

# How to Embed Fonts in Microsoft PowerPoint

Published on 06/03/2017

When uploading a PowerPoint as a proof, you may find that certain fonts are rendering differently in the review environment than on your computer. This is normally due to an unsupported font set. If you would like to avoid saving your PowerPoint slides as a PDF file, you can embed your fonts\* into the PowerPoint file itself. In order to do so, follow these steps below before uploading the PowerPoint file to your proof:

1. On the **File** menu, click **'Save As.'**
2. On the **'Tools'** menu in the **'Save As'** dialog box, click **'Save Options.'**
3. Click to select the **'Embed Fonts'** check box, and then click **'OK.'**

There may be restrictions based on the embedding license level of the fonts. Please refer to this [Microsoft Help article](https://support.microsoft.com/en-us/help/826832/how-to-embed-fonts-in-powerpoint) (<https://support.microsoft.com/en-us/help/826832/how-to-embed-fonts-in-powerpoint>) for more information.

\*Microsoft has only made this feature available in Microsoft Office for Windows