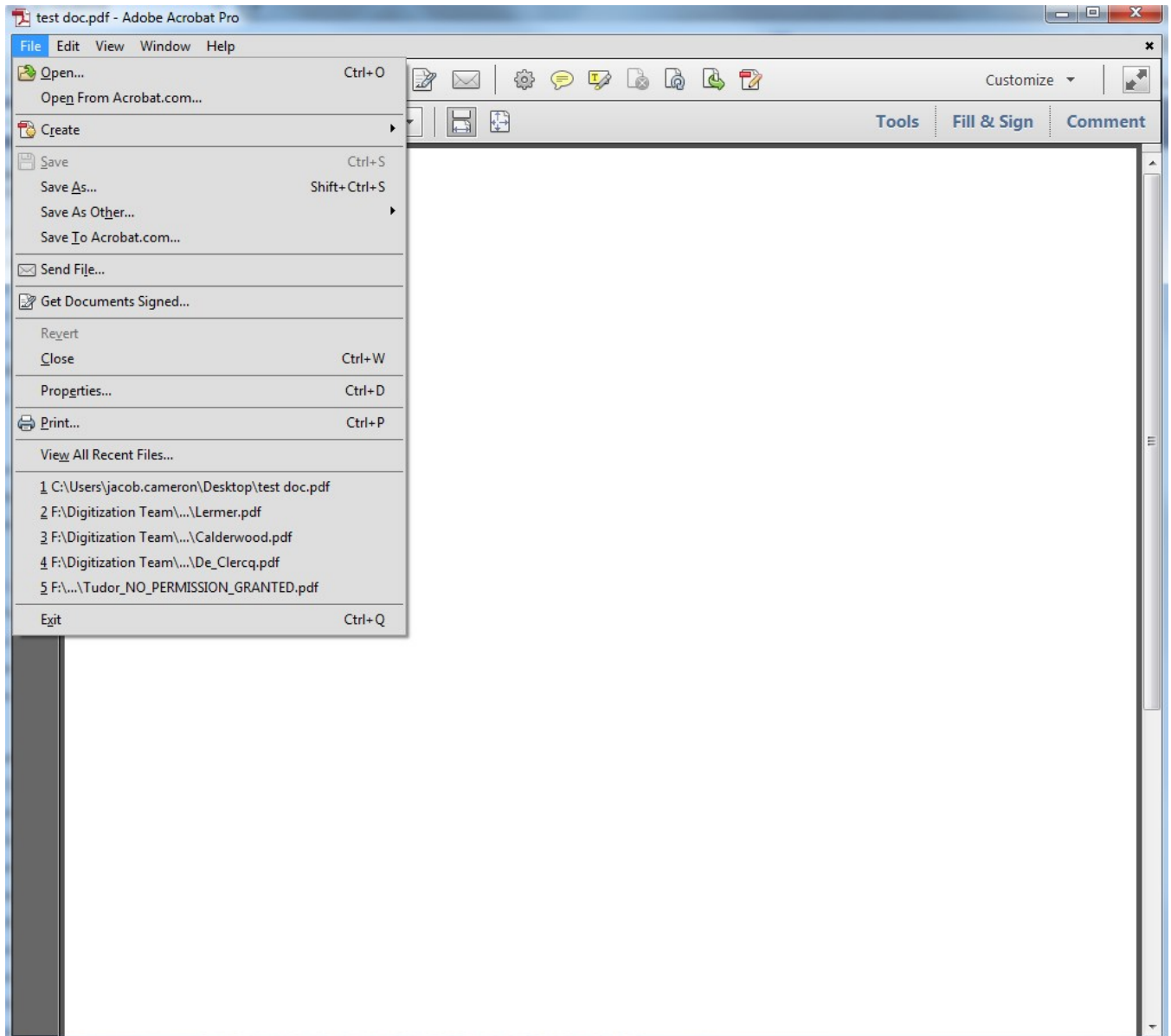


STEPS FOR EMBEDDING FONTS IN A PDF

University of Lethbridge School of Graduate Studies
4401 University Drive, Lethbridge, Alberta T1K 3M4

