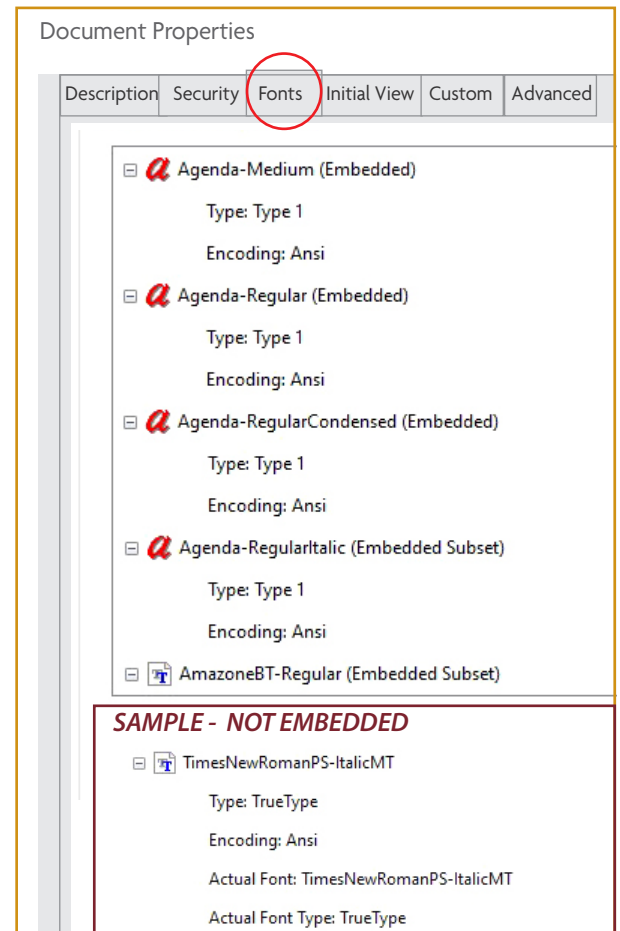


### To determine if all of your fonts are embedded in your pdf file

- \* Open your pdf file in Adobe Acrobat or Adobe Reader.
- \* Under Menu, select “Properties...”
- \* The Document Properties dialog box
- \* Click on the “Fonts” tab

In the fonts tab, the words “Embedded Subset” or “Embedded” must appear next to each font.

If a subset of a font is embedded, this means that only the characters used in that particular document are embedded. This is acceptable to print your book. If you expect someone might edit the pdf file in the future, embedding the entire font is a good idea.



### Adobe InDesign Exporting to PDF with Embedded Fonts

Open the InDesign document containing the fonts you wish to embed in the file. Under File Select Export and Save the file to your Desktop.

Click “Advanced” from the left sidebar. “Subset Fonts When Percent of Characters Used is Less Than”

- Entering “0” will embed the entire font family within the publication. (recommended)
- Entering “100” will only embed the fonts characters needed for the publication.

Click the “Export” button. Depending on the quality and file size of your document, InDesign may take a few minutes to finish exporting to a PDF file.

We hope this helps, if you have any other questions,  
please don't hesitate to contact your CSR at **301.362.0700**