

## Important tips for making the switch to Widescreen PowerPoint

If you merely switch the page set up of your PowerPoint presentation from 4:3 to 16:9, template artwork will be stretched out of proportion.

To combat this, you will need to create a new widescreen PowerPoint template.

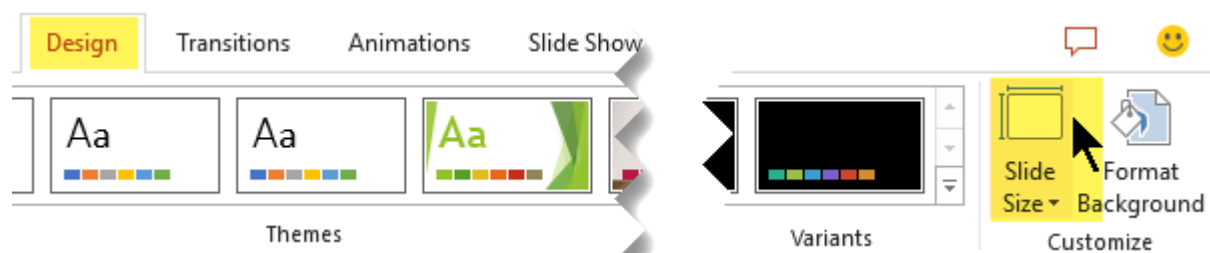
Each slide in a 4:3 presentation will need to be reconstructed to avoid proportion issues. To properly transition from 4:3 to 16:9:

- Copy the content from the 4:3 slides and paste it onto the 16:9 slides.
- If you have photos on the 4:3 slides, go back to the source image and re-crop to fit the images in the new layout.
- Diagrams, charts and tables can typically be stretched without affecting the contents too much, especially trend data, so copying and pasting should work for these as well.

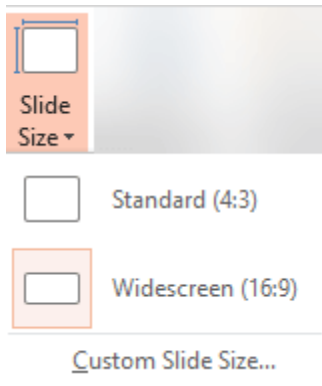
## Detailed steps for setting up a 16:9 Presentation

Choose the Standard or Widescreen slide size

1. On the **Design** tab of the Ribbon, locate **Slide Size** in the **Customize** group, near the far right end of the toolbar.

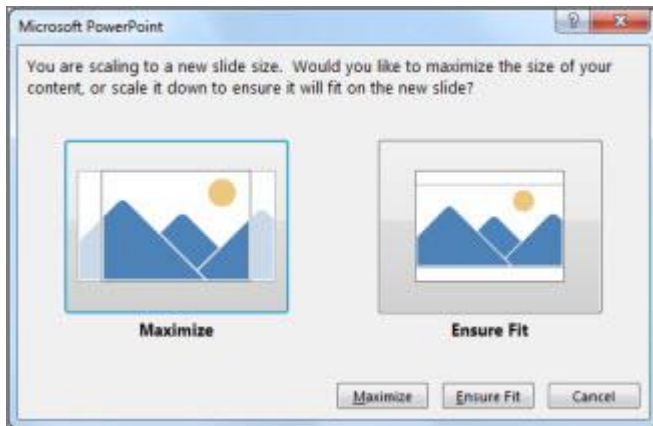


2. Select **Slide Size**, and then select either **Standard (4:3)** or **Widescreen (16:9)**.



When PowerPoint is unable to automatically scale your content, it prompts you with two options:

- **Maximize:** Select this option to increase the size of your slide content when you are scaling to a larger slide size. Choosing this option could result in your content not fitting on the slide.
- **Ensure Fit:** Select this option to decrease the size of your content when scaling to a smaller slide size. This could make your content appear smaller, but you'll be able to see all content on your slide.



The 16:9 widescreen setting is the default value for new presentations you create. When you change the slide size for a presentation, the size you choose only applies to that presentation.