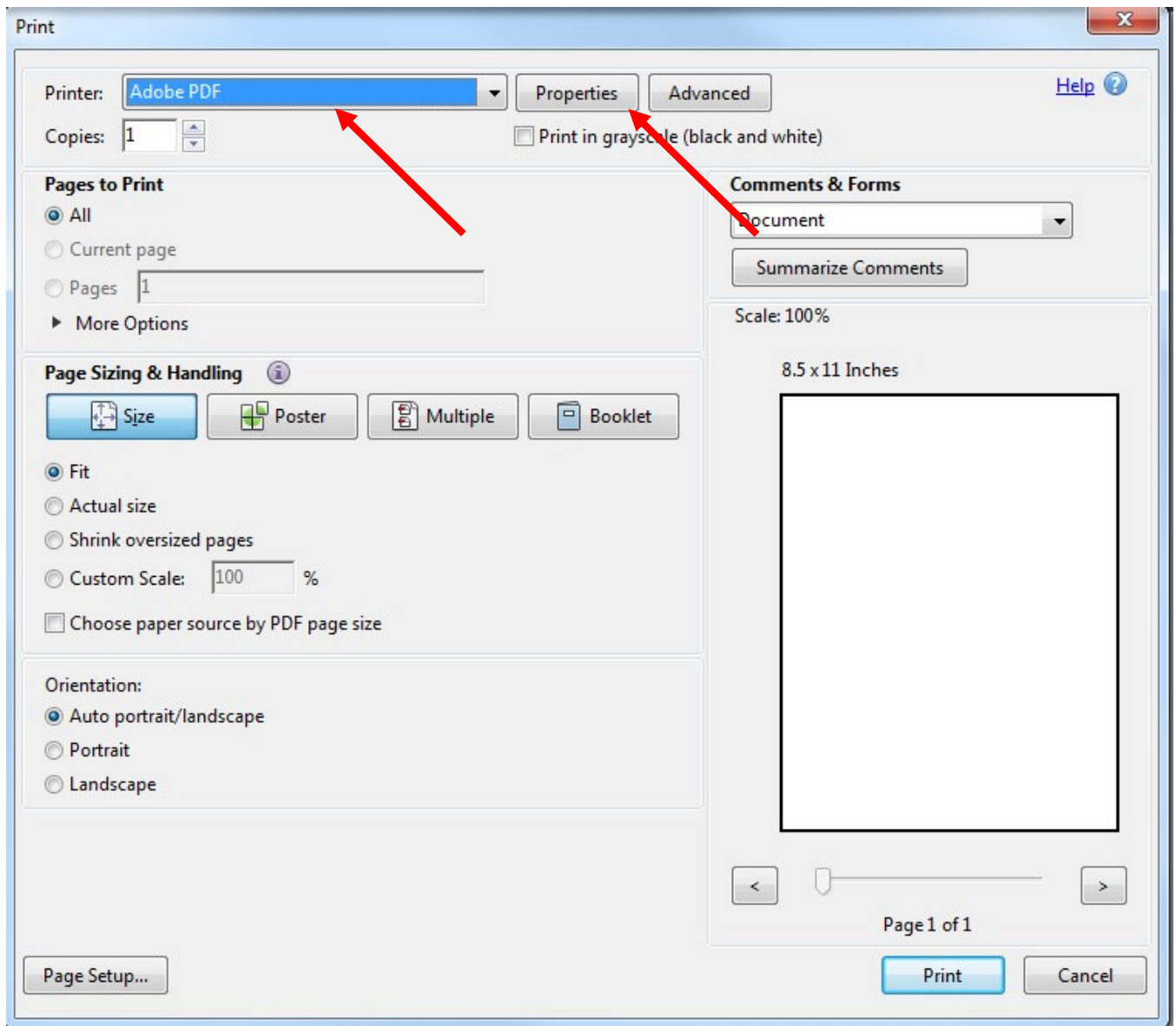
Step 1: Open your document

Step 2: Click "File", then "Print"

