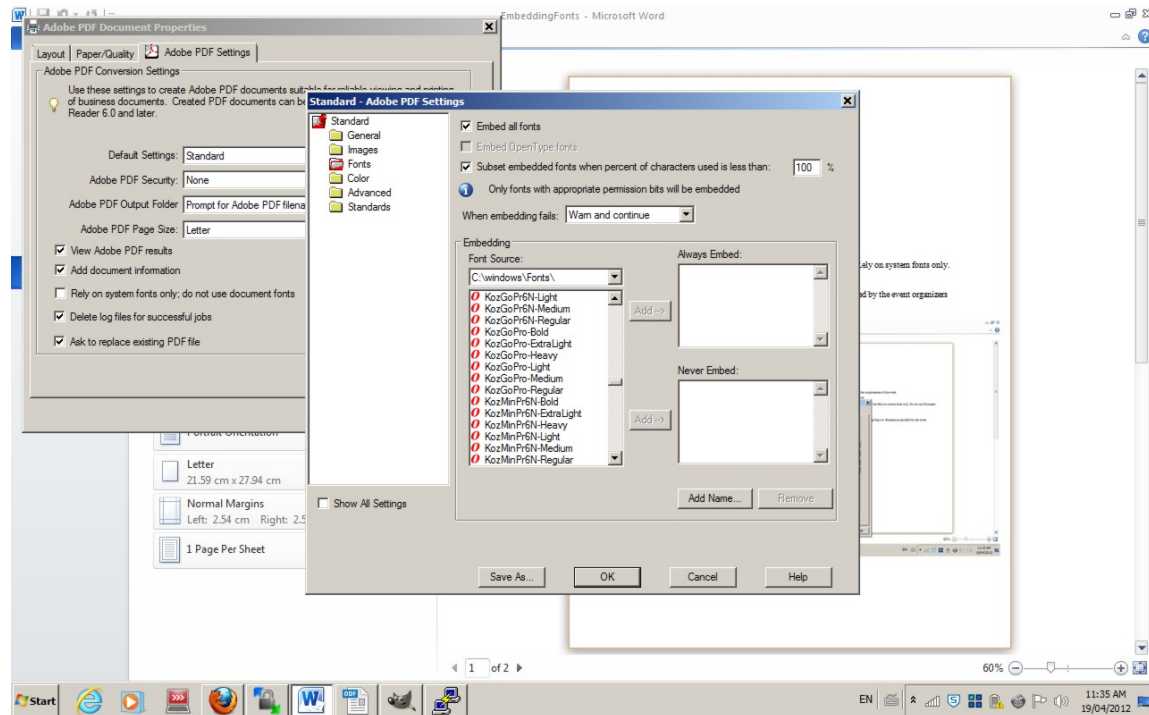
```
[bcd.cs.concordia.ca:ConfSys] 76 => pdffonts EmbeddingFontsInDocxFile-00-PDFA.pdf
name                               type      emb sub uni object ID
-----
BAAAAA+TimesNewRomanPS-BoldMT     TrueType  yes yes yes   92  0
CAAAAA+TimesNewRomanPSMT          TrueType  yes yes yes   97  0
DAAAAA+DejaVuSans-Bold            TrueType  yes yes yes  107  0
EAAAAA+TimesNewRomanPS-ItalicMT    TrueType  yes yes yes  102  0
[bcd.cs.concordia.ca:ConfSys] 77 =>
```

Notice the font substitutions by OpenOffice.

An alternate method for Word is the following:

