



Embedding Fonts Acrobat X Pro For PC

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1. Combining PDFs in Acrobat X Pro

1. Open Acrobat X Professional. Click on **Combine Files** as shown in the rectangle in Figure 1.

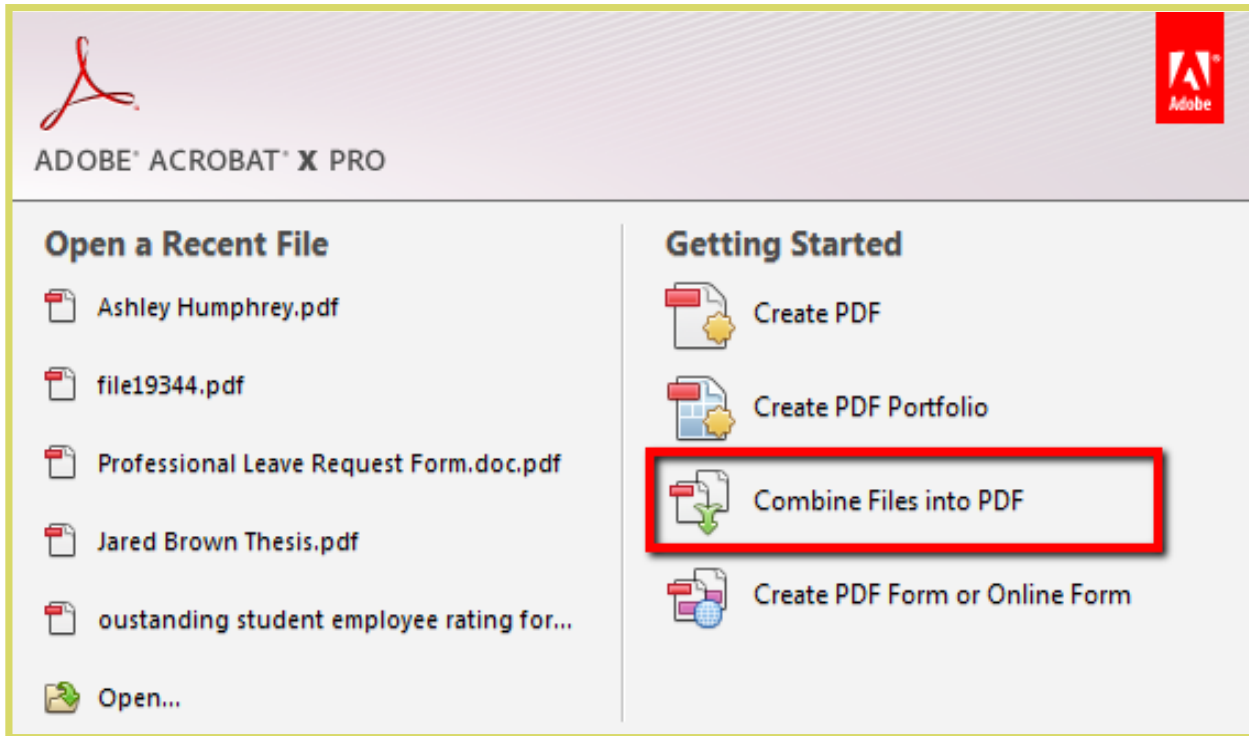


Figure 1

2. Next click on **Add Files** in the upper left hand corner (Figure 2). Add the files in the order you want them to appear in your final document (i.e. Title Page, Preliminary Pages, Table of Contents, etc.)

