Embedding fonts in a PPTX:

1. When saving your presentation (within the Save As dialog box), click the Tools dropdown menu that is to the left of the Save button. Select "Save Options".

2. In the "Save Options" dialog box, under the Save tab, scroll down to the bottom of the options on the right and check the box next to "Embed fonts in the file". It is best to select the option, "Embed all characters" so that if you need to make changes on another computer, the entire font is available to you.

3. Click OK in this dialog box to save your settings, then you can go back to the Save As dialog box and save your file with the fonts set to embed.

- *Please note that this only works for fonts that are True Type Fonts (TTF). This is usually only an issue if you're using a special font that you have downloaded from the internet or if you are using a Mac. Open Type Fonts (OTF) will not embed properly. The best course of action if you are using special fonts is to present from your own computer. If you cannot present from your own computer, you may want to use standard fonts so that you don't have unexpected font issues. If you have further font use questions or questions specific to Mac users, please contact Joy Chambers (jchambers@utk.edu).*

Thank you!