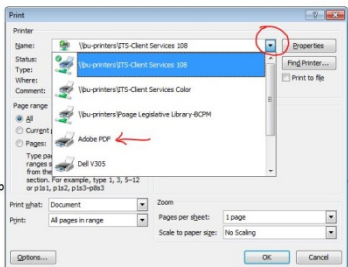


Converting to PDF/A and Embedding Fonts

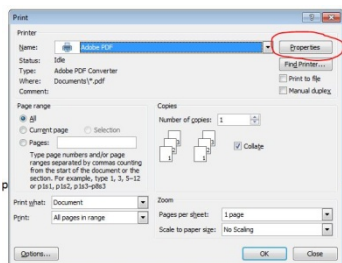
Start by opening the word document.

- Be sure to embed any necessary fonts into the word document before you begin.
- Adobe Acrobat Professional (available in the campus computer labs) is required to complete these steps.

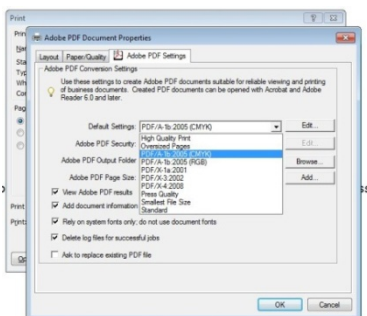
1. Click on File>Print.
2. Click on the Printer Name drop down arrow and select Adobe PDF (if you do not see this option you do not have Adobe Acrobat).



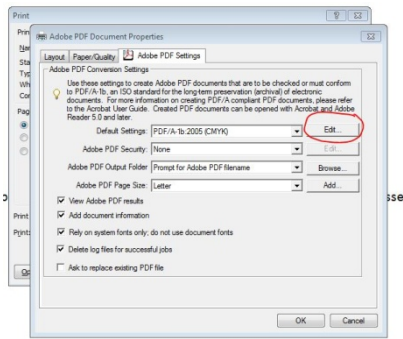
3. Now click on the Properties button just to the right of the printer name.



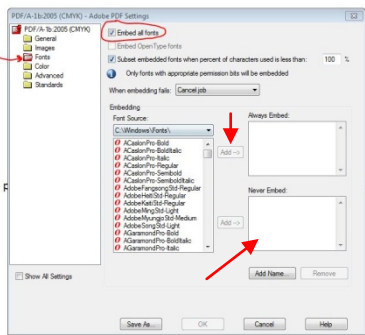
4. For Default Settings, click on the drop down arrow and select PDF/A. You will notice that there are two types: CMYK and RGB. If you have color graphics that will be printed at a commercial printer, you will want to select CMYK. If not, or if you only have black and white graphics, RGB will be fine.



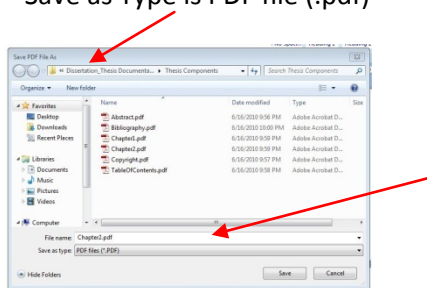
5. With this selected, now click on Edit to check that the fonts you used are embedded.



- Click on the Fonts tab and make sure Embed all fonts is checked. Also make sure there are no fonts listed in the NEVER embed box. If your font is there, highlight it and click on ADD next to the ALWAYS embed box. If nothing is there like the picture below, you have done this correctly



- If you did have to make changes because your fonts window did not look like above, then Click on OK and a window will pop up asking if you want to save the changes and it will name it for you with a [1] ending. Click yes and then make sure this new setting is in the Default Settings field.
- If no changes were necessary, click on OK. Make sure that PDF/A is still in the default settings field, then click OK. You are now back to the Print Window. Click OK
- The Save PDF/A window will open. Make sure you select the folder in which you wish to save the file, and that Save as Type is PDF file (.pdf)



- Click on Save and the PDF will be generated.