## **Embedding Fonts in PowerPoint Presentations**

by Kirk Paul Lafler, Software Intelligence Corporation

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.

Organize 🔻 New folder
WD Passport (E:)       Ame       Date modified         Hands-on Workshops (HOWs)       A Hands-on Introduction to SAS® DATA Step Hash Programming Techniques (V1)       9/22/2016 2:08 PM         HOW Data       LinkedIn and sasCommunity.org       9/22/2016 2:08 PM         ODS       PROC SQL       SAS Base PROCedures       HOW Data         SAS Base Tips, Tricks and Techniques       How Data       How Data         SAS Dashboards       SAS Dashboards       How Data
SAS Hash Objects
File name: A Hands-on Introduction to SAS® DATA Step Hash Programming Techniques (V1)
Save as type: PowerPoint Presentation
Authors: Kirk Paul Lafler Tags: SAS, merge, SQL, PRO Title: A Hands-on Introduction to SAS® DATA Step Hash Programming  Hide Folders  Hide Folders  Save Options General Options Compress Pictures

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.

PowerPoint Options		? ×
General Customize how documents are saved.		
Save Save presentations		
Language Save files in this format: PowerPoint Presentation		
Advanced Save AutoRecover information every 10 minutes		
Customize Ribbon		
Quick Access Toolbar     Default file location:     C:\Users\KPL\Documents\		
Trust Center Offline editing options for document management server files		
Save checked-out files to: The server drafts location on this computer The Office Document Cache Server drafts location: C:\Users\KPL\Documents\SharePoint Drafts\		<u>B</u> rowse
File merge options for shared document management server files		
Show detailed merge changes when a merge occurs		
Preserve fidelity when sharing this presentation:	ΓA ¥	
<ul> <li>Embed fonts in the file <sup>()</sup></li> <li>Embed <u>only</u> the characters used in the presentation (best for reducing file size)</li> <li>Embed all <u>characters</u> (best for editing by other people)</li> </ul>	]	
	ОК	Cancel

Figure 2. PowerPoint Options window

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