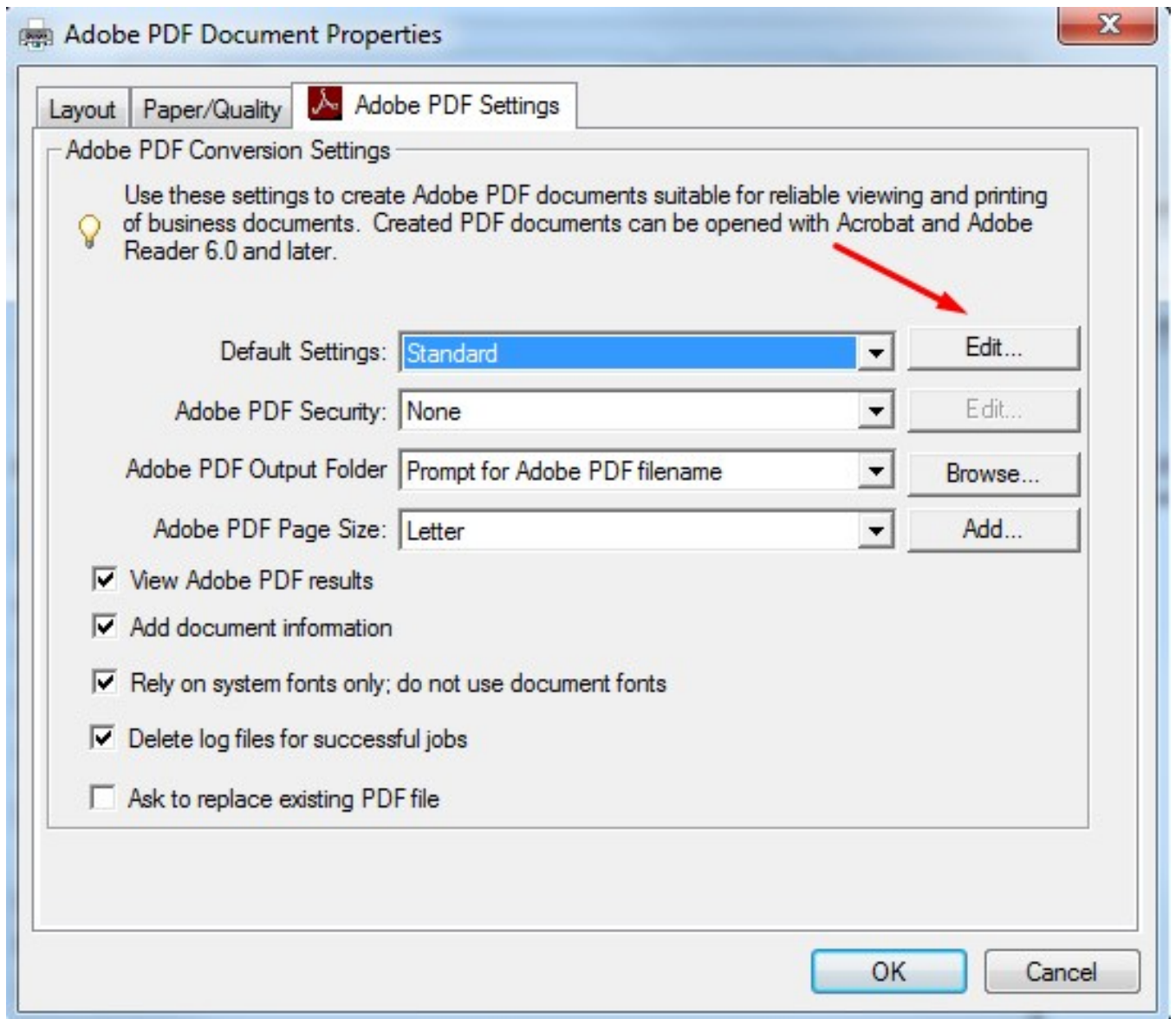


Step 3: Select “Adobe PDF” as your printer

Step 4: Click on the “Properties” button