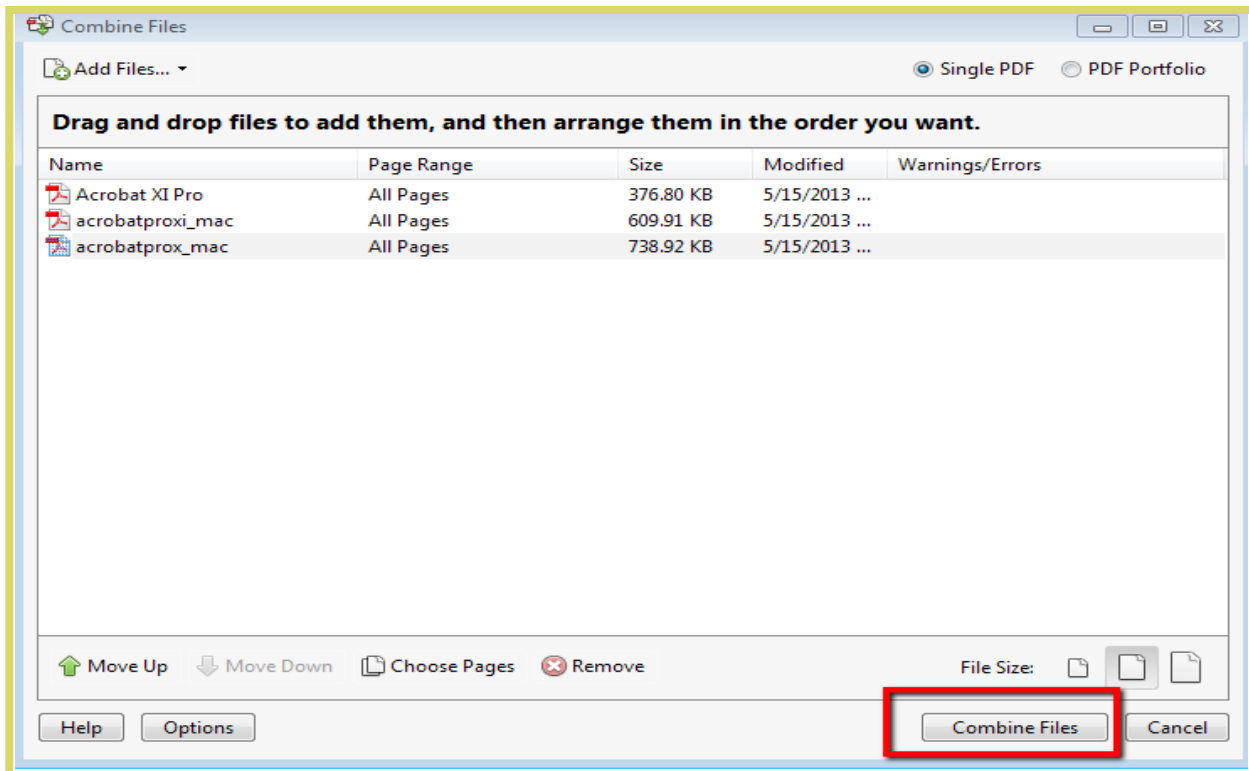


Figure 2

3. After selecting each document, click **Combine Files**. (Figure 2) Next, click **File > Save As** option, and title it appropriately. You are now ready to embed your fonts within your document.

