

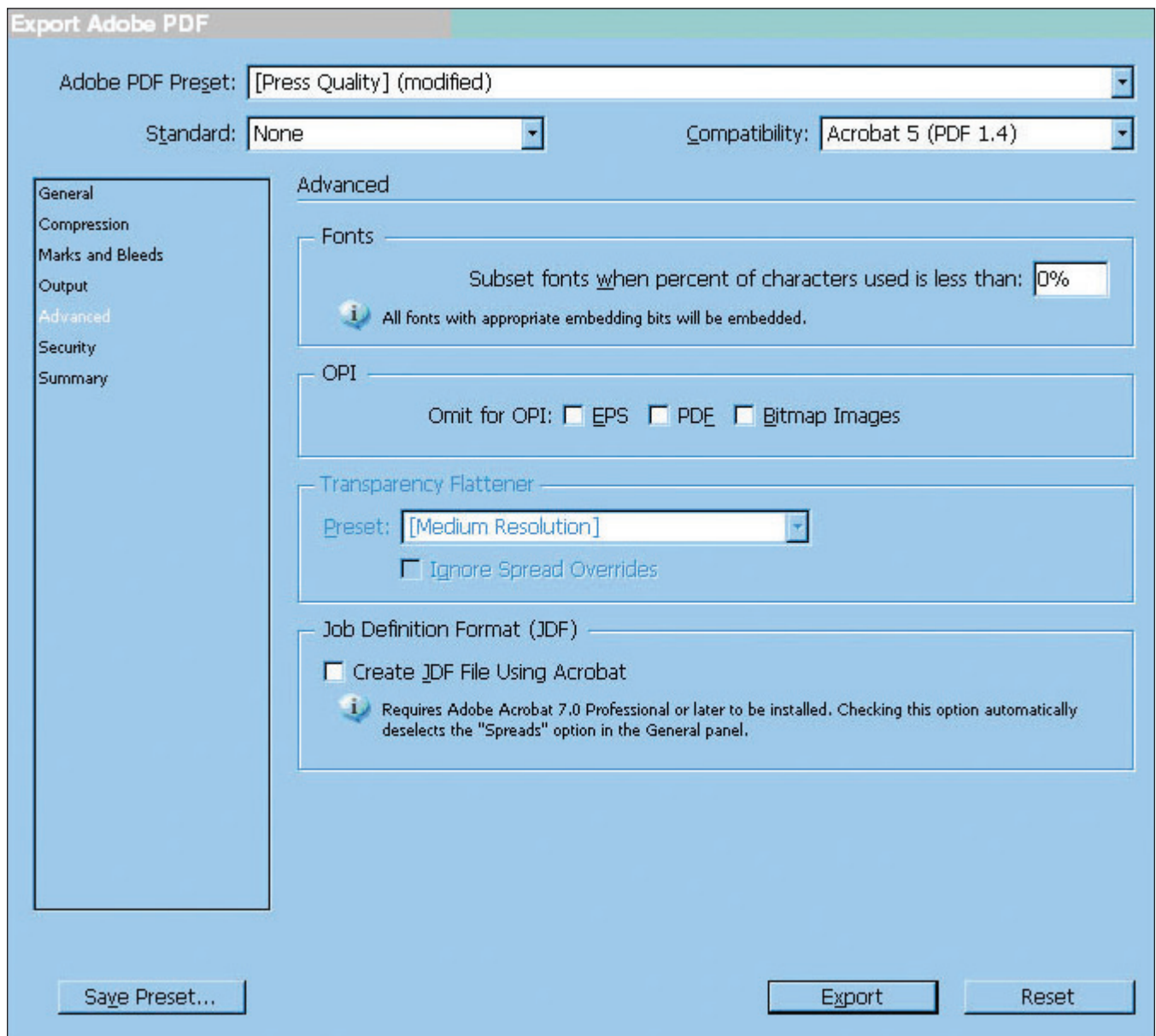
Step-by-Step Guide

Eliminating subset fonts/fully embedding all fonts



If you are exporting a PDF directly from InDesign, Illustrator or another Adobe product (see screenshot below):

1. Choose the "Press Quality" Adobe PDF Preset from the drop-down box.
2. Select the "Advanced" tab which contains font settings.
3. Change the percentage in the dialog box under fonts section to read "0%" (default 100%).
4. "Save Preset" (if you do not save the preset the appropriate settings may not be applied).
5. Click Export (make sure that the preset you just created is in the drop-down on the general tab before exporting).



