

Convert a PowerPoint Presentation From 4:3 ratio to 16:9

Step 1: Click Design | Page Setup and switch from 4:3 to 16:9

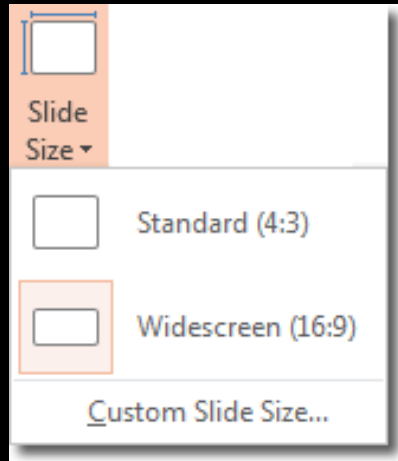
Step 2: Fix Image Ratios. Right click on an image and select Size and Position. Set the Height and Width box to the same percentage

Step 3: Fix Text Boxes. Resize your text boxes to fit in the new 16:9 slides

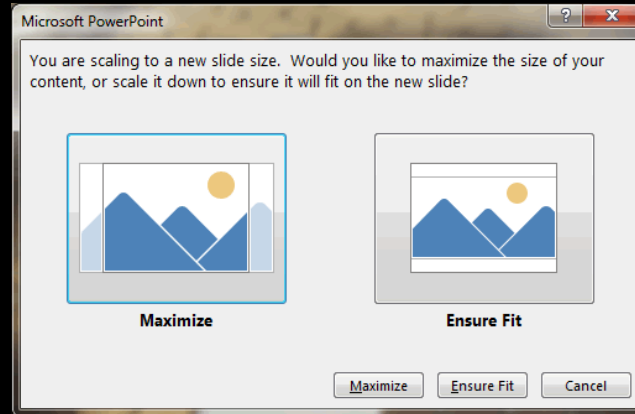


Step 1: Change the Slide Size in PowerPoint 2013

Go to the Design Tab and Click Size (in the Customize group)
Choose Widescreen (16:9) for a quick change



Changing the slide size affects the amount of space available, PowerPoint automatically scales your content. When PowerPoint is unable to automatically scale your content, it will prompt 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.

Creating a New 16:9 Ratio PowerPoint Presentation

Step 1: Open New Presentation

Step 2: Go to the Design tab and Click Slide Size

Step 3: Choose 16:9 for the Slides Size