2. Finding unembed fonts in Acrobat ProX

1. Click **File > Open** and navigate to your document. (Figure 3)

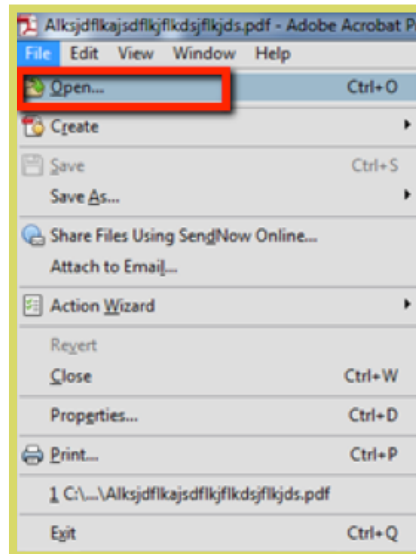


Figure 3

2. Click on **View > Tools > Print Production** shown in Figure 4.

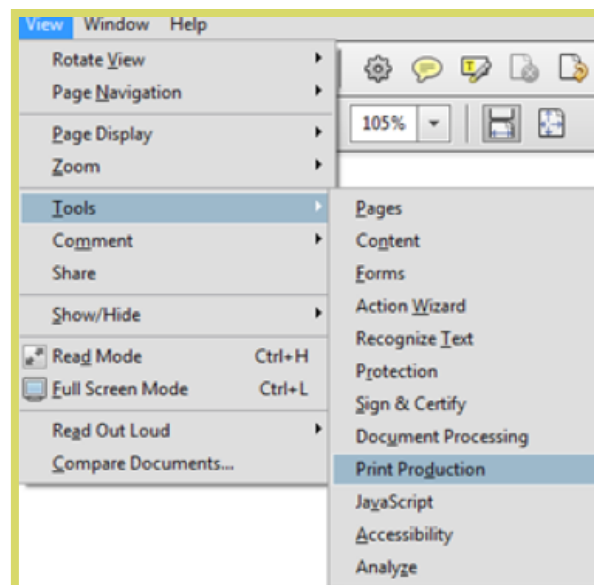


Figure 4

3. This will make it so Print Production will be listed in the right hand navigation under Tools shown in the red and blue squares as shown in Figure 5. Click on **Tools > Print Production > Preflight** which is indicated by the green arrow in Figure 5.

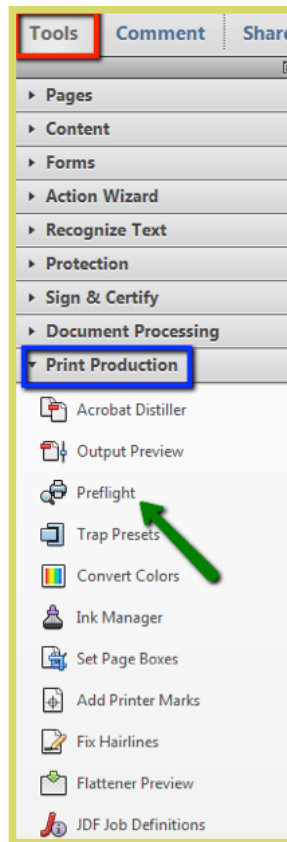


Figure 5

4. From this window, click on PDF analysis then click on List text using non-embedded fonts as shown in Figure 6. Double click **List** text using non-embedded fonts shown in the green rectangle in Figure 6.

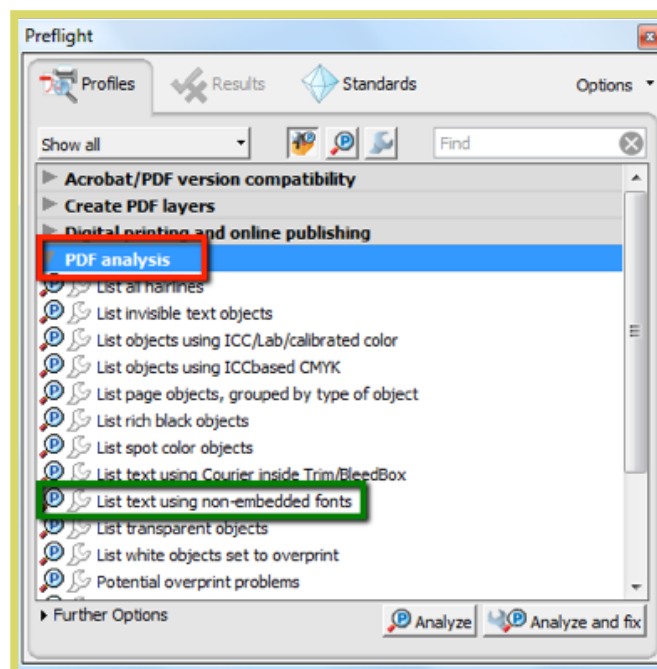


Figure 6

5. This window will show you all the text that need embedded. Click the plus sign as indicated by the yellow arrow in Figure 7 to see the list.

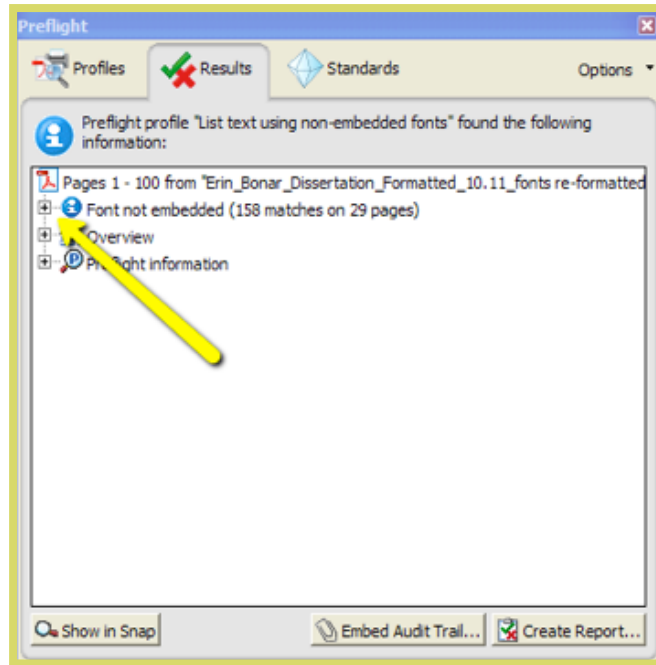


Figure 7

6. Fonts are shown in Figure 8 with the page number indicating where the font is not embedded. When you highlight a page number and click on Show. It will indicate the text problem with blue hash marks. You may have to move the Preflight window to view the indicated text. An example of the blue hash mark is in Figure 9.

