Adapting an existing 4:3 PowerPoint Presentation to 16:9

Step 1:   Open an existing PowerPoint presentation on your PC or Mac.

Step 2:   From the top menu, select **Design**, then **Page Setup**.

Step 3:   Change **"Slides sized for"** dropdown to: **On screen Show (16:9)**.

Note: Other settings in this box should be: Slides: **Landscape**, Notes, handouts & outline: **Portrait**. Click OK.

Step 4:   **Locate your first image** in the slide deck and **right click** it. (Control-click on Mac).

Step 5: From the drop-down list, **select Format Picture**, and then **select Size.**

Step 6: In the **Scale** area of the box that opens, ensure that the Lock aspect ratio box is checked, and then just **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.

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

Step 8: Save your presentation.

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