

Powerpoint 02 – How to embed fonts

Aim: To provide instruction on how to embed fonts in a Powerpoint presentation so it can be uploaded for printing without font issues

UniPrint's online ordering system will generally convert most PowerPoint files into a pdf for printing. However, we always recommend that you convert the files first and upload the pdfs that you have already checked.

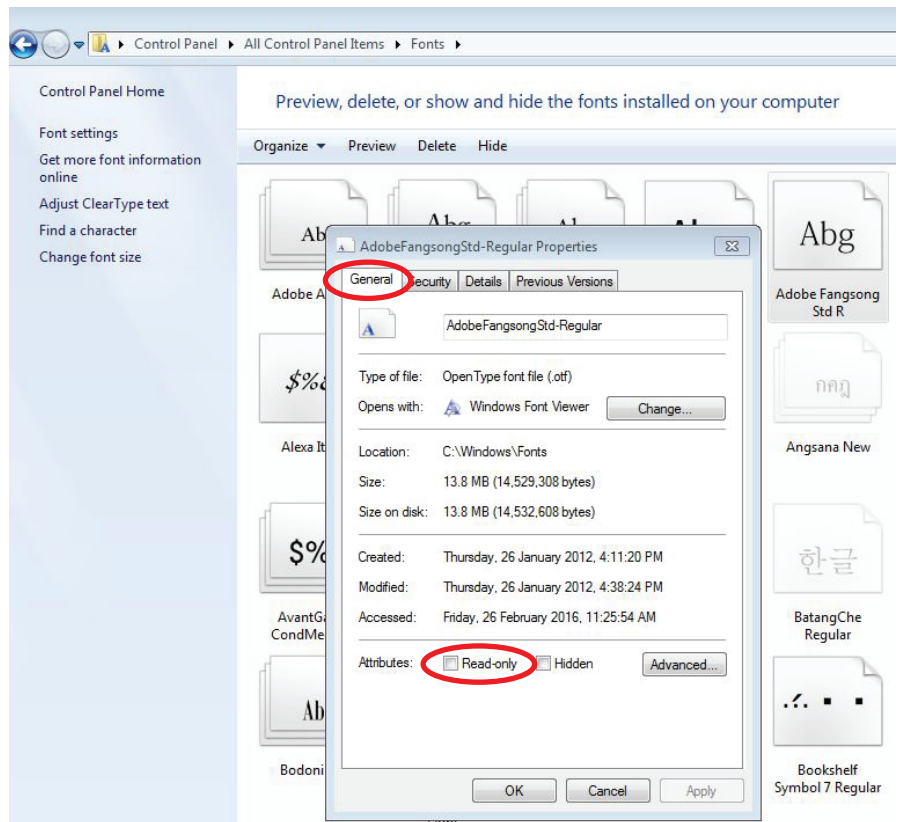
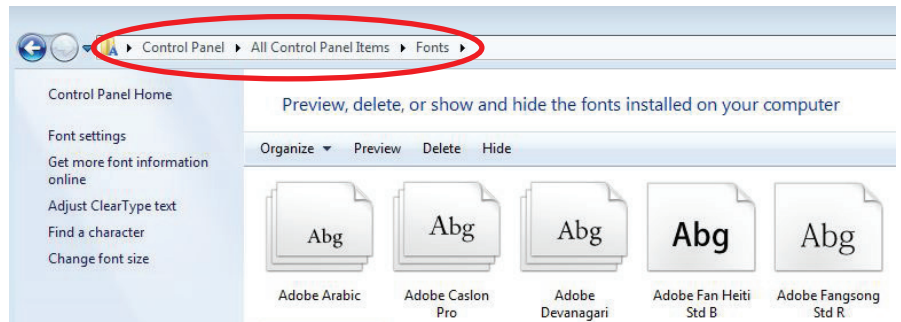
To create the pdf an instruction sheet on creating a pdf from PowerPoint is available.

If you are unable to create a pdf from your PowerPoint file, UniPrint can accept the Powerpoint presentation. However, please be aware that fonts are not necessarily embedded into your document and may be substituted with a standard font if your font is not available on the website.

To avoid fonts displaying incorrectly once printed, you can embed fonts into the PowerPoint presentation before uploading the file.

Firstly, check that the font is not read-only and is available to be embedded. Go to Control Panels and select 'Fonts'. Find the font you are using. Right-click on the font and select 'Properties'.

If you are unable to select the properties of the font then it can not be embedded. You may prefer to use a different font.