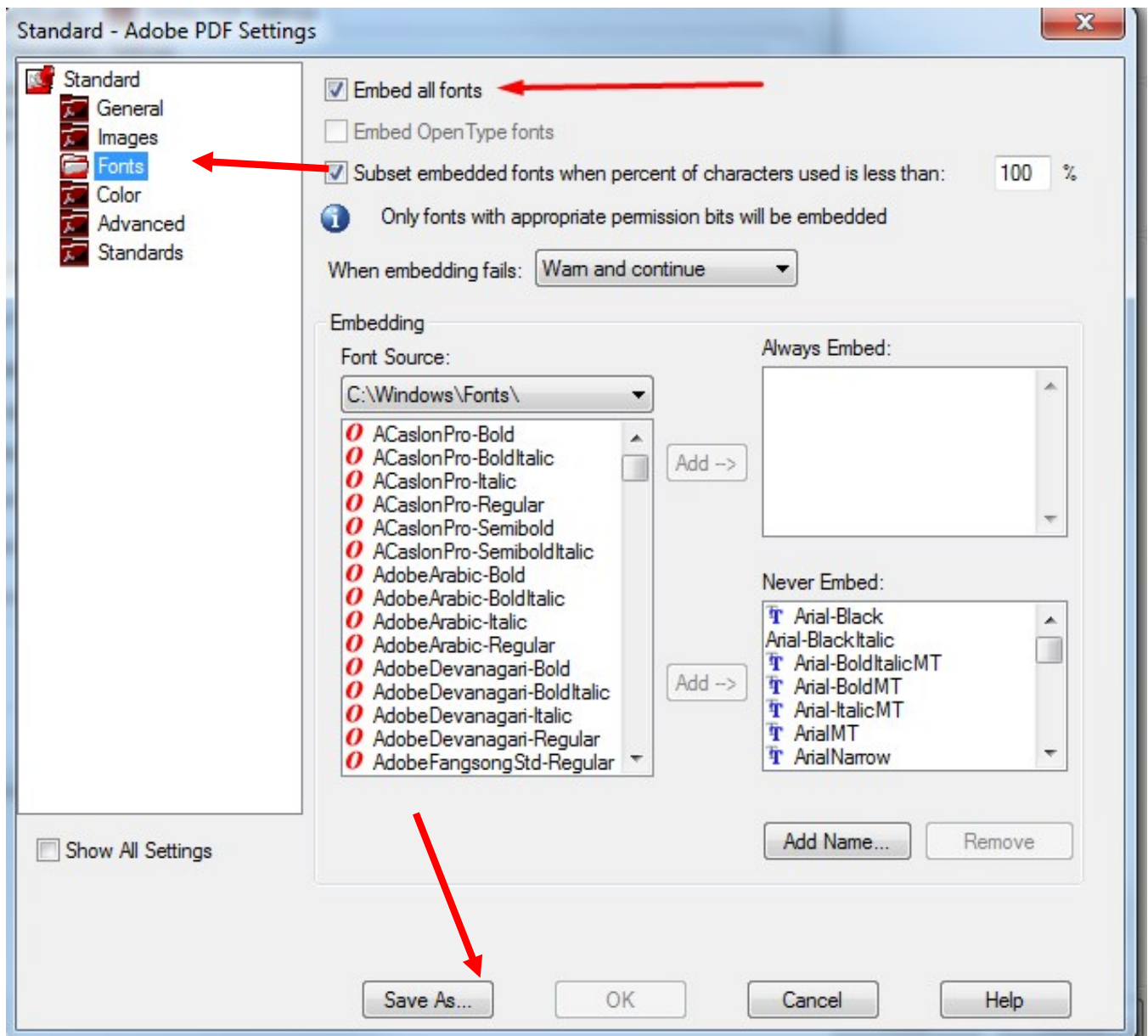
Step 5: Under “Default Settings”, click the “Edit” button



