

## 2.8 Embedding Fonts in Acrobat

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### ***Why Embedding Fonts is Important***

If any PDF viewer opening your document is unable to recognize certain fonts within the PDF, then the viewing program will insert a recognized font in its place. This can alter the structure and accessibility of the information within your document. Ensuring all text fonts are embedded (or saved) within the PDF document will prevent text from being substituted.

### **Verifying PDF Fonts are Embedded in Acrobat**

All fonts used in a document can be viewed within the **Document Properties** window. To view the embedded 'status' of these fonts:

1. Access the **Document Properties** window by right-clicking an open PDF within Adobe Acrobat. This window can also be opened from selecting 'Properties' in the Acrobat **File** menu.
2. Navigate to and open the 'Fonts' tab within the **Document Properties** window.
3. An alphabetized list of font types will appear under 'Fonts Used in this Document'. Fonts that are embedded will have an 'Embedded' status indicator in parenthesis next to the font name.

Take note that there may be several fonts without the embedded status. Accessing this window again after embedded fonts will verify all fonts were embedded properly.

### ***Managing Embedded Fonts***

Regardless if fonts were found without the embedded status in **Document Properties**, it is advisable to run automated checks for embedded fonts using the Acrobat tools.

### **Using PDF Standards to Embed Fonts**

The **PDF Standards** tool can check for and fix embedded fonts. To run an automated font embedding process:

1. Find and open the **PDF Standards** tool, found on the **Tools** page.
2. Open the 'Preflight' window. Ensure the 'Select profiles' button, marked with a toolbox and wrench icon, is highlighted.
3. Navigate to and expand the 'PDF fixups' dropdown menu. Select 'fix fonts'.
4. Select 'Analyze and Fix'. A save window will appear. Type a new name for the working PDF document and select 'Save'.
5. Acrobat will automatically embed any missing fonts. A check mark symbol and message, 'Preflight profile, embed missing fonts, did not find any errors or warnings', will confirm the process carried out properly.

Once this process has been completed, the fonts can be confirmed to be embedded by checking their 'status' in the 'Fonts' tab of the **Document Properties** window.

### ***Conclusion***

In this module, we've learned how to check for embedded fonts and embed missing fonts. We will be introducing the basics of adding alternative text to PDF elements in the next module.