



Blackboard

## Collaborate Ultra - How To Share PowerPoint Presentations Containing Custom Fonts

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**Product:** Collaborate - Ultra Experience

**Document Type:** User Documentation

**Document Summary:** Collaborate with the Ultra experience does not support PowerPoint custom fonts. This article will provide you with some workarounds if your .ppt/.pptx files contain custom fonts.

### Workaround 1

- Save your .ppt/pptx file as a PDF, and share that PDF in your Collaborate with the Ultra experience session..

### Workaround 2

- Embedding custom fonts in your presentation file. To save your presentation so that the fonts display and print correctly when you open the presentation, follow these steps.

1. In the **Save As** dialog box, click the **Tools** button:



2. Choose **Save Options....**:



3. Select the **Embed Fonts in the File** check box:

