

Embedding Fonts in PowerPoint

The fonts displayed in a PowerPoint presentation are the fonts that are installed on the computer that is hosting the presentation. If a specific font is not on that computer it will not appear in the presentation. It is good practice to embed fonts during the Package for CD process so that any special fonts will be displayed when a presentation is shown on any computer other than the one on which the presentation was made.

But what should you do if you have to build a presentation on two different machines?

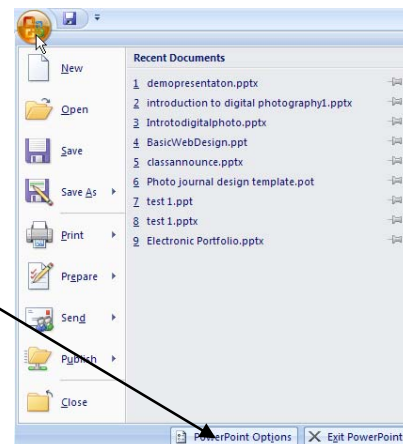
You can embed the fonts you are using into the PowerPoint presentation and “take” them with you to the new computer. This handout will explain the steps for doing this.

Click the Logo button in the top left corner of the screen.



Click the PowerPoint Options button at the bottom of the pop out menu.

PowerPoint Options button



Select Save from the list on the left side of the Options panel

Check Embed fonts in the file.

Click the Embed all characters radio button.

Click OK.

Your fonts are now embedded in the PowerPoint Presentation.

