

SPEAKER RESOURCE CENTRE

Instructions to Format Presentation Files

PowerPoint Set Up

The screen in your presentation room will be **16:9 aspect ratio**. Presentations formatted in 14:8 aspect ratio will still display correctly, however there will be black frames on either side of the screen.

Instructions to make a Widescreen HD format file:

1. Open your existing PowerPoint or create a new file
2. Convert the presentation into widescreen (16:9 ratio)
 - a. **PowerPoint 2013**
 - i. Select 'Design' tab
 - ii. Slide Size, Widescreen (16:9) – this is the default
 - b. **PowerPoint 2007, 2010**
 - i. Select 'Design Tab'
 - ii. Select 'Page Setup'
 - iii. If you're making a new blank presentation, select 'slides size for: On screen 16:9
 - iv. If you're converting an existing presentation, enter width = 13.33" and height = 7.5"
 - c. **PowerPoint 2003**
 - i. Select File menu, 'Page Setup'
 - ii. Select 'slides sized for: Custom'
 - iii. If you're making a new blank presentation, enter 10" width and 5.63" height
 - iv. If you're converting an existing presentation, enter width = 13.33" and height = 7.5"
3. Slide orientation should be 'Landscape'

For additional assistance, please see the Microsoft PowerPoint help pages: <https://support.office.com/en-us/powerpoint>

Important Notes:

- ▶ Save your presentation as a Microsoft PowerPoint File, compatible with Microsoft PowerPoint and Windows operating systems. Macintosh and PC versions of PowerPoint, Canvas and Keynote allow you to save presentations in a variety of formats that meet these specifications
- ▶ Save your file in a PPTX format for both Macintosh and PC
- ▶ Be sure to test your presentation on a PC running Windows 7