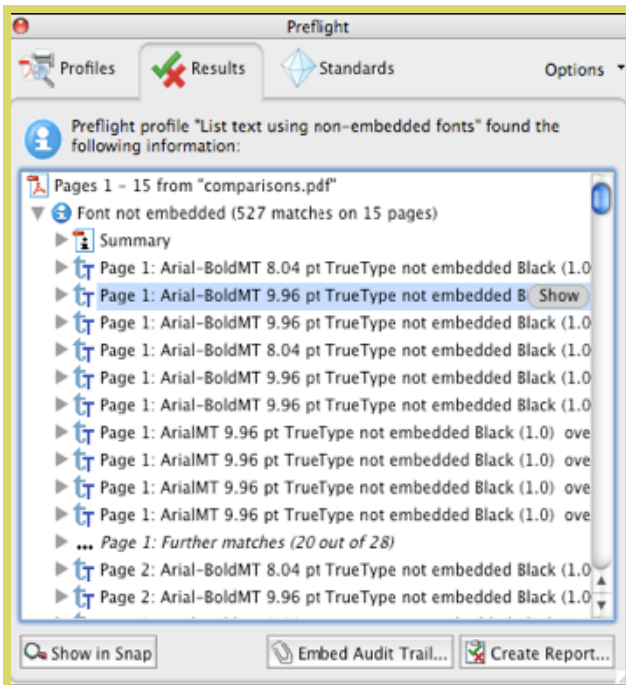


Figure 8

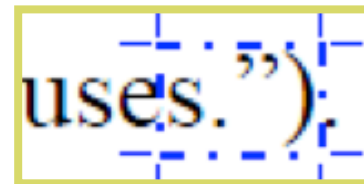


Figure 9

3. Embedding unembed fonts in Acrobat ProX

1. In the right hand navigation, go to **Tools > Content > Edit Document Text** shown in Figure 10.

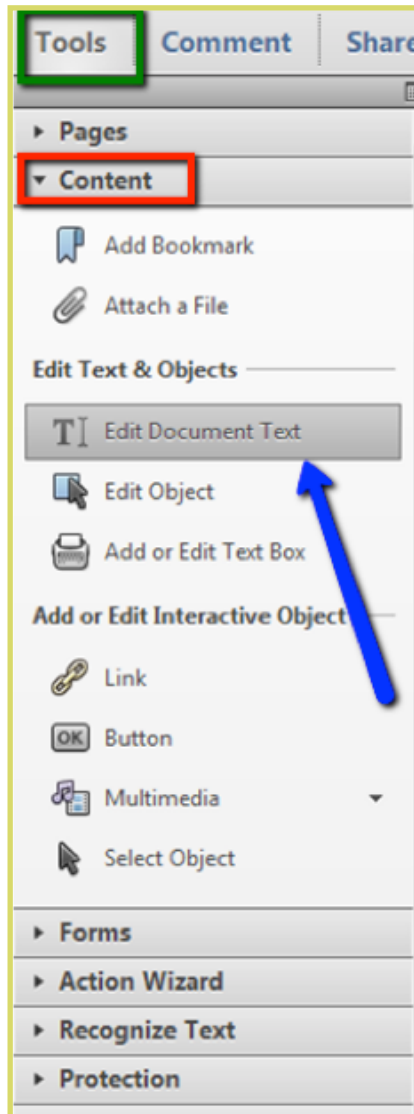


Figure 10

2. Now highlight the text in the blue hash lines then right click on it with your mouse. You should see the menu shown in Figure 11. Click on **Properties** as shown in the blue rectangle.

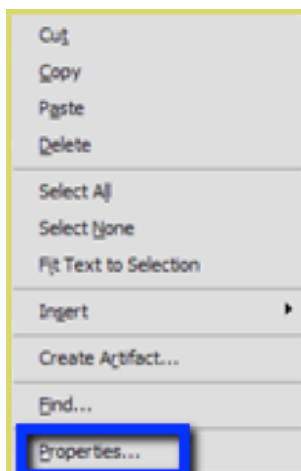


Figure 11

- Next you will see this window which describes information including the size and name of the font for the text you highlighted. Make sure you click on the **Text** tab shown in the red rectangle at the top in Figure 12.

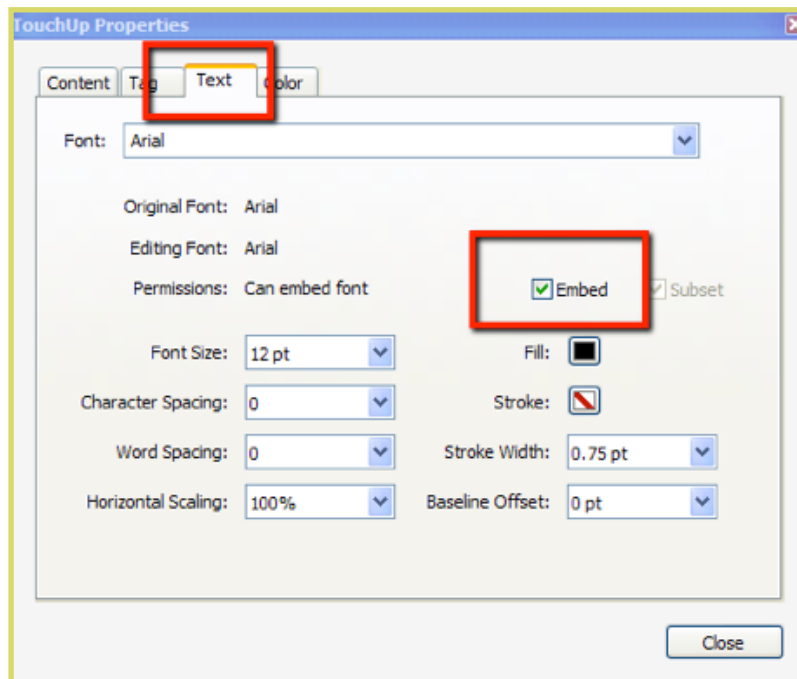


Figure 12

- The red rectangle around the word **Embed** has a green check mark next to it. Uncheck it, click the box then re-click it so the checkmark shows again. Click **Close**.

