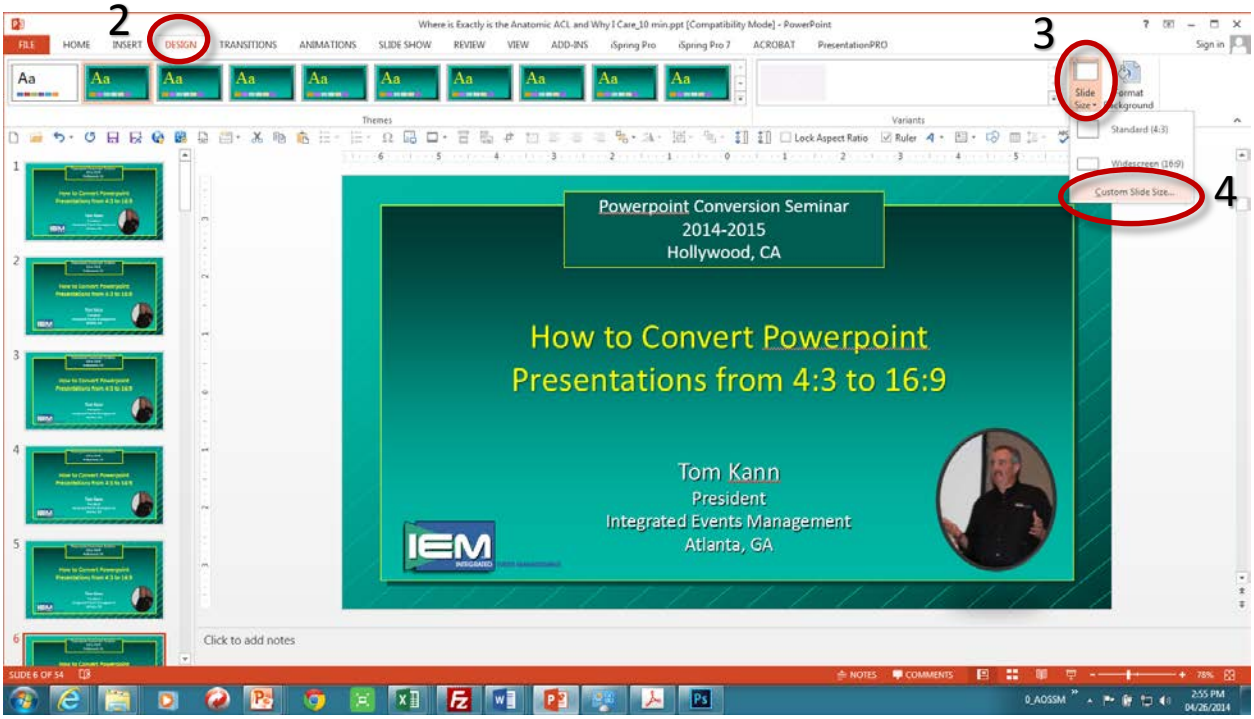
Powerpoint Conversion from 4:3 Format to 16:9 Format

If you are beginning a new presentation, using the 16:9 format it is easy. However, if you have an entire library of presentations that are in the traditional 4:3 format, you must be prepared for converting your presentations to the new 16:9 format…or your old presentations will look like this on the wide format screen:

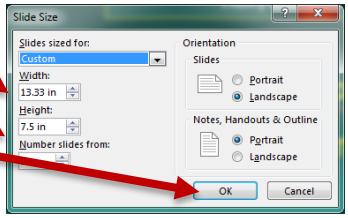
Original 4:3 Format with wide black border
On Wide Format Screen