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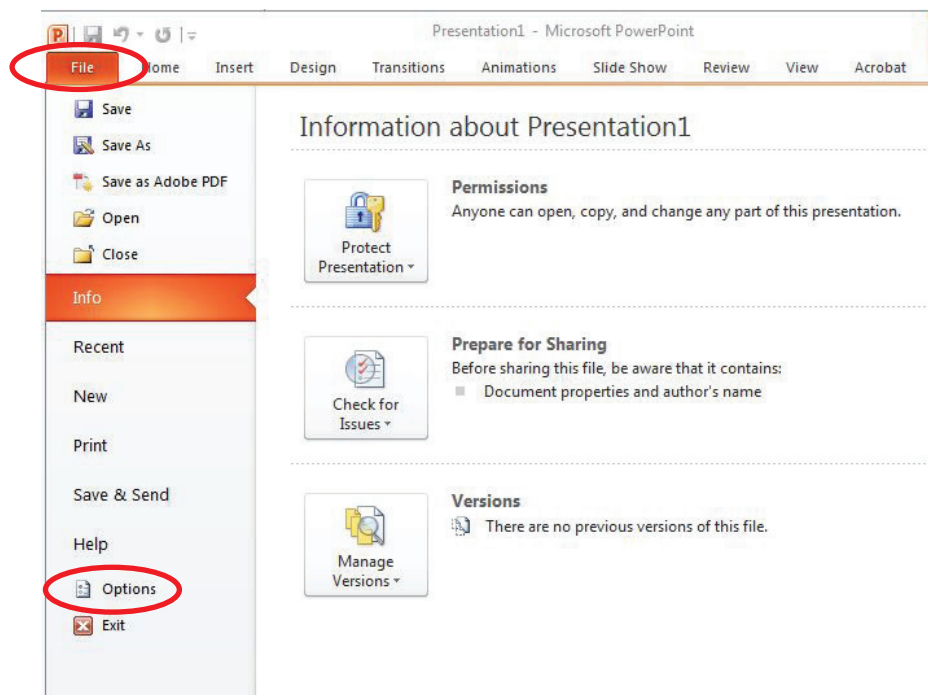
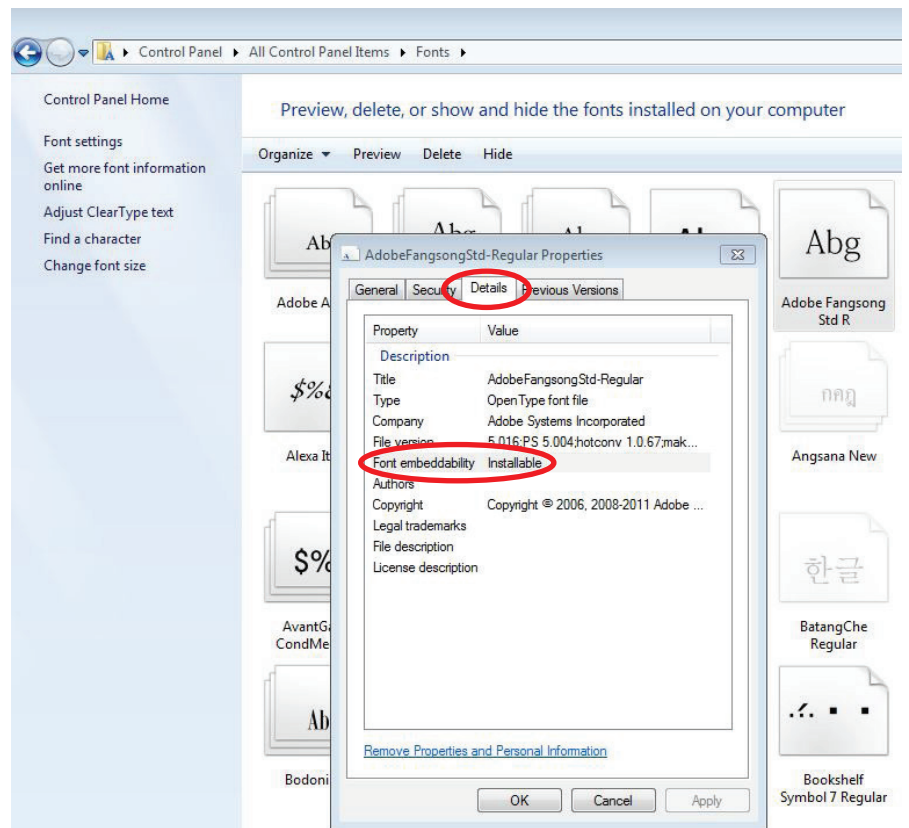
In the 'General' tab, ensure the Read-only attribute is not selected.

Go to the 'Details' tab and ensure that the Font embeddability is either 'Installable' or 'Editable'.

To embed the font in PowerPoint, open the document you will be uploading.

Go to the main PowerPoint menu. Select File > Options.

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Select the 'Save' tab.

Select 'Embed fonts in the file' and select 'Embed all characters'.

Click OK, and save the PowerPoint presentation. You can now upload this file to UniPrint's online ordering service. The fonts should display as in the original PowerPoint document.

Please be aware that the file size increases when fonts are embedded, and on some computers may open more slowly than they otherwise would.