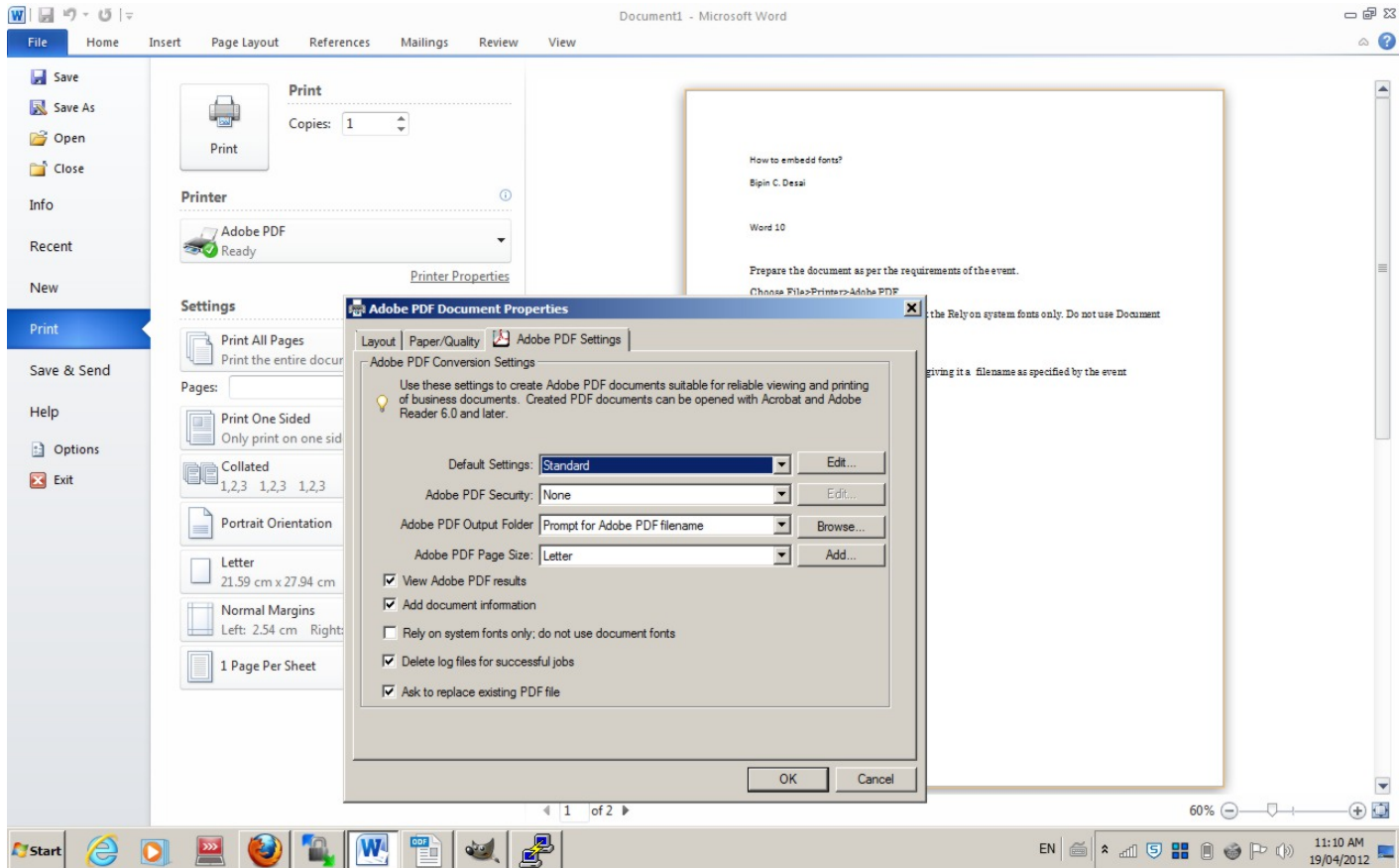
Click on “Printer Property” and unclick the box corresponding to: “Rely on system fonts only. Do not use Document fonts”.

Click on the Edit button next to the Default Setting line. Click on the Fonts setting. Remove all Fonts marked as Never Embed; this will ensure that all fonts would be embedded. Save this as EmbedAllFonts setting.



Make sure to use the above “EmbedAllFonts” setting when producing a document where you need to embed all fonts.