Note: Screenshots from Windows based PC; may appear slightly different on a Mac OS. Based on menus from the applications in the Adobe Creative Suite CS3.

Contact Kate Hellmann at 800.851.SRDS (7737) ext. 5170

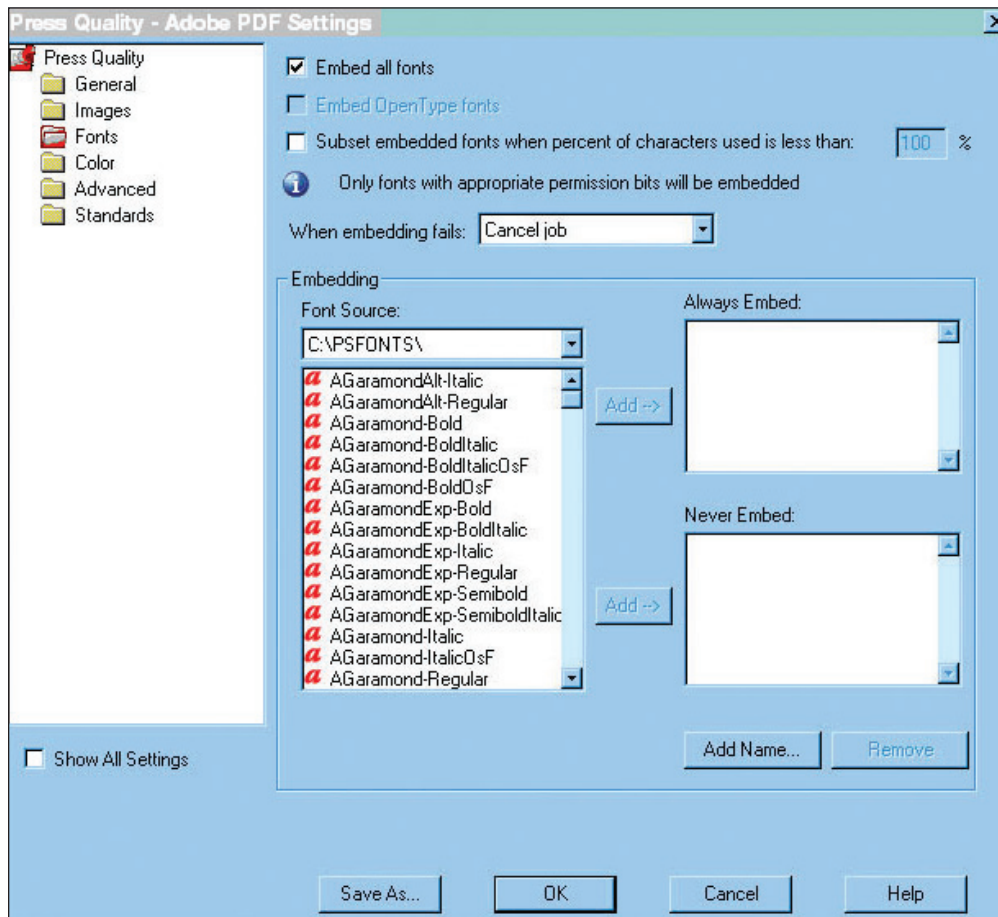
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Eliminating subset fonts/fully embedding all fonts



If you are creating a **postscript file from an Adobe product or from Quark Xpress** (this is the only way to fully embed fonts when using Quark) and then producing a PDF through Adobe Distiller:

1. Create a PDF Preset in Distiller
 - a. Choose the "Press Quality" setting from the drop-down in Distiller.
 - b. Go to the "Settings" menu and select "Edit Adobe PDF Settings."
 - c. When a dialogue box appears (see below screenshot), go to the "Fonts" tab.
 - d. Check the box next to "Embed all fonts".
 - e. Uncheck the box next to "Subset embedded fonts when percent..."
 - f. Save the settings with "Save As."



2. Create a postscript (.ps) file from your layout application and save in an accessible location.
3. Choose the profile you created from the Distiller drop-down menu.
4. Drag/double click the postscript file into Adobe Distiller.
5. A PDF file with all fonts embedded will appear in the same location where the postscript file was saved.

Note: If you have imported individual images/files with fonts into your document you should follow these steps for each image/file before inserting them into the layout document.

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