- Save your document by clicking on the **Save** icon indicated by the blue square in Figure 13.



Figure 13

6. Next, click on **File > Properties**. You should now see the screen shown below in Figure 14. Make sure you click on the **Fonts** tab. You should see that the font you embedded now has (Embedded Subset) appearing after the name of the font. You will need to repeat this step for every font not shown as embedded.

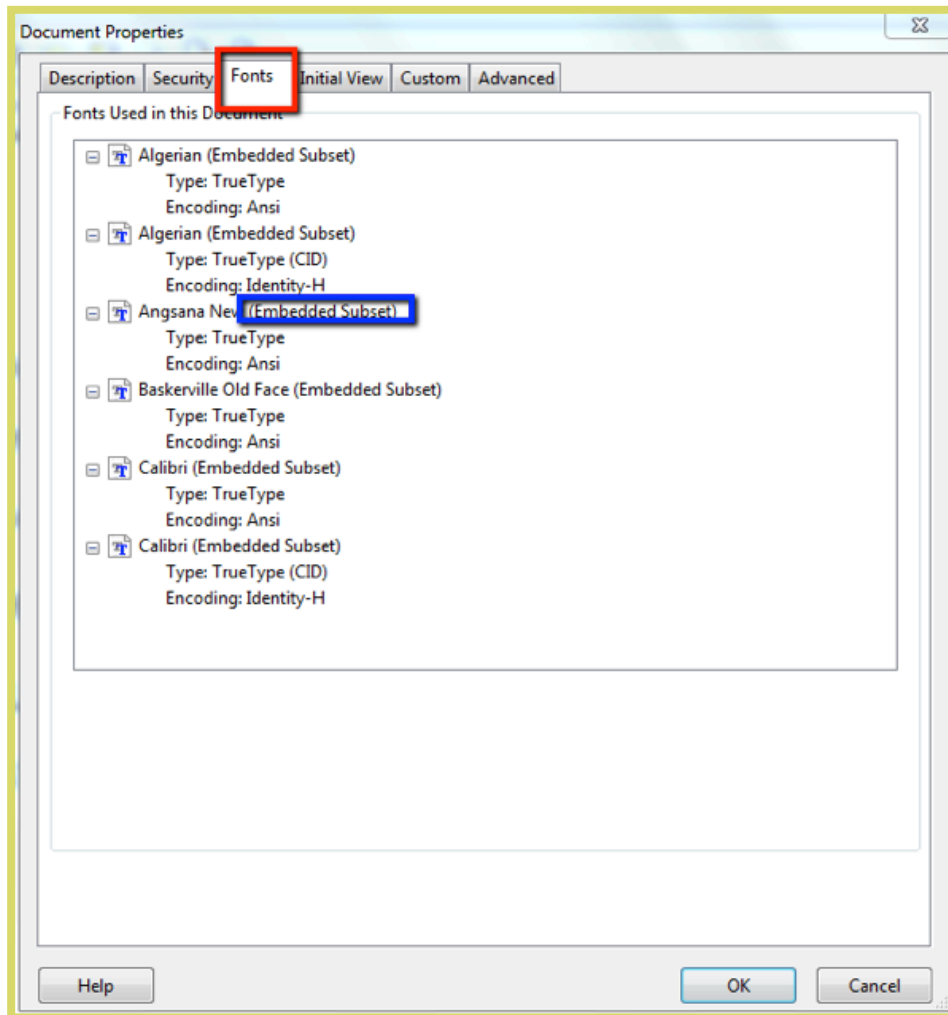


Figure 14

4. Creating bookmarks

1. Click on the bookmarks icon shown in the red square in Figure 15.

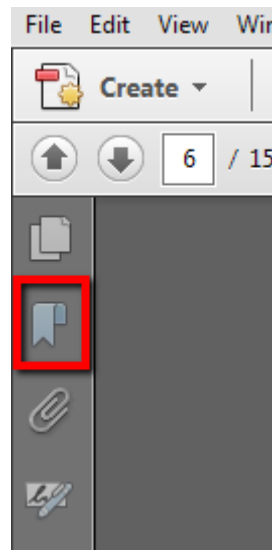


Figure 15

2. You should see the screen shown in Figure 16. Highlight the text within the document that you want to become a bookmark. Click on the new bookmark button shown in the red square in Figure 18. This will cause the text you highlighted to become a bookmark. When someone clicks on your bookmarks, the place you highlighted is the place the bookmark will drop down to within the document.