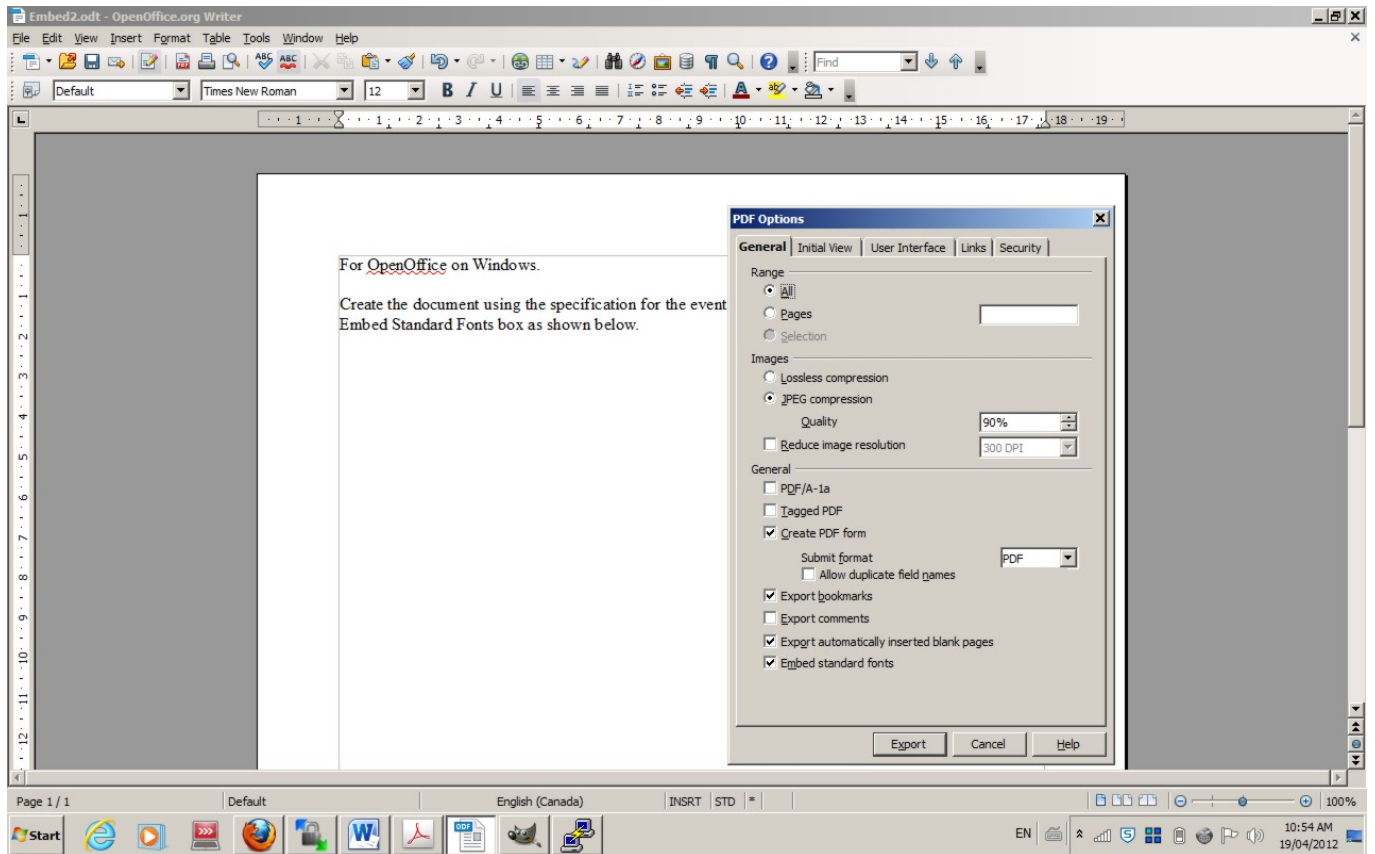
Press Print and send the output to file giving it a filename as specified by the event organizers e.g., Desai1.pdf



## Open Office On Windows.

Create the document using the specification for the event. Export it as PDF. Making sure to check the

Embed Standard Fonts box as shown below.



