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.