

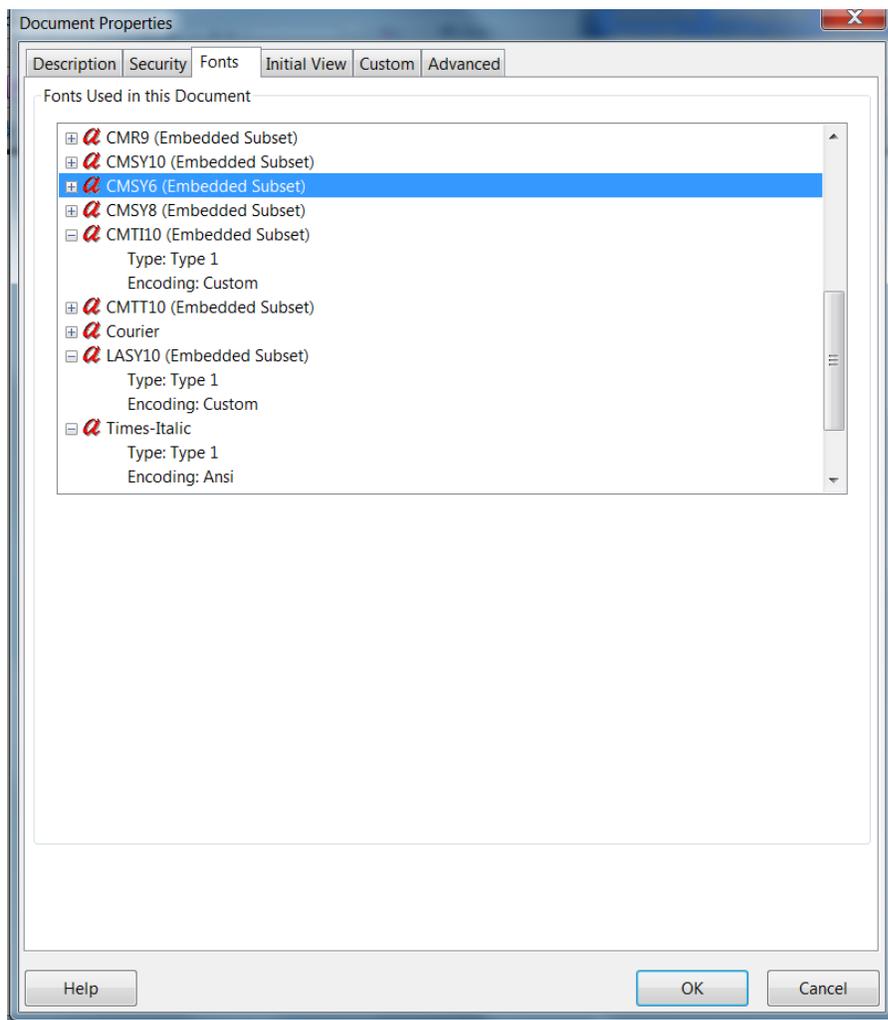
Embedding your Fonts in PDF

In order for your manuscript to print properly and avoid any issues, it is critical that all fonts within your text and figures are properly embedded in your manuscript.

Your final manuscript must be submitted in PDF format, the information below will assist you in properly embedding your fonts in your final PDF. Adobe Acrobat is required in order to embed your fonts.

Step 1: Identify the fonts that need to be embedded.

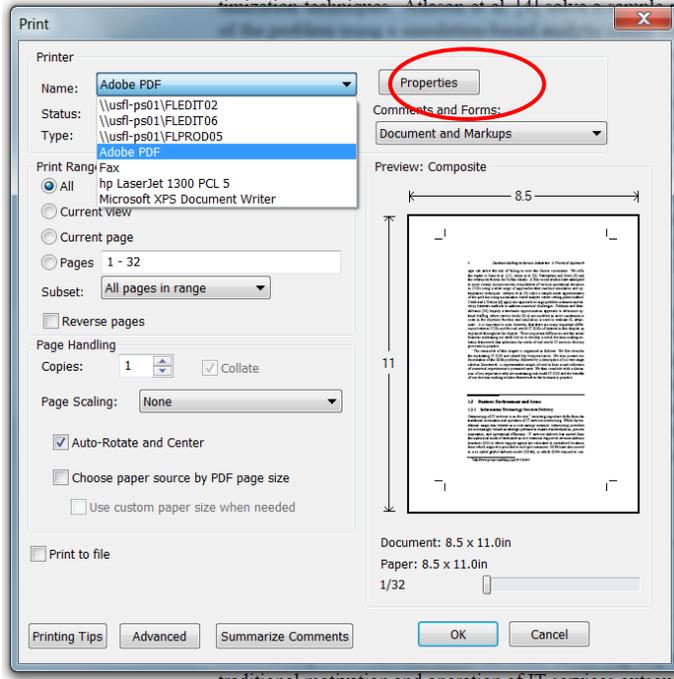
- Open your PDF and select **File - Properties**.
- Select the **Fonts** tab and search for those fonts missing **'Embedded Subset'** at the end. These are the fonts that will need to be embedded. In the example below, *Courier* and *Times – Italic* need to be embedded.