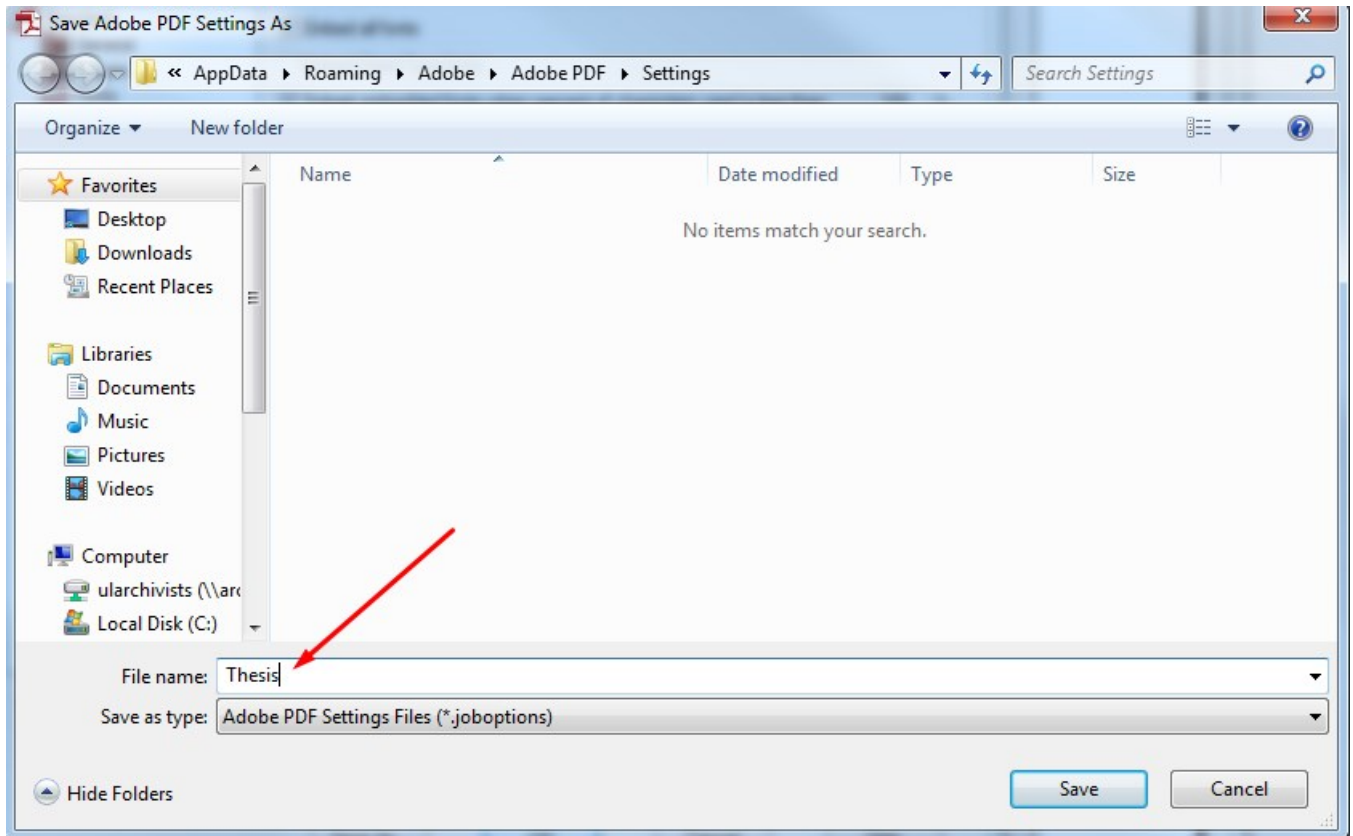
Step 6: Click on the “Fonts” button in the left-hand column