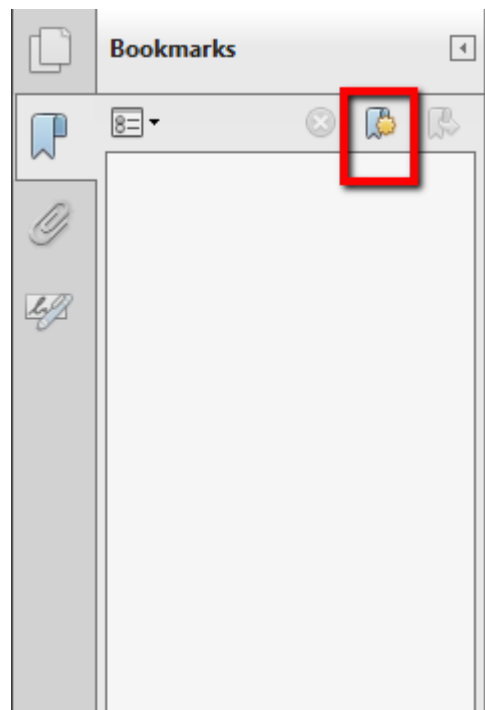


Figure 16

3. As you add bookmarks, you will see the list populate in the window as shown in Figure 17.

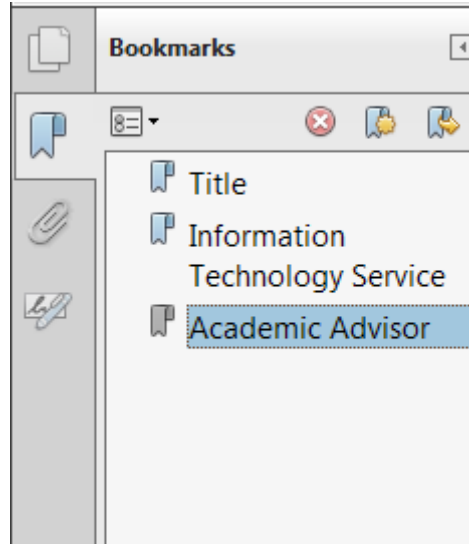


Figure 17

4. You can hide your bookmarks by clicking the triangle shown in the red square below.

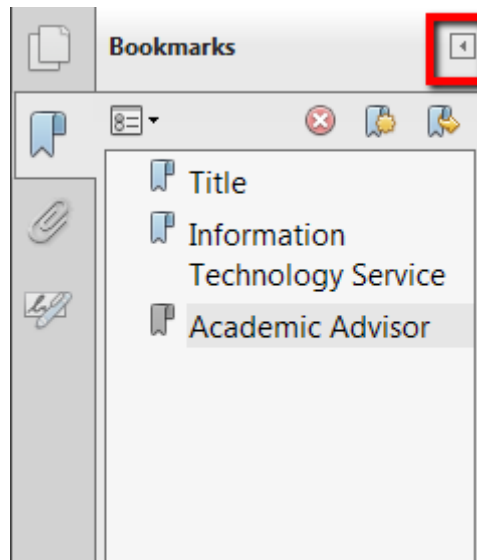


Figure 18

5. Setting the document properties

1. Right click anywhere within your document. You should see the menu shown in Figure 19. Select **Properties**.

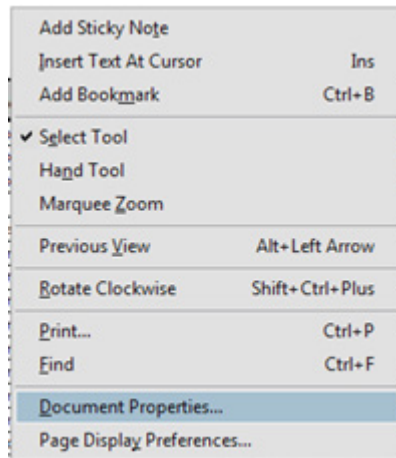


Figure 19

2. You will now see the menu shown in Figure 20. Fill in the correction information for the Title, Author, Subject and Keywords. Click **OK**.