## Window 7 & Word 10 – Assuming CutePDF is also installed<sup>1</sup>

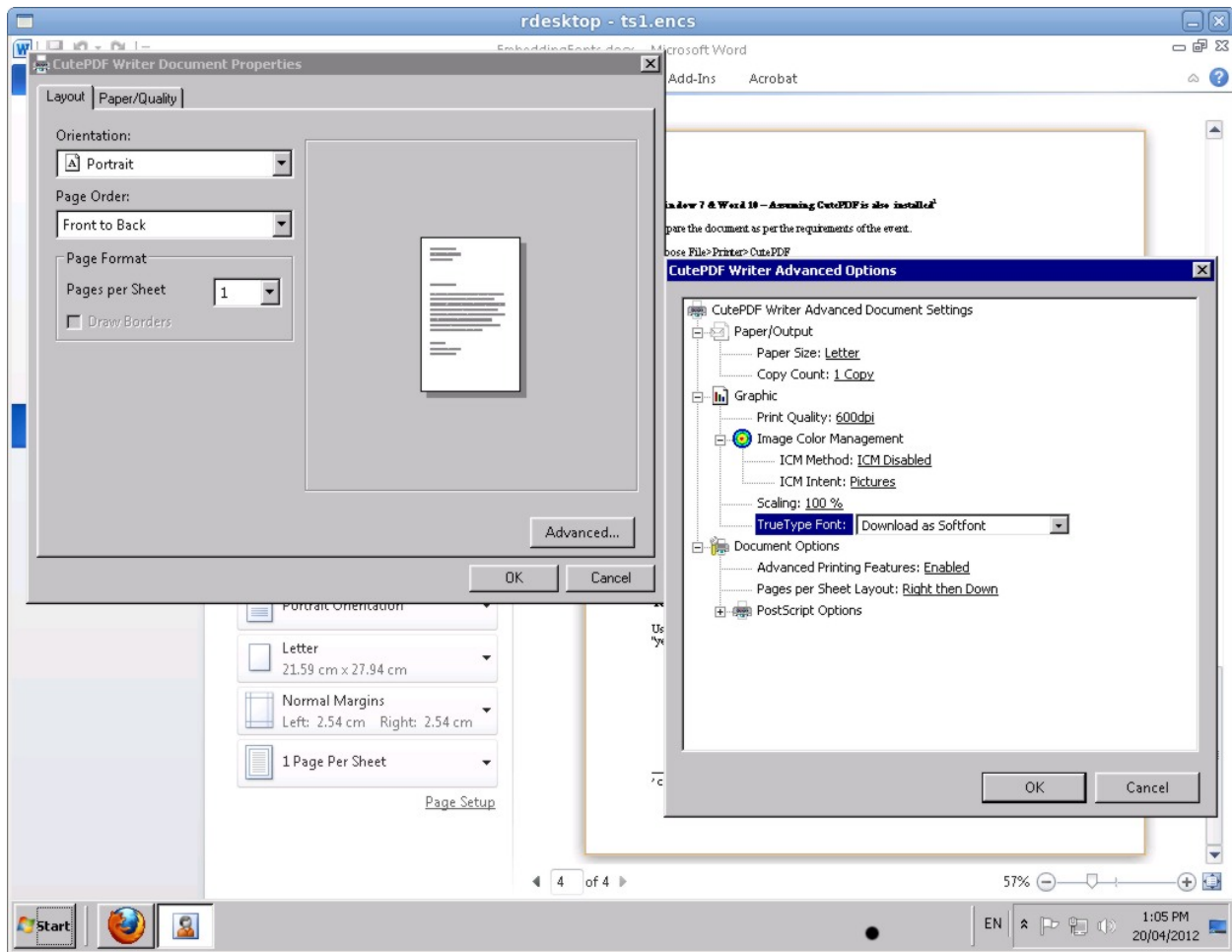
Prepare the document as per the requirements of the event.

Choose File>Printer>CutePDF

Click on “Printer Property” and the Advanced option. From the Pull Down menu for TrueTypeFonts, choose “Download as Softfonts”. Click OK, OK and Press Print. Save the PDF file using appropriate name.

