

## Embedding Fonts

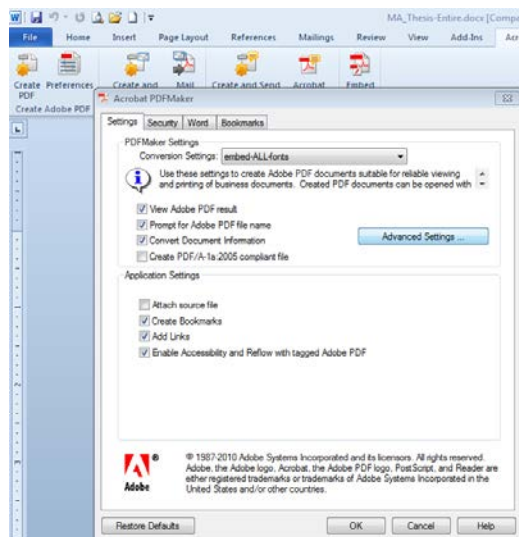
For the PDF that you submit to ProQuest, you are required to embed all of your document's fonts. Below is an explanation of how to embed fonts when converting from MS-Word to PDF using Adobe Acrobat Pro.

Note: All public computers in the O'Neill Library have MS-Word and Adobe Acrobat Pro installed.

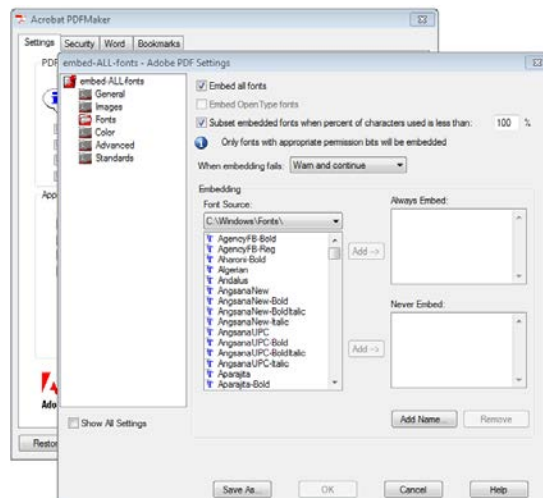
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### On a PC with Windows operating system

From MS-Word, under the Acrobat tab, click on "Preferences" then on "Advanced Settings." (Note: Adobe Acrobat Pro must be installed on your computer for the Acrobat tab to appear in MS-Word.)

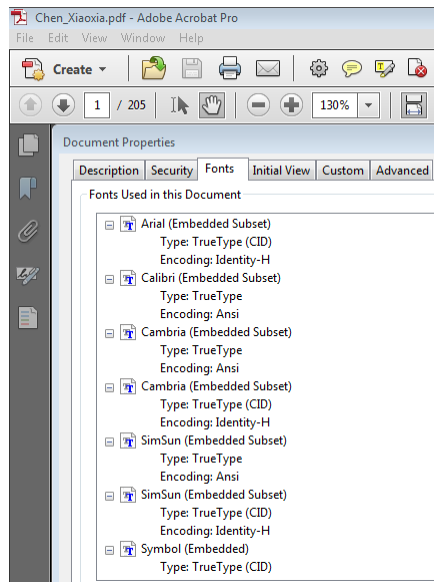


In the left-hand panel, select "Fonts"; check boxes "Embed all fonts" and "Subset embedded..."; make sure the box "Never Embed:" is empty. Save As "Embed all fonts" and hit OK.



Returning to MS-Word, still under the Acrobat tab, click on "Create PDF".

To confirm that all fonts have been embedded, open the document with Acrobat, then under the File menu, go to “Properties” then click on the “Fonts” tab. Next to the name of each font, you should see either “(Embedded Subset)” or “(Embedded)”.



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## On an Apple computer with a Mac operating system

- 1) With your document open in Word, under ‘File’, choose ‘Print’.
- 2) Click on the ‘PDF’ button in the lower left, choose ‘Save as PDF’.
- 3) Make sure the file name you type ends in ‘.pdf’ and click ‘Save’.

