Guidelines for Presentations

The meeting rooms will be equipped with 16:9 screens *(widescreen format).* Please use the following steps to create or update your PowerPoint file using the 16:9 aspect ratio.

Step 1: Make a 16:9 Aspect Ratio file

To change an existing 4:3 presentation into a 16:9 widescreen format, on the "Design" tab in PowerPoint 2010 and 2007, click on "Page Setup". In the drop down box, select "On-Screen Show (16:9)" and click "OK." If you are using Office 2003, click "File" and select "Page Setup" and then enter in "10" in the first field and "5.63" in the second field and click "OK." If you make this change on an existing presentation, your slides will expand to the new size. If you have any videos or photos **in an existing PowerPoint, they might need to be resized so they do not appear stretched. Check animations to ensure the elements** line up correctly.

For more in-depth instructions, please check out the video instructions by clicking here for PowerPoint for Windows instructions and here for PowerPoint for MAC instructions.

Step 2: Fix Images that are stretched

1. After Converting to widescreen, you'll see that all pictures will be stretched.
2. Right-click on an image, then select "Size and Position," or "Format Picture" then "Size."
3. Make sure "Lock Aspect Ratio" box is checked.
4. Notice that the height and width percentages are not equal, which causes the stretch.
5. Click the "Height" up arrow once, then the down arrow once. You'll see the height and width percentages become equal. Leave the Size and Position box open so it's handy for the next picture.
6. Reposition image if desired.
7. Go to the next image, left-click the next image, and repeat the "Height" up arrow then down arrow to fix images. If you closed the Size and Position box, repeat from step 2.
8. If you added drawings or shapes (e.g. pointer arrows) on top of your image, before you do any size changes, select the entire drawing, then change the height. You may still need to manually move arrows and text to their correct locations relative to the resized image.