

## Legally Embedding Fonts in PDF

In order for the fonts used in your originating application to be correctly viewed and printed when you send your PDF to somebody else, you will have to ‘embed’ the fonts used unless you can be sure that the recipient has the exact fonts themselves. This document discusses some of the methods and legal issues involved.

### [Legality](#)

#### [What are the best embedding options to choose?](#)

#### [Embedding Exceptions](#)

#### [To fully embed or to subset?](#)

#### [How to embed fonts](#)

### **Legality**

Fonts should be regarded as individual software applications. They are licensed in exactly the same range of ways as any other software applications – shareware, open source, leasing, outright purchase etc. As with your desktop applications, each font author will specify the terms of their licensing in their software licence agreement. For example, Adobe licensing allows embedding some of their fonts in PDF’s for subsequent editing/printing/viewing, whilst other of their fonts may be embedded for subsequent printing/viewing only.

Whilst all font usage is controlled by legal means, there may also be additional protection within the software itself, and some fonts may not actually allow themselves to embed within a PDF file.

For a more complete discussion of these issues, the following link may be helpful <http://store.adobe.com/type/browser/legal/pdfs/FontFAQ.pdf>

The following sections provide details about font embedding. This information is provided within the context of your font licensing. It is your responsibility to ensure that you are complying with your font licensing at all times.

### ***What are the best embedding options to choose?***

For printing purposes, it is best to completely embed all fonts used in your document. The easiest way to do this is to install and use our “job option” files. These can be downloaded from [http://www.electrodoc.co.uk/063\\_271003.htm](http://www.electrodoc.co.uk/063_271003.htm). If you need more control, then you should read on.

### ***Embedding Exceptions***

The obvious exception is where you are not legally entitled to embed, however, you might choose not to embed if you want to reduce the size of the file you are creating for web use or email transmission. In this case you need to be sure that the recipient has the required fonts themselves.

### To fully embed or to subset?

Now that you realise the importance of embedding your fonts, it is time to complicate matters by informing you that there are two ways of doing this. You can fully embed the fonts into your PDF, or you can create what is called an embedded 'subset' of the fonts used.

In most instances we would advise that 'fully embedding' your fonts be the default method of creating your PDFs - there may be just the one time when you or the person you send the PDF to may need to edit it. A minor textual change for example. If you have not fully embedded the fonts used, this may not be possible.

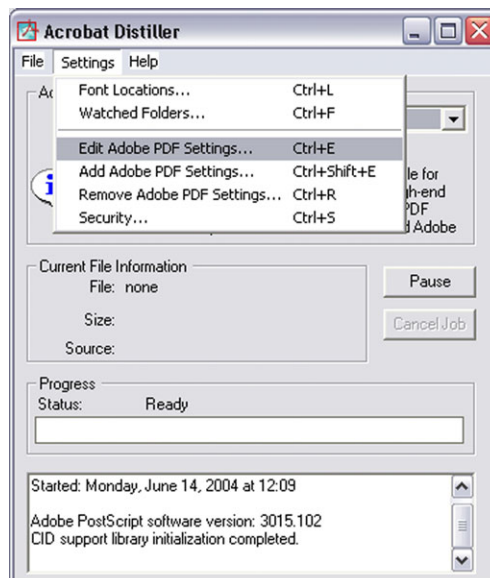
Fully embedding fonts means that every single character of the font set used (including all of the punctuation marks) will be embedded into the document, whether or not the character is actually used in the document. A good example of this might be a document that was originally set in the UK, using words such as 'realise', 'strategise', 'emphasise' and 'industrialise'. This document is then sent to a colleague in the US, who feels the need to change the English spellings into the American spellings realize, strategize etc. If the fonts used in the original PDF have been subsetted and not fully embedded, the character 'z' might not be available, and so those simple changes might not be possible.

The advantage of subsetting is that the eventual PDF file size will be reduced but unless you have created a 500-page document, and have used fifty different fonts to create the document the saving in file size may be minimal.

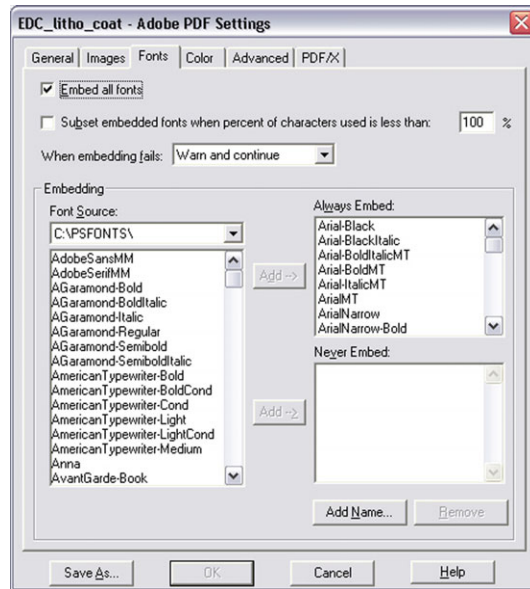
### How to embed fonts

The following will guide you through the process of embedding fonts using Adobe Acrobat Distiller 5.x/6.x. If you are using another form of PDF creation tool, such as the Adobe PDFWriter, Enfocus Instant PDF, JAWS PDF Creator or any one of the numerous other applications which are now available, you will have to consult the documentation that came with your application to find out how to embed/subset your fonts.

Using Adobe Acrobat, you will first need to start up the Distiller application.



Once you have started Distiller and have the main window on screen, select Settings>Edit Adobe PDF Settings... on the next dialog box that displays, select the Fonts tab as below.



As you will see from the above screen, you have several options available to you. The most ‘sure-fire’ and simple is to simply check the “Embed all fonts” option and uncheck the “Subset embedded.....” box. Of course, you can instead select fonts to embed on an individual basis.

Selecting the “Warn and continue” option from the “When embedding fails” drop down menu, will provide notification if any particular font is not embedded successfully.

Additionally, you can opt for subsetting the embedded fonts on a sliding scale from 1% to 100%. For example, if you select 80%, then if less than 80% of the character set of a particular font is used within the document, distiller will embed a subset containing only those characters. However, if more than 80% of the character set of a particular font is used within the document, distiller will embed the entire font.