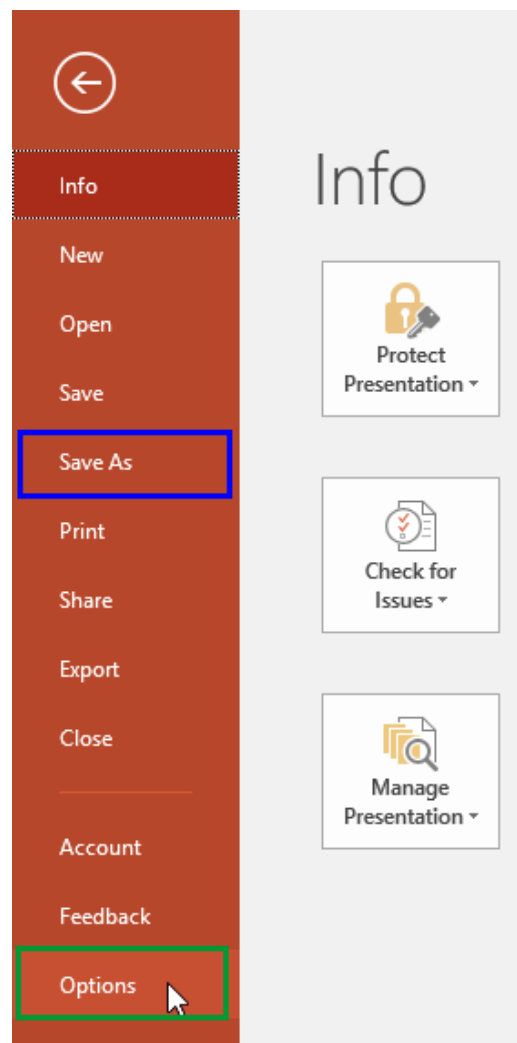


## How to Embed Fonts in PowerPoint 2013/2016 for Windows

Have you ever been in a situation where your presentation looked so awesome with some amazing typography, but when you opened the same presentation on another computer, the text looked positively terrible! This behavior may happen if the font you used is not available on the other computer. The best solution to this problem is to **use safe fonts that are available on most computers**, or you may also explore the option to embed fonts in your PowerPoint presentation.

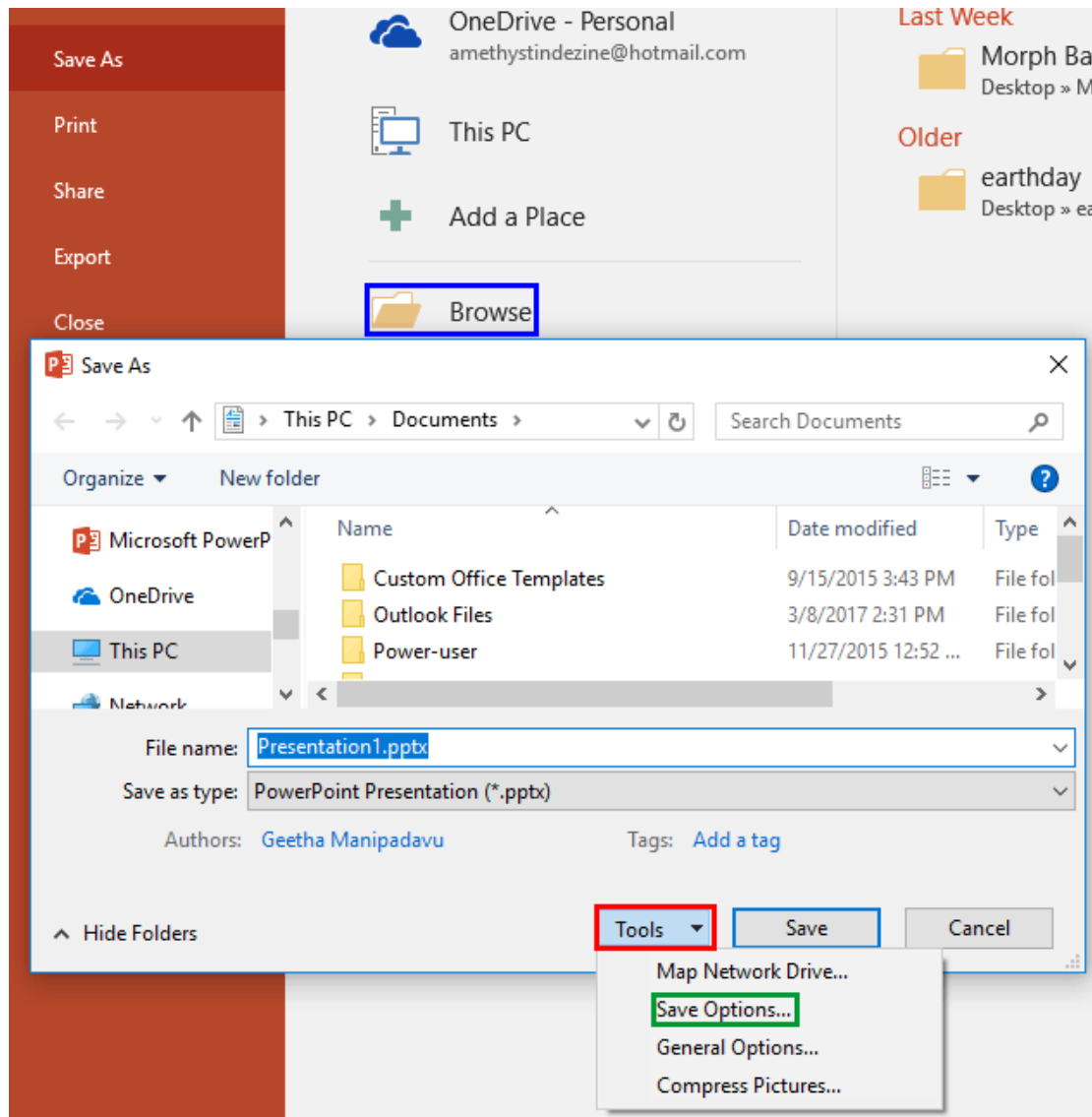
Follow these steps to embed fonts in your presentation in **PowerPoint 2013/2016**:

1. Within PowerPoint 2013/2016, click the **File** menu to bring up **Backstage View**. Select **Options**, as shown highlighted in **green** within **Figure 1**, below.



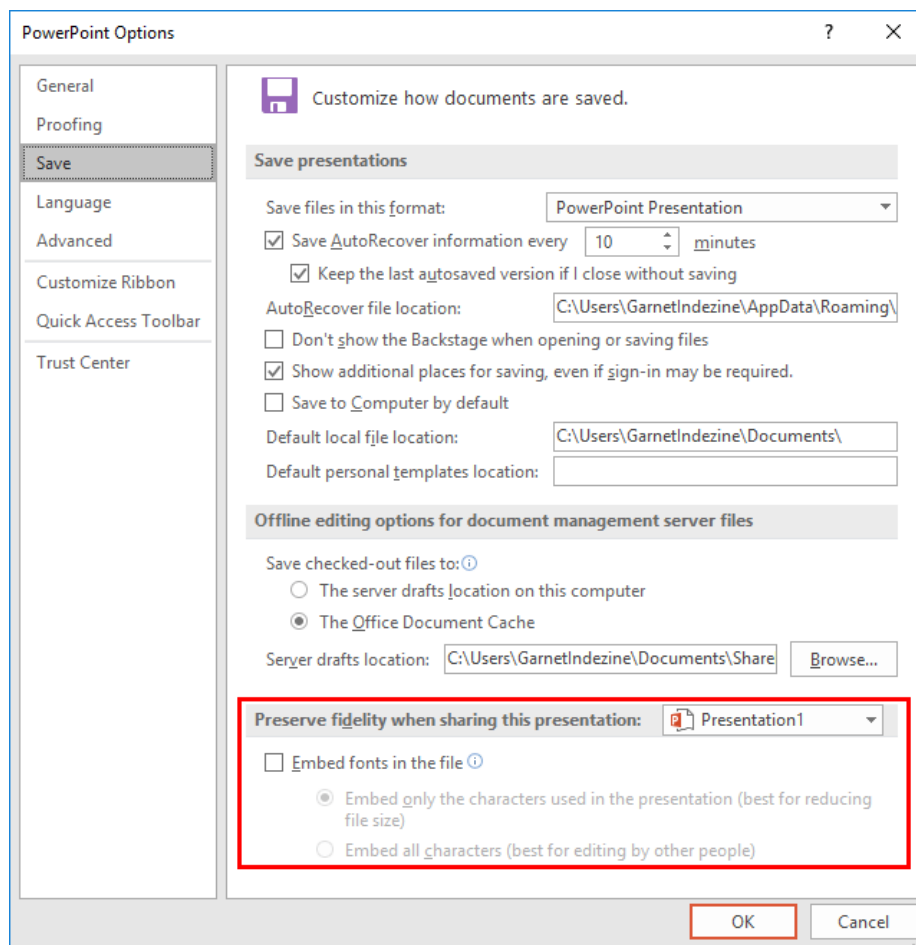
**Figure 1:** Backstage view

Alternatively, select the **Save As** option (keyboard shortcut: **F12**) as shown highlighted in blue within **Figure 1**, above. This action brings up the locations to save the presentation as shown in **Figure 2**, below. Click the **Browse** button (highlighted in blue within **Figure 2**). This brings up the **Save As** dialog box as shown in **Figure 2**. Click the **Tools** button as shown highlighted in red within **Figure 2** to open a drop down menu. Within this drop-down menu, select **Save Options** as shown highlighted in green.



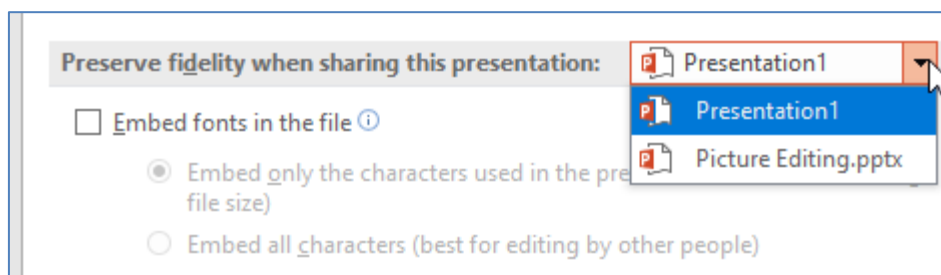
**Figure 2:** Save As dialog box

2. Either way, you summon the **PowerPoint Options** dialog box. Make sure that the **Save** tab of this dialog box is selected, as shown in **Figure 3**, below. The options related to embedding fonts are highlighted in **red** within **Figure 3**, below.



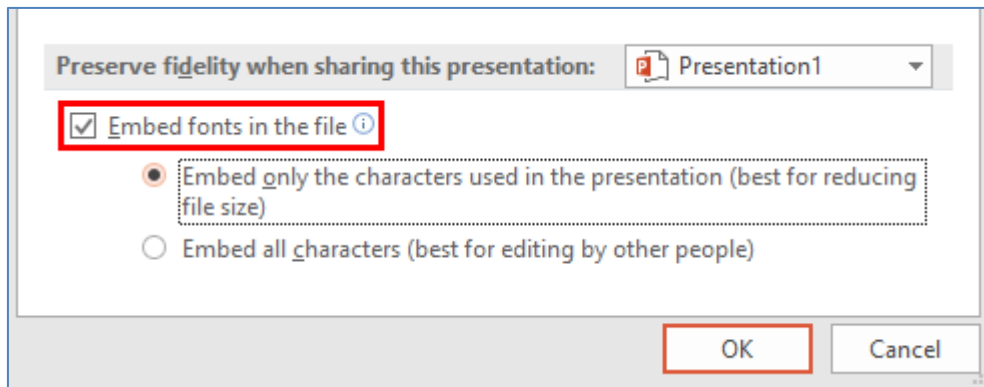
**Figure 3:** The Save tab provides font embedding option

3. First of all, if you did not get here via the **Save As** dialog box, you will need to select the presentation within which you want to embed fonts. This action is especially important if you have more than one presentation open. To do so, click the drop-down list next to the text that reads **Preserve fidelity when sharing this presentation**, as shown in **Figure 4**, below. Now select the presentation you want.



**Figure 4:** Choose the presentation for font embedding

4. Next, check the **Embed fonts in the file** option, as shown highlighted in **red** within **Figure 5**, below.



**Figure 5:** Choose the Embed option

5. Finally, you need to select from one of two radio buttons, as explained below:

**Embed only the characters used in the presentation:** This option will only embed characters you have used in your presentation. For example, if you create a single slide presentation with just one text box that contains the word 'AFTER', then only capital-case characters of five alphabets will be embedded. If you want to edit the text later, and do not have the embedded font on your system, then you will not see the original font used.

**Embed all characters:** This option gets over the limitation explained in the preceding paragraph.

6. Click the **OK** button to accept these changes, or press **Cancel** to return without making changes.