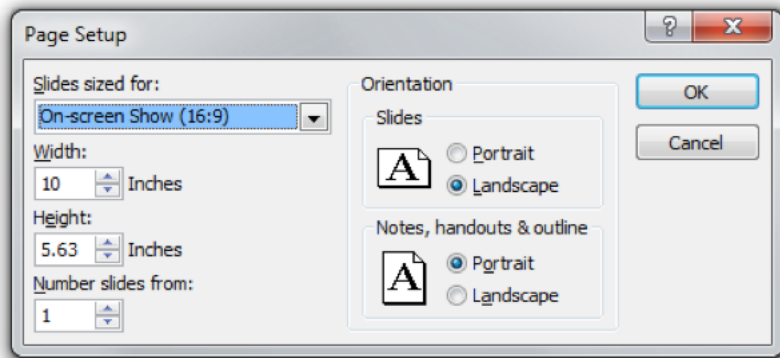


Creating a 16 x 9 PowerPoint

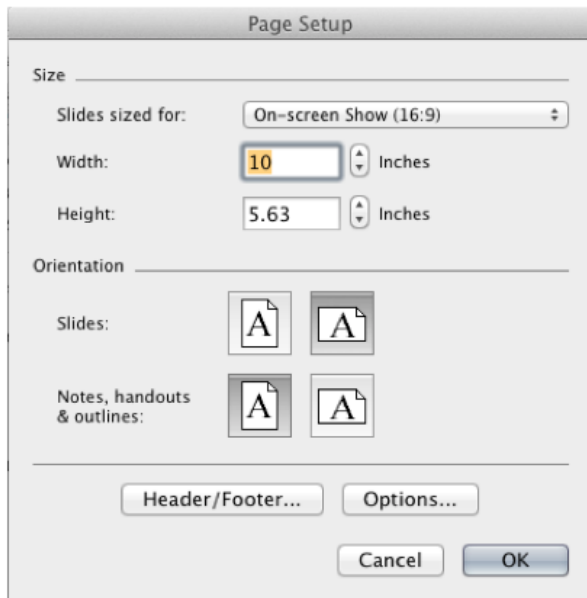
To create a PowerPoint presentation in 16 x 9, do the following:

- **Open PowerPoint** on your PC or Mac
- From the top menu, (depending on the version of PowerPoint you have) **select Design**, then **Page Setup** OR **File**, then **Page Setup**, and **change Slides sized for to: On-screen Show (16:9)**.
- **Click OK**

PowerPoint Page Setup on a PC



PowerPoint Page Setup on a Mac



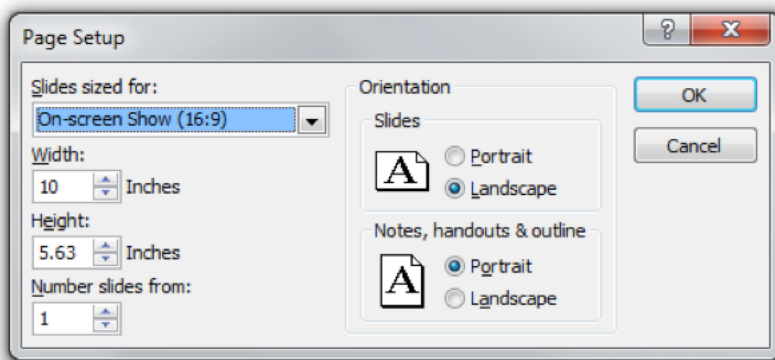
Adapting an existing 4 x 3 PowerPoint presentation in 16 x 9

Adapting a PowerPoint from 4 x 3 to 16 x 9 is not difficult, but care needs to be taken to change any images that are in the presentation so that they don't appear horizontally stretched. The first step in the process is to simply change the display aspect ratio of the PowerPoint, but if you stop there, those images will appear distorted. Changing the images, however, is a very easy process.