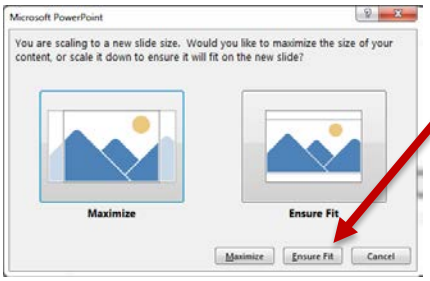
Powerpoint 2013

1. Open Powerpoint presentation
2. Click on Design Tab
3. Click on Slide Size
4. Custom Slide Size



5. Width = 13.33 inches
6. Height = 7.5 inches
7. Click on Ok



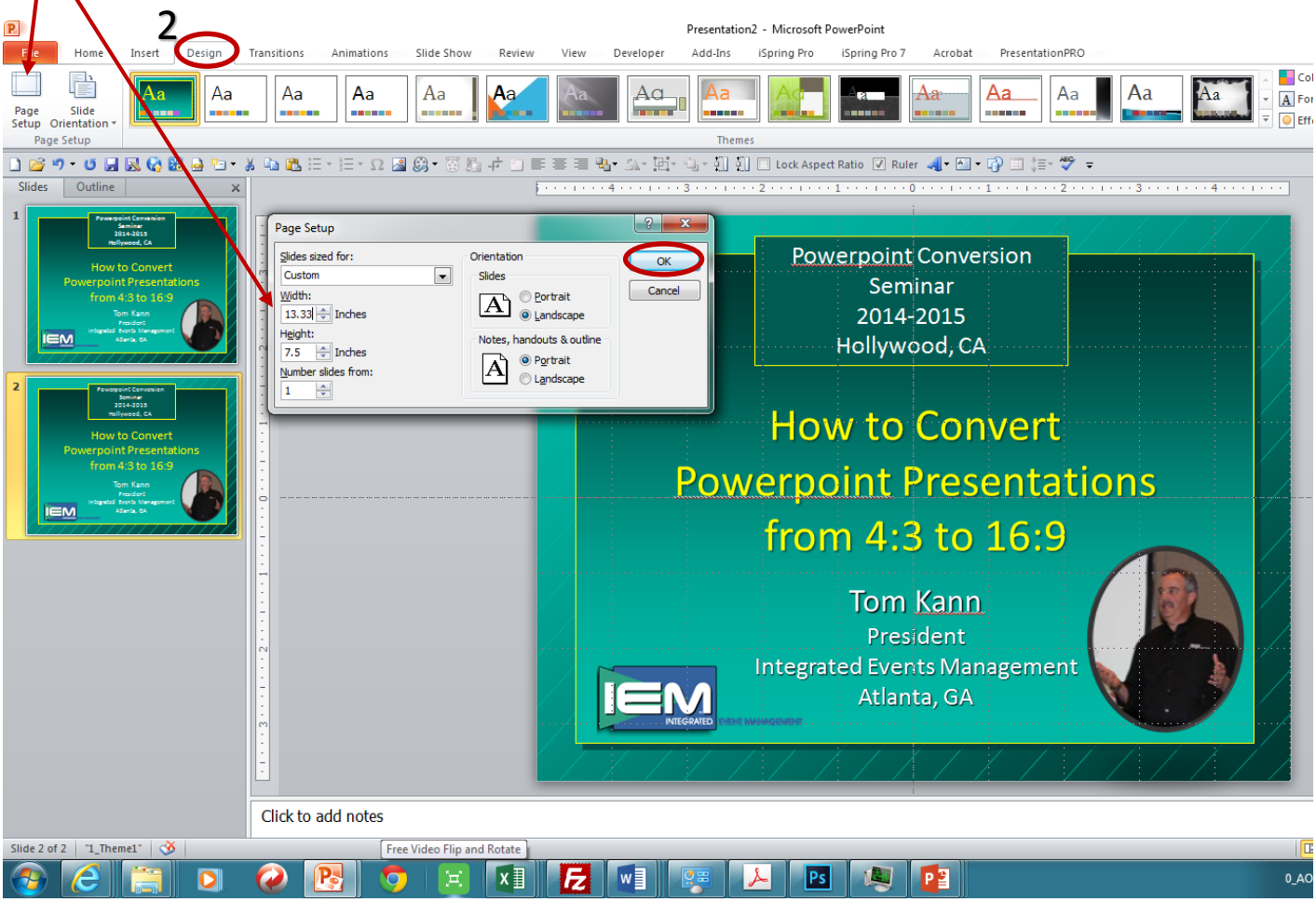


8. Click on Ensure Fit

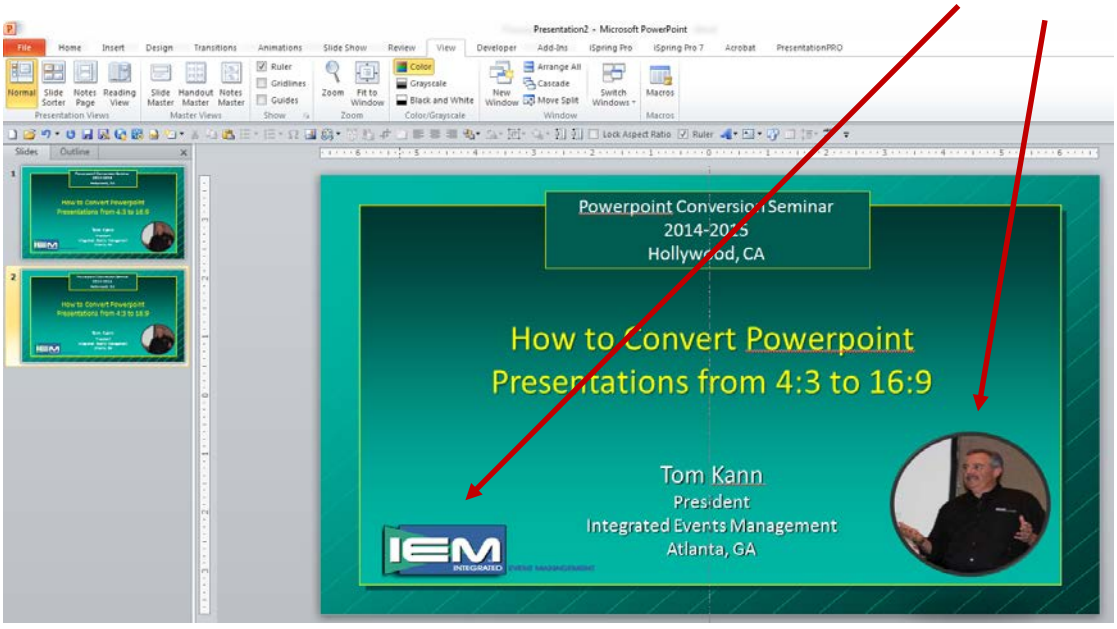
9. Double check slides for accuracy

Powerpoint 2010

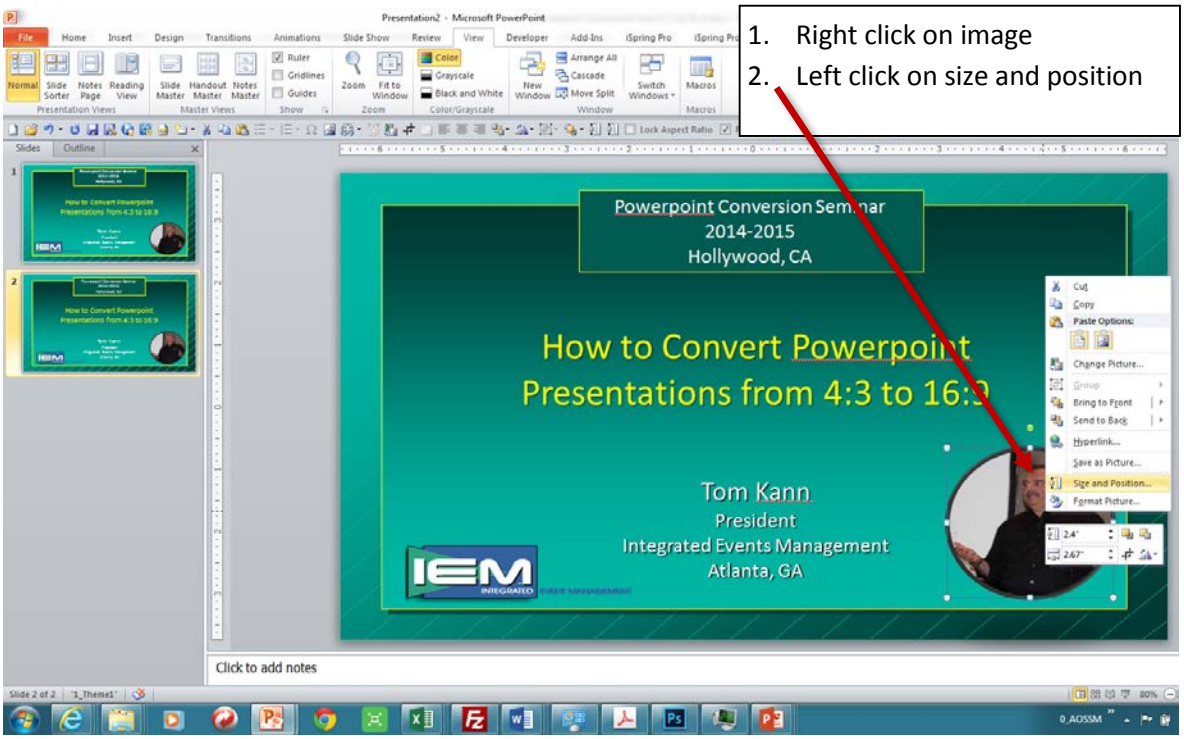
1. Open Powerpoint presentation, make sure it is saved as a .pptx type file
2. Click on Design Tab
3. Click on Page Setup
4. Width 13.33 x 7.5 Height



Text will usually convert sufficiently, however images, videos, charts, lines will either move and/or be out of proportion as below.



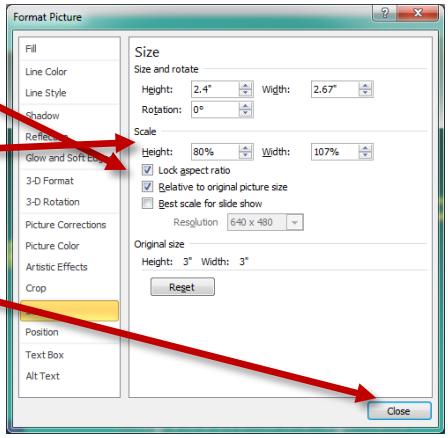
Here is a tip for getting images and videos back into proportion:



3. Check Lock Proportions

4. Click the Scale height arrow up once and then down once

5. Click ok

6. Repeat for each image on slide

7. Be sure to check lines and animations to make sure they line up properly