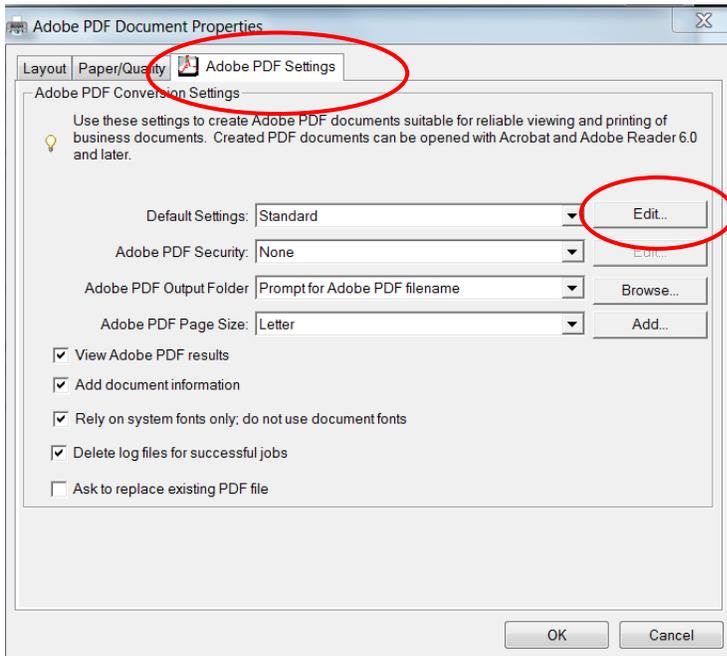
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Step 2: Begin the process of embedding these missing fonts

- Select **File- Print**
- Printer Name - select **Adobe PDF**.
- Click the **Properties** button to the right of the Printer Name

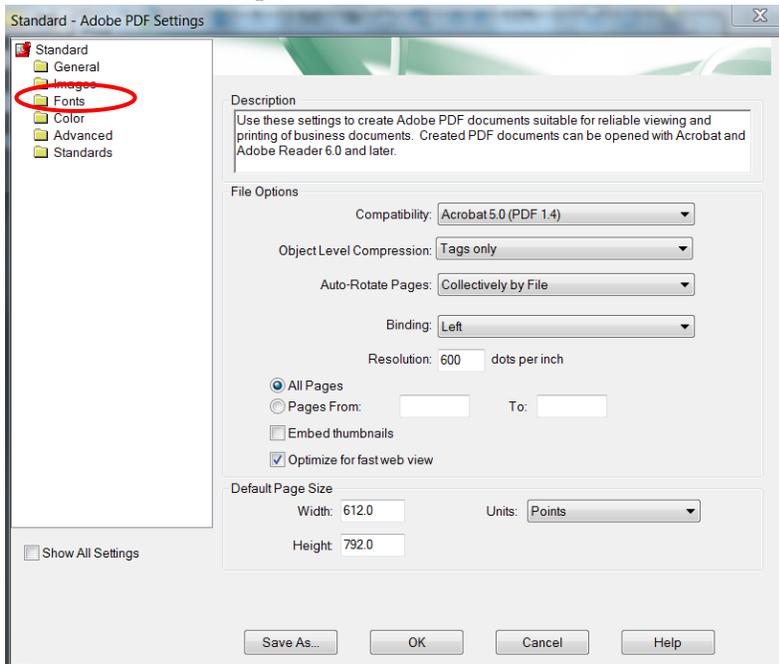


Another window will pop up. Select the **Adobe PDF setting** tab and click the **Edit** button to the right of the **Default Settings**.



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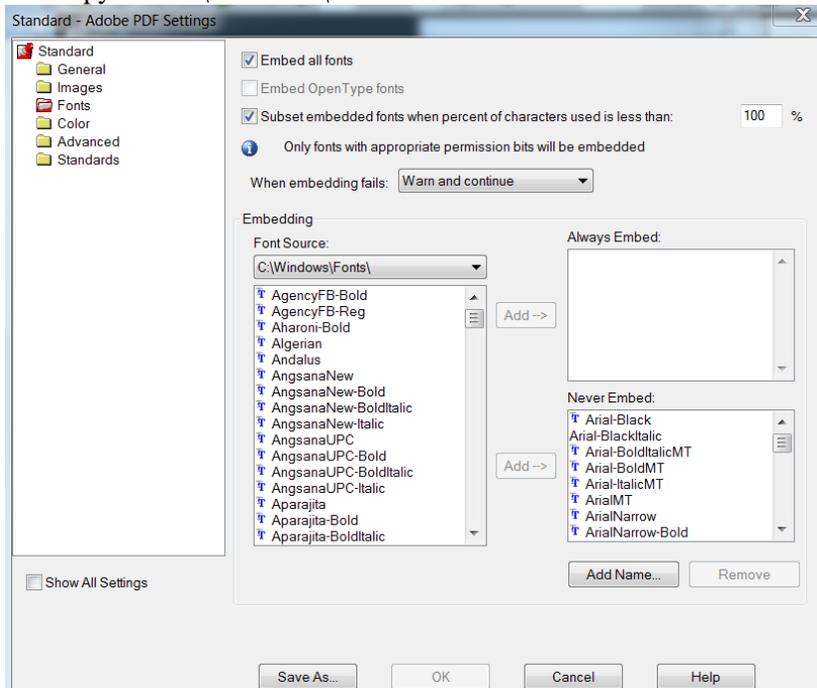
Click **Fonts** on the top left menu:



Another window will pop up - tick the **Embed all fonts option** at the top.

Make sure the fonts you need to embed are on the **Font Source** list, and not on the **Never Embed** list.

If the necessary fonts are missing from the **Font Source** list, try to obtain the font file from another source and copy it to **C:\Windows\Fonts**.



Step 3: Return to the File - Print screen and Print your file as a new PDF. It should now have all fonts embedded. Refer to Step 1 to check and confirm that this has been completed properly.