

Embedding Fonts in PowerPoint Presentations

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Before finalizing your PowerPoint slides, all presenters should verify that fonts have been embedded in your presentation file. The process of embedding fonts will allow any fonts you've used in your presentation slides to be available on another computer or laptop, such as a Conference laptop. Here is a fact – Not all fonts are the same. Some fonts may display characters smaller or larger than you intended, producing a result less than favorable to your cause. Case in point . . . Many years ago I learned the hard way – I failed to embed the fonts I used in my PowerPoint file and during my presentation the Conference laptop didn't have some of the fonts I had used in my presentation. As a result, the fonts in my PowerPoint presentation were replaced with default fonts found on the laptop I was using. As you might imagine, my presentation was affected along with the message I was trying to convey. To prevent this from happening to you, I've put together a step-by-step approach all presenters should follow to ensure that the fonts used in your presentation will be saved in your PowerPoint file. Here are the basic steps you can use to embed the fonts used in your PowerPoint presentation.

1. Click "Save As" from the "File" menu options.
2. At the bottom of the "Save As" dialog window, click the "Tools" drop-down and select "Save Options" from the drill-down list, illustrated in Figure 1.

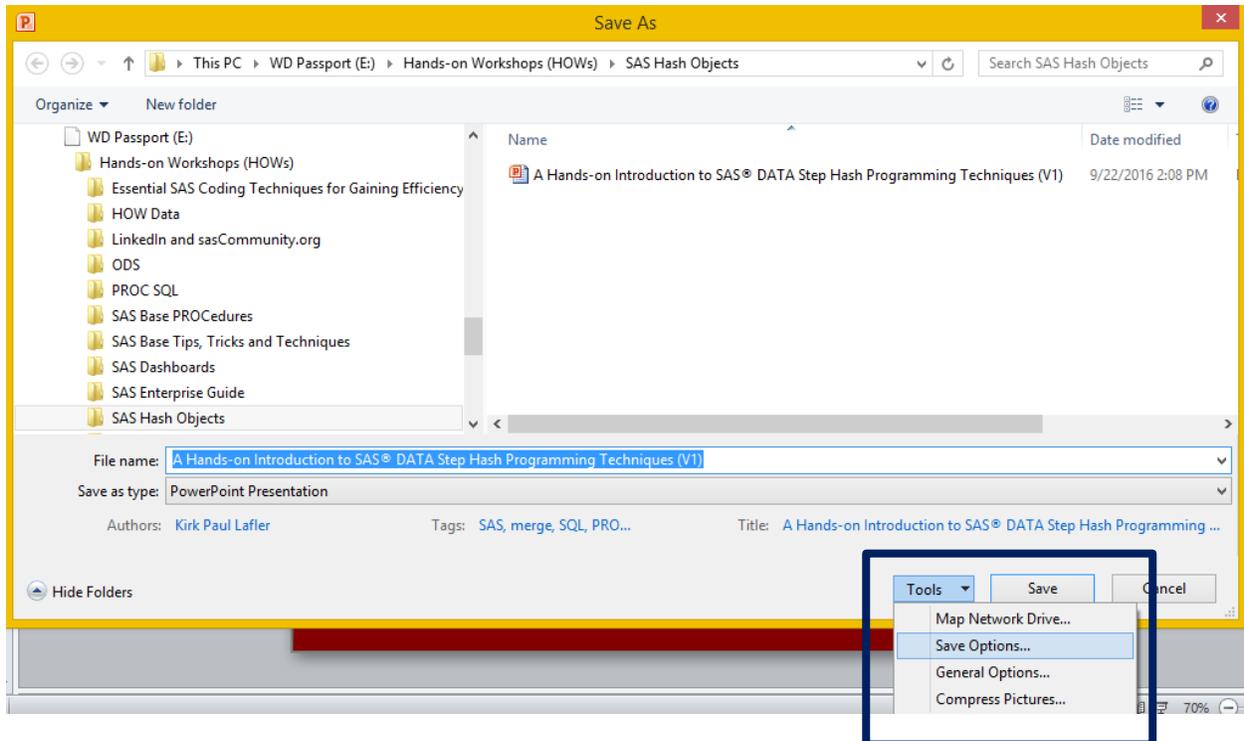


Figure 1. Save Options drop-down

3. With the PowerPoint Options window open, click “Embed fonts used in the file”, located at the bottom of the window.
4. Click “OK”.
5. Save your PowerPoint slide presentation.