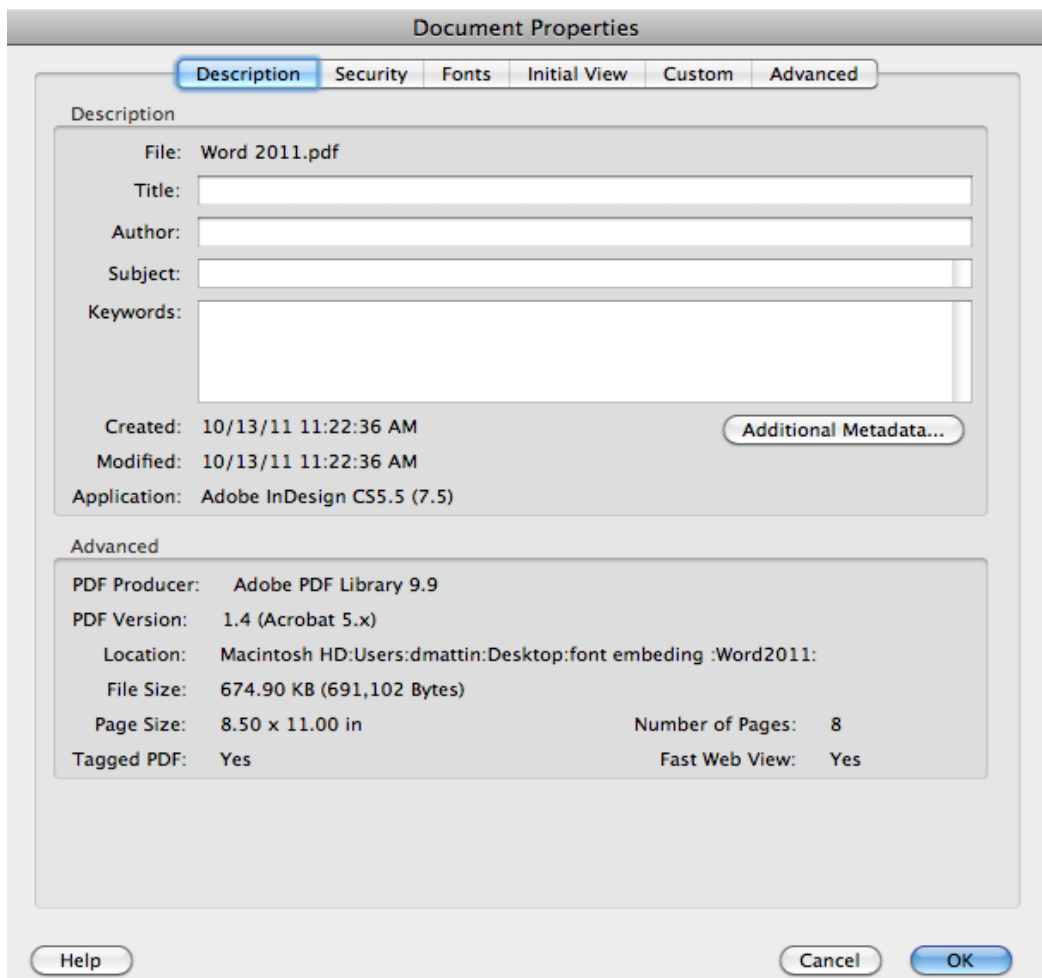


Figure 20