Step 7: Click the “Embed all fonts” checkbox

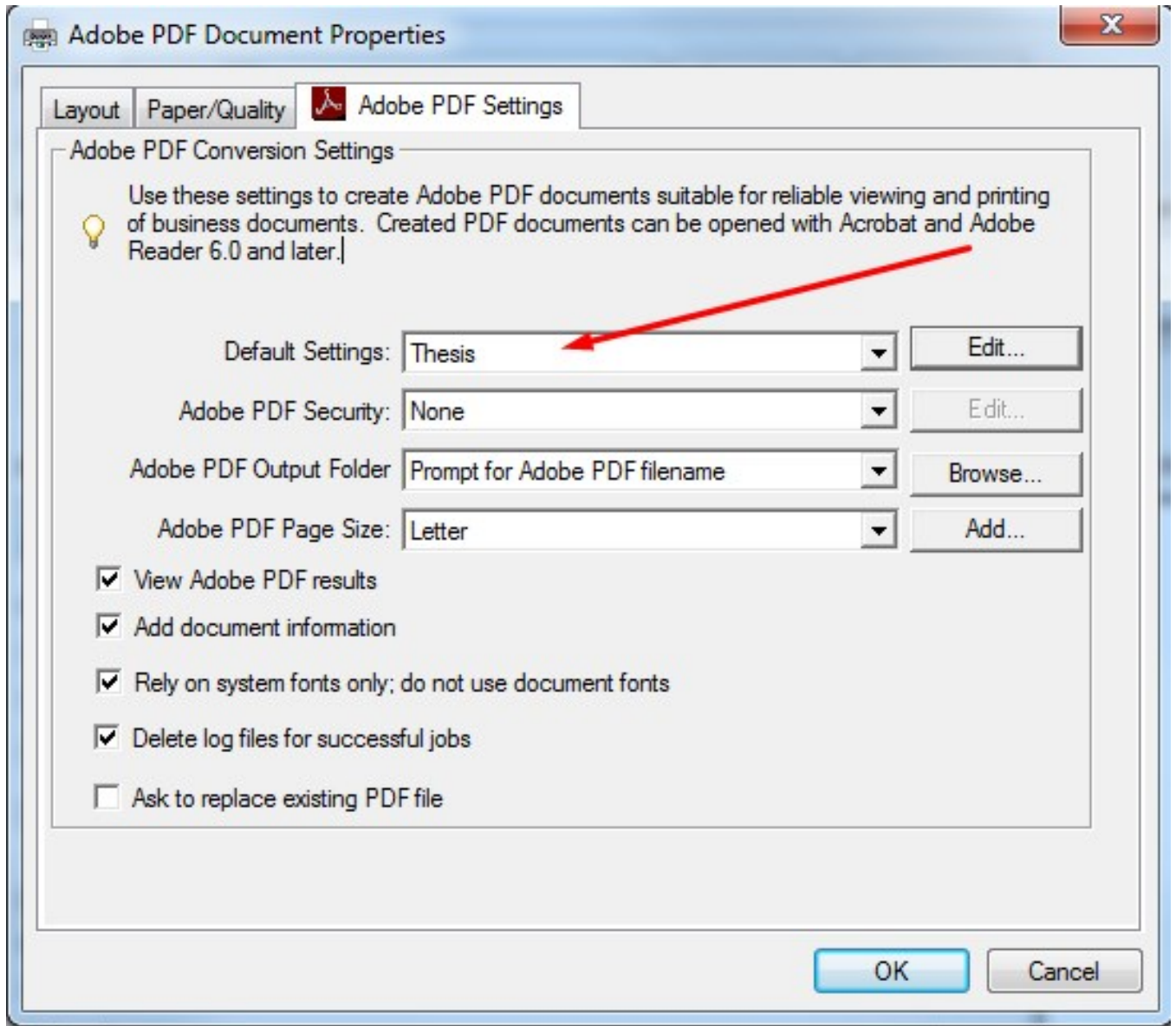
Step 8: Click on “Save As”



Step 9: Save the profile as "Thesis"



Step 10: Under “Default Settings”, select the “Thesis” profile



Step 11: Print your document, enter a file name and it will be resaved with the fonts embedded