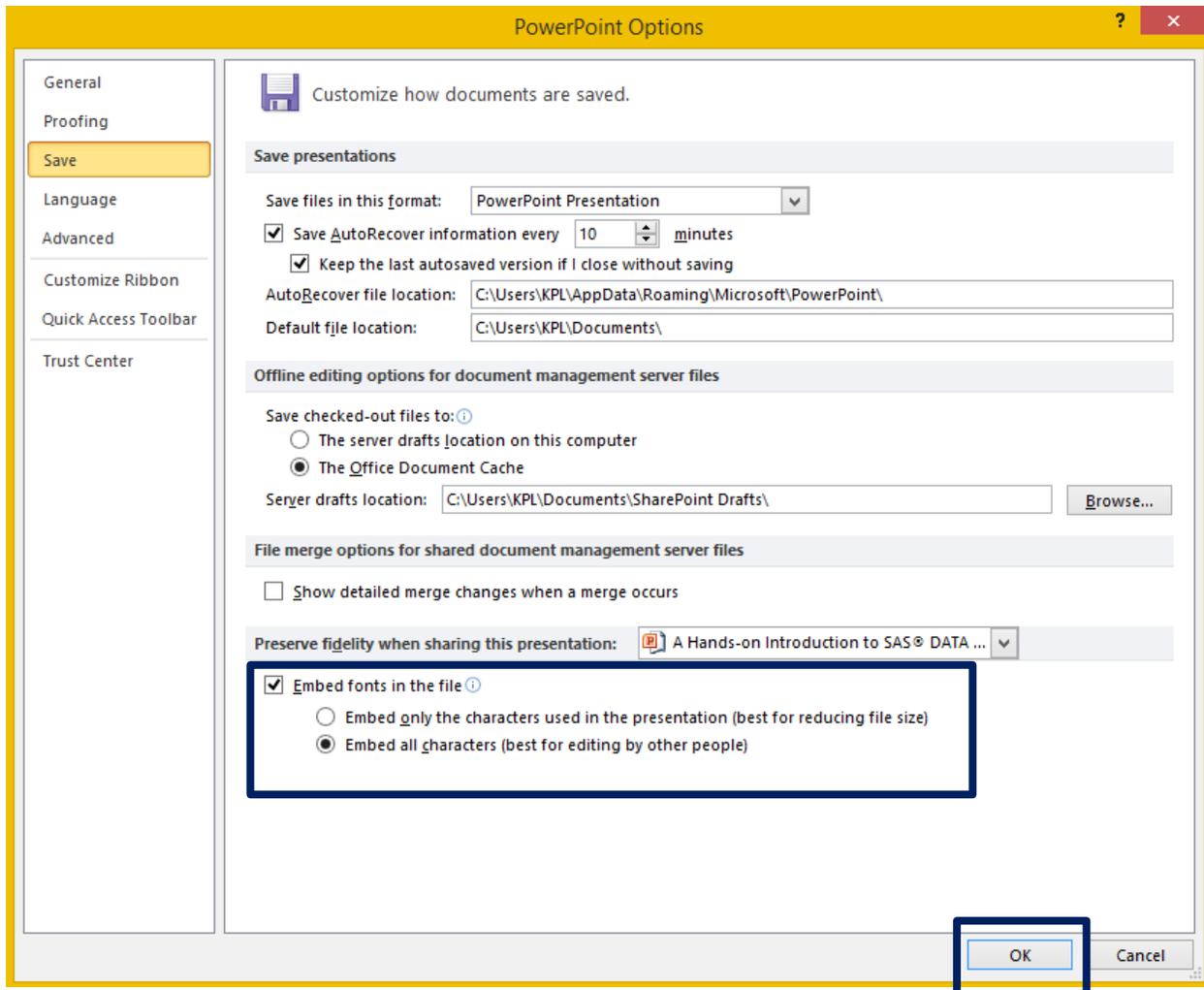


Figure 2. PowerPoint Options window

Your PowerPoint presentation should now have the fonts you used embedded in your slide deck!