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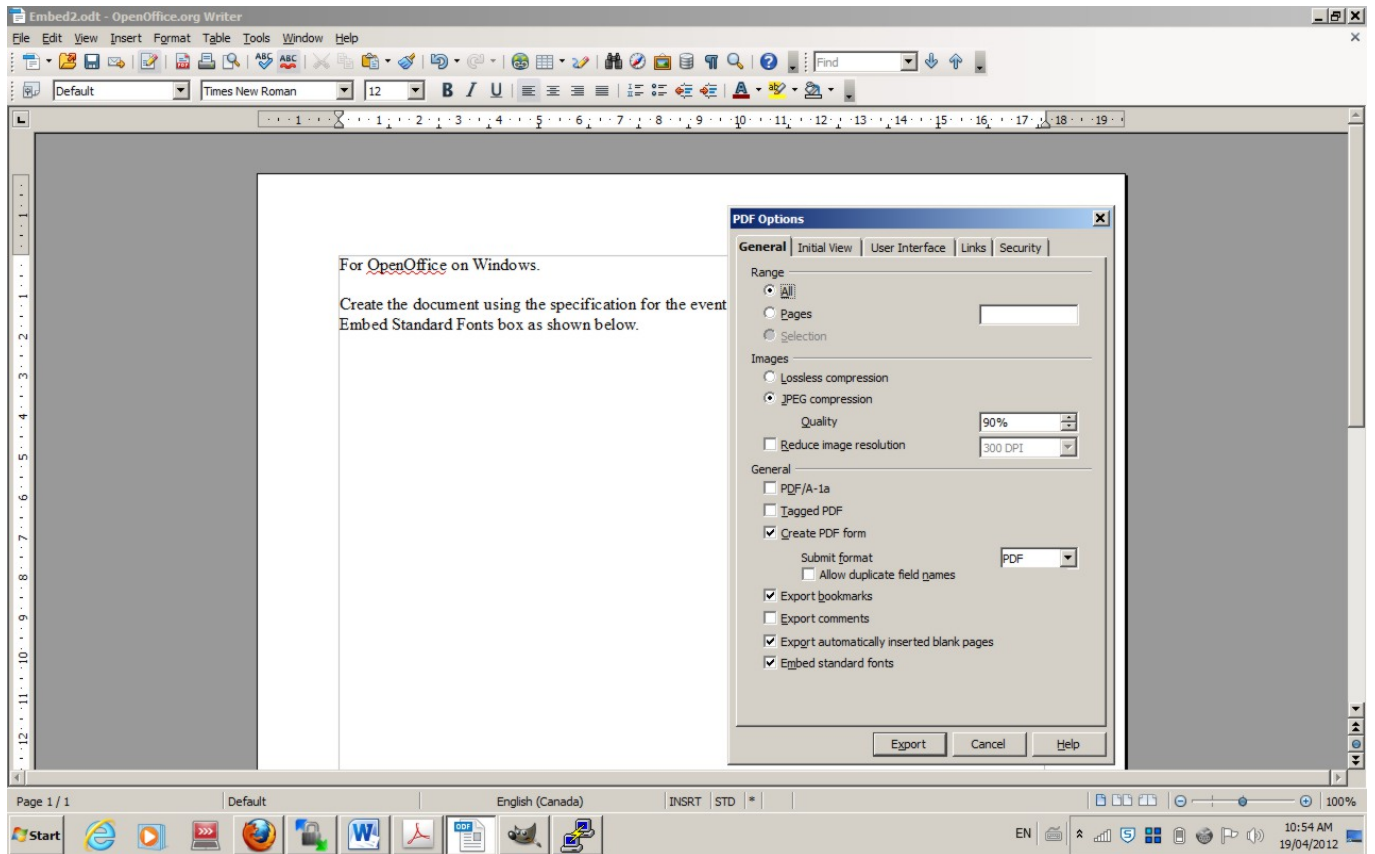
<sup>1</sup> CutePDF is a PDF generator which is available for free for personal use.



## Open Office On Linux.

Create the document using the specification for the event. Export it as PDF. Making sure to check the

Embed Standard Fonts box as shown below.



Using the above setting for Word, and printing using Acrobat we get a file which has the subset of the fonts used embedded as shown by the following:

name	type	emb	sub
EMMMAA+TimesNewRoman,Bold	TrueType	yes	yes
EMMMBB+TimesNewRoman	TrueType	yes	yes
EMMMFC+Calibri	TrueType	yes	yes
EMMMIC+Sylfaen	TrueType	yes	yes
EMMMPC+TimesNewRoman,Italic	TrueType	yes	yes

## How to embed fonts: Unix/Linux

To make sure fonts are embedded run the command *updmap* as follows:

```
updmap --edit
```

the configuration file `updmap.cfg` will open in your default text editor.

Make sure the `pdftexDownloadBase14` line is set to true; if not set it true as follows:

```
pdftexDownloadBase14 true
```

Save the file. Regenerate the pdf file and check with `pdffonts`.

## To check whether fonts are embedded: Unix/Linux

Use the command program `pdffonts` and check that all fonts are Type1, and that all fonts have a "yes" in the "emb" (embedded) and "sub" (sub-set) columns.

## When fonts are not embedded nor suitable font could be substituted

Below is an example of a PDF file where the fonts are not embedded and the viewer could not substitute another font.

