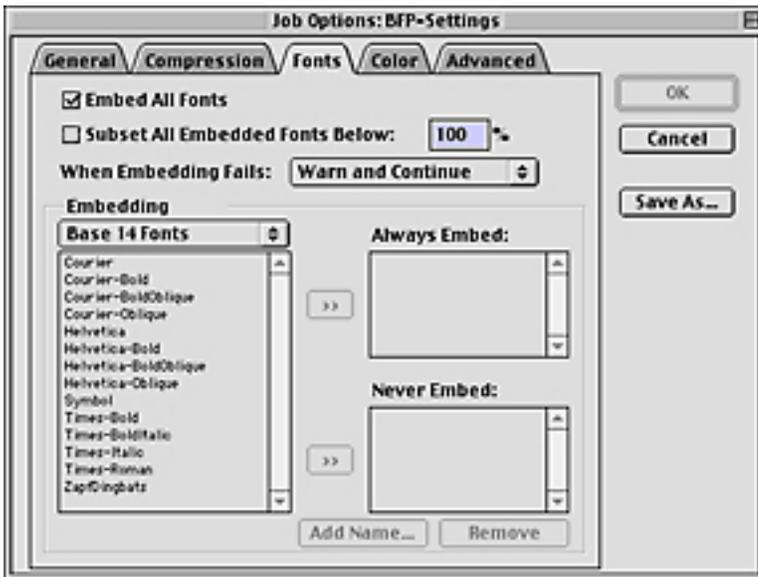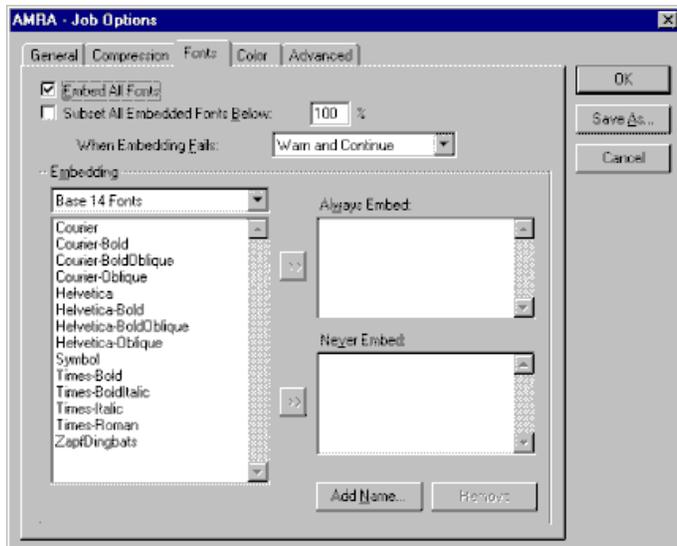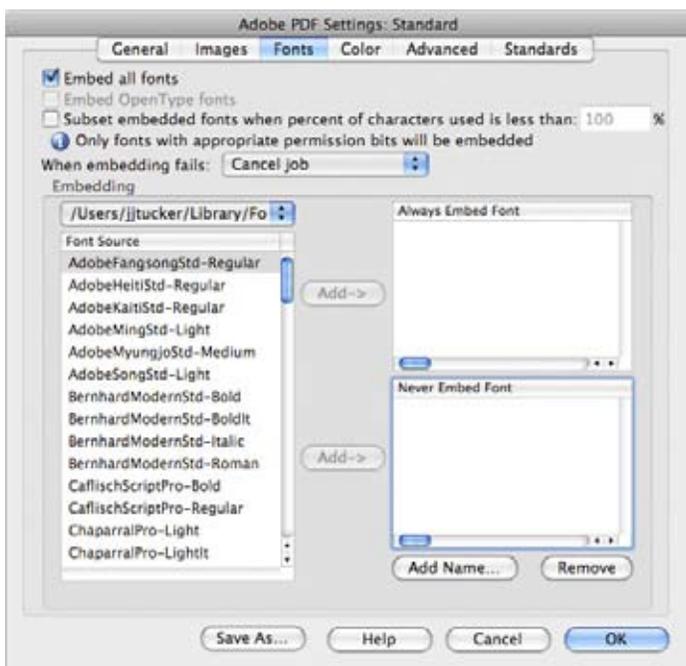# General Guidelines for Acrobat Font Embedding

Visit our web site at www.mun.ca/printingservices for other reference guides, settings files for common desktop publishing applications and the very latest news from Printing Services.

GENERAL GUIDELINES FOR ACROBAT FONT EMBEDDING

When creating PDF files to send to Printing Services, it's extremely important that all fonts be embedded to ensure that the finished appearance of a printed item is exactly how it was originally designed. Our output equipment is set to reject PDF files that are missing fonts for just this reason. This guide gives a brief overview of how Acrobat should be configured to minimize font-related difficulties.

Acrobat's default settings

Unfortunately, in many cases the default settings files provided with Acrobat do not correctly embed all fonts. They may be set to never embed certain common system fonts or those fonts that are installed with Microsoft Office, such as Arial, Times New Roman, or Courier New. Our output equipment makes no assumptions about how any fonts should appear, so if they are missing from the PDF you submit no attempt at substitution will be made and the PDF will be rejected.

Subsetting

Another problem that can result from unoptimized PDF font embedding settings is referred to as "PDF bloat". When fonts are subsetted during PDF creation and multiple PDF files are combined into one new PDF, a separate subset of a font may be embedded for every file in which it is used, even if the same font is used on a different page. The combined size of all these subsetted fonts may be larger, in some cases significantly so, than a single complete embedded copy of the font. For this reason, we suggest that fonts not be subsetted.

Recommended font embedding settings

We recommend that you download an Acrobat settings file from the Printing Services web site (www.mun.ca/printingservices) which will contain not only proper font embedding settings, but also our recommended colour and resolution settings for optimal output on our equipment. If this is not possible in your case, you should make the following changes to your Acrobat settings:

- Turn off font subsetting - this is accomplished in most versions of Acrobat by editing a settings file and then unchecking the "Subset embedded fonts" checkbox under the Fonts tab.
- Ensure that nothing appear in the "Never embed" area of the Fonts tab of the settings editor window. If there are any fonts listed there, select all of them and click the Remove button.

Don't forget to save your settings with a descriptive name and select those settings when generating your PDF files!

Job options settings - Acrobat 4 on Mac OS 9

Job options settings - Acrobat 4 on Windows

Adobe PDF settings - Acrobat 8 on Mac OS X

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