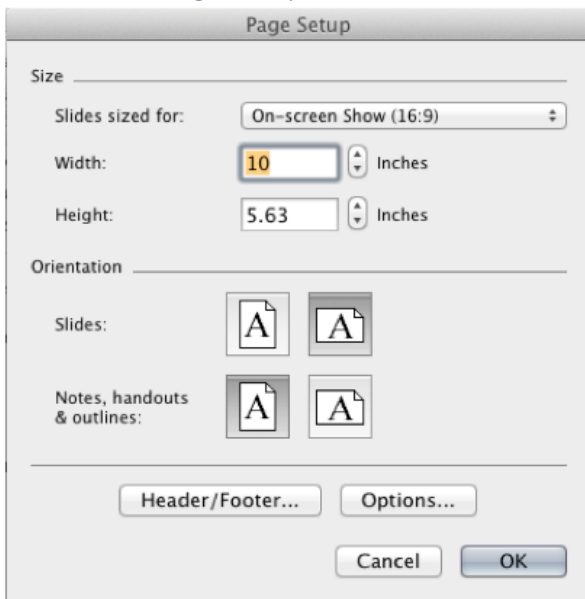
To adapt an existing PowerPoint to 16 x 9, do the following:

1. **Open** an existing PowerPoint presentation.
2. From the top menu, (depending on the version of PowerPoint you have) **select Design**, then **Page Setup** OR **File**, then **Page Setup**, and **change Slides sized for to: On-screen Show (16:9)**.
 - o Other settings in this box should be:
 - Slides: Landscape
 - Notes, handouts & outline: Portrait.
3. **Click OK**.

PowerPoint Page Setup on a PC



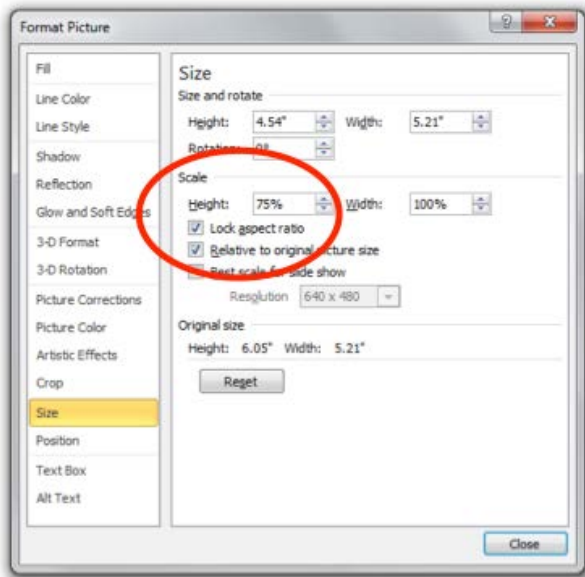
PowerPoint Page Setup on a Mac



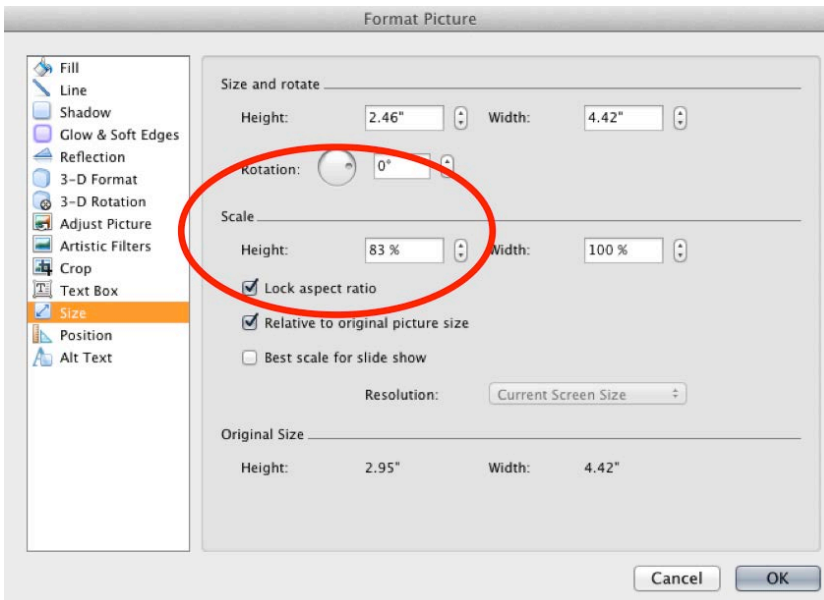
4. **Locate your first image** in the slide deck and **right click** (Control-click on a Mac) it.
5. From the drop-down list, **select Format Picture**, and then **select Size**.
6. In the **Scale** area of the box that opens, ensure that the Lock aspect ratio box is checked, and then **click the Height increase (up) arrow once and then decrease (down) once**.

Changing the scale by one step and then switching it back will correct the aspect ratio of your image to fit your new presentation ratio.

Size Picture on a PC



Size Picture on a Mac



7. Repeat steps 5 and 6 to the end of your slide deck.

You may find it necessary to rearrange some of the elements on your slides to make them more visually appealing.

8. Save your presentation.