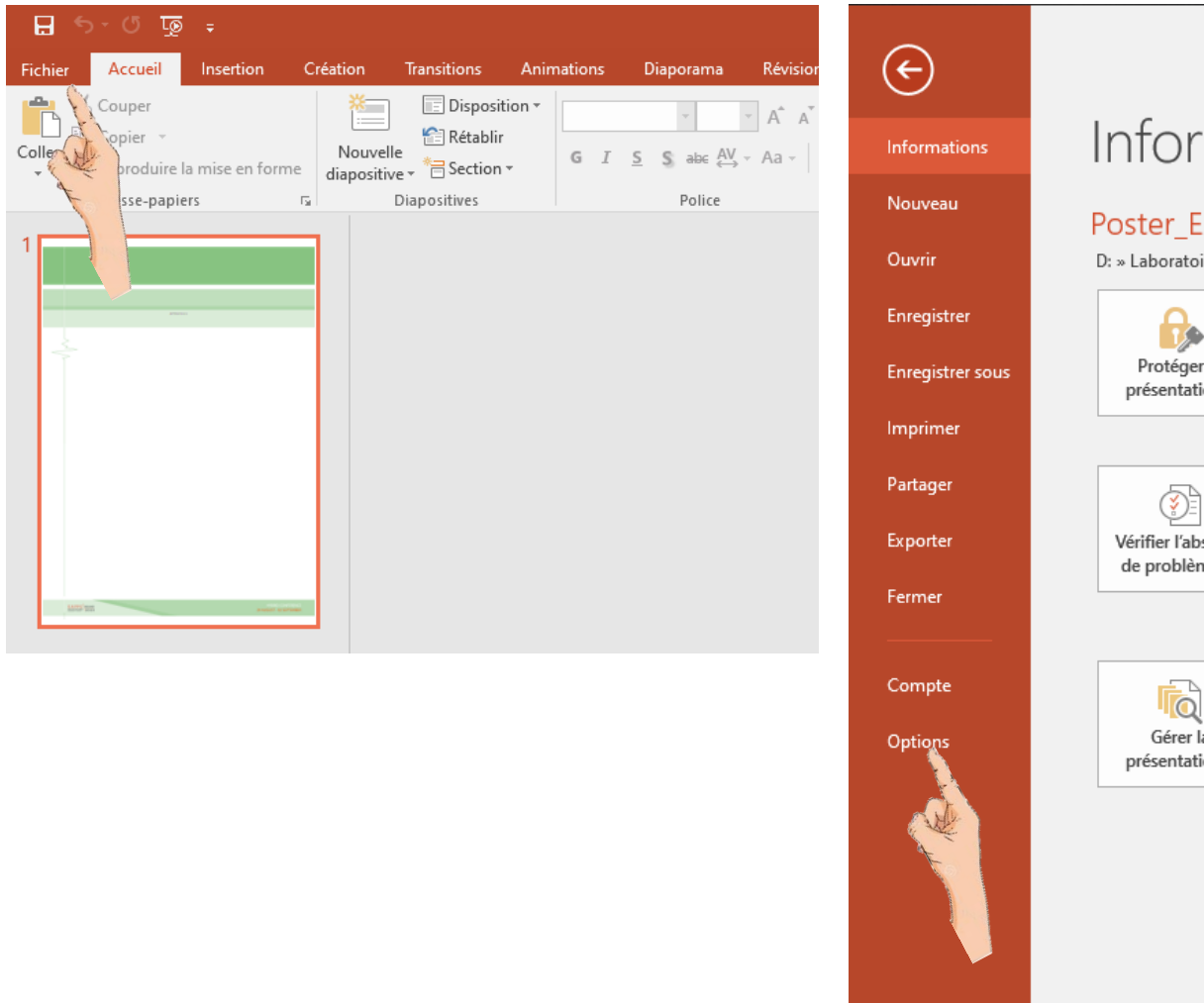


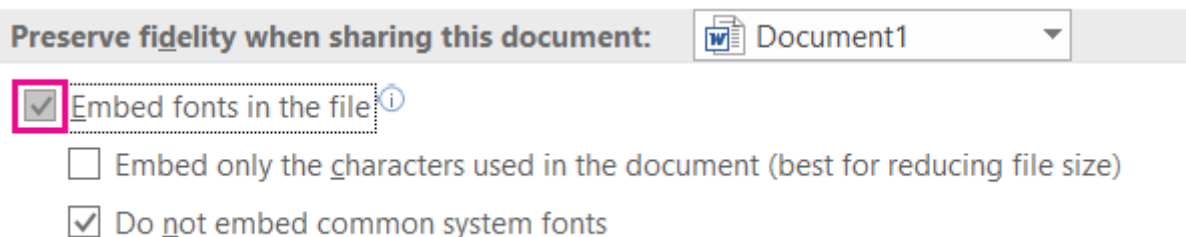
Embed fonts in Word or PowerPoint

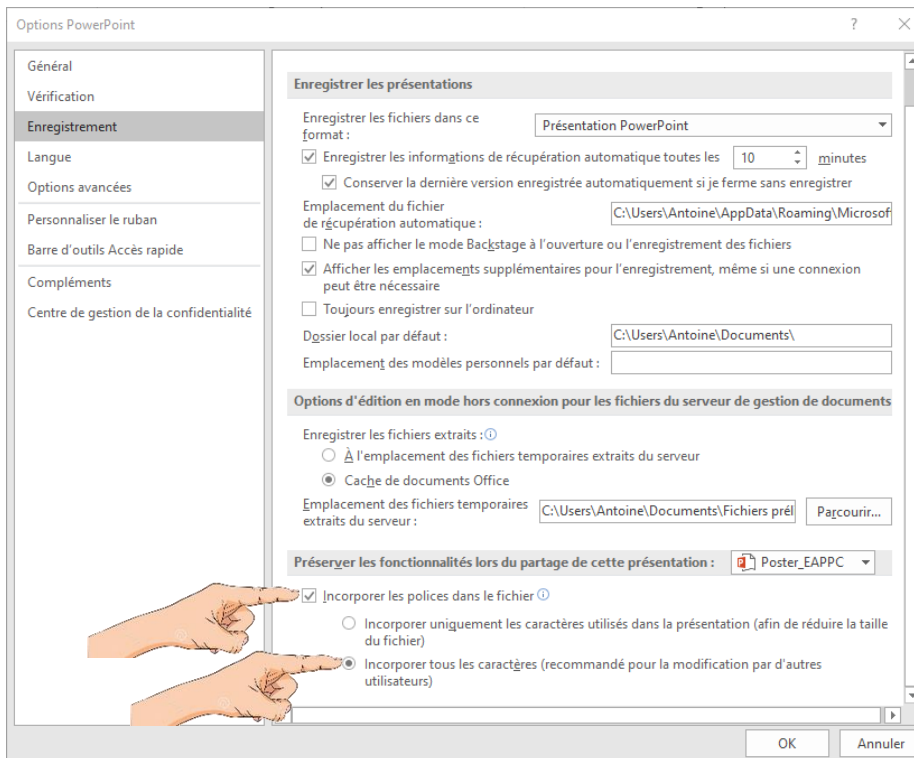
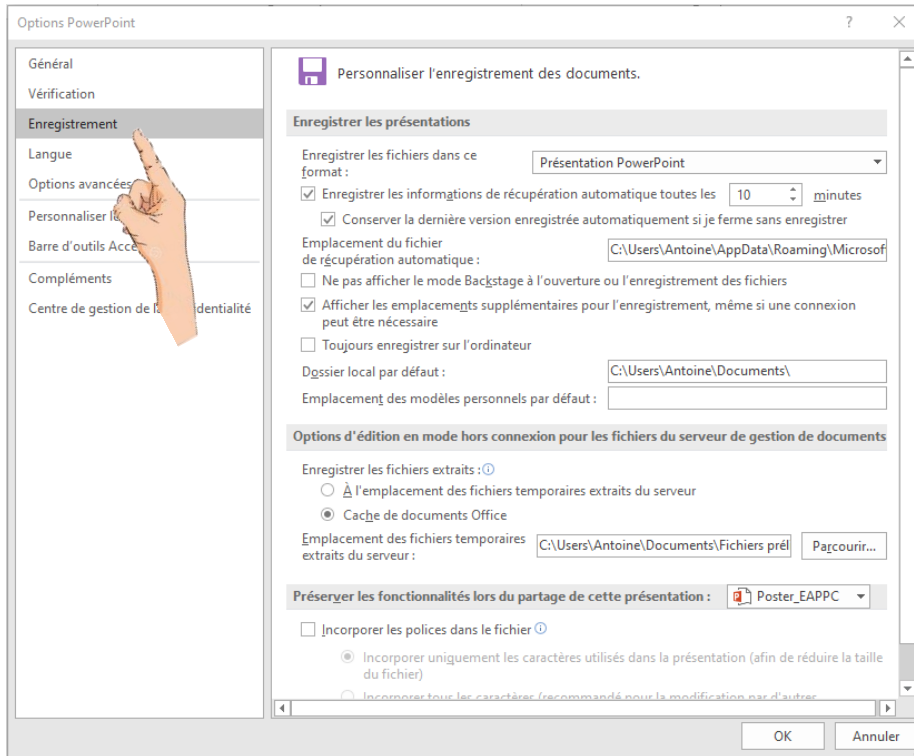
1. Click the File tab and then click Options (it's near the bottom left corner of the window).



2. In the left column, select the Save tab.
3. At the bottom, under Preserve fidelity when sharing this presentation, select the Embed fonts in the file check box.

Selecting Embed only the characters used in the presentation reduces the file size but limits editing of the file using the same font. Leaving that check box blank increases the file size, but is best for allowing others to edit the document and keep the same font.





4. Click OK.