

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

Step 1: PowerPoint 10 – 13

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

PowerPoint 16

Click Design | Slide Size and switch from 4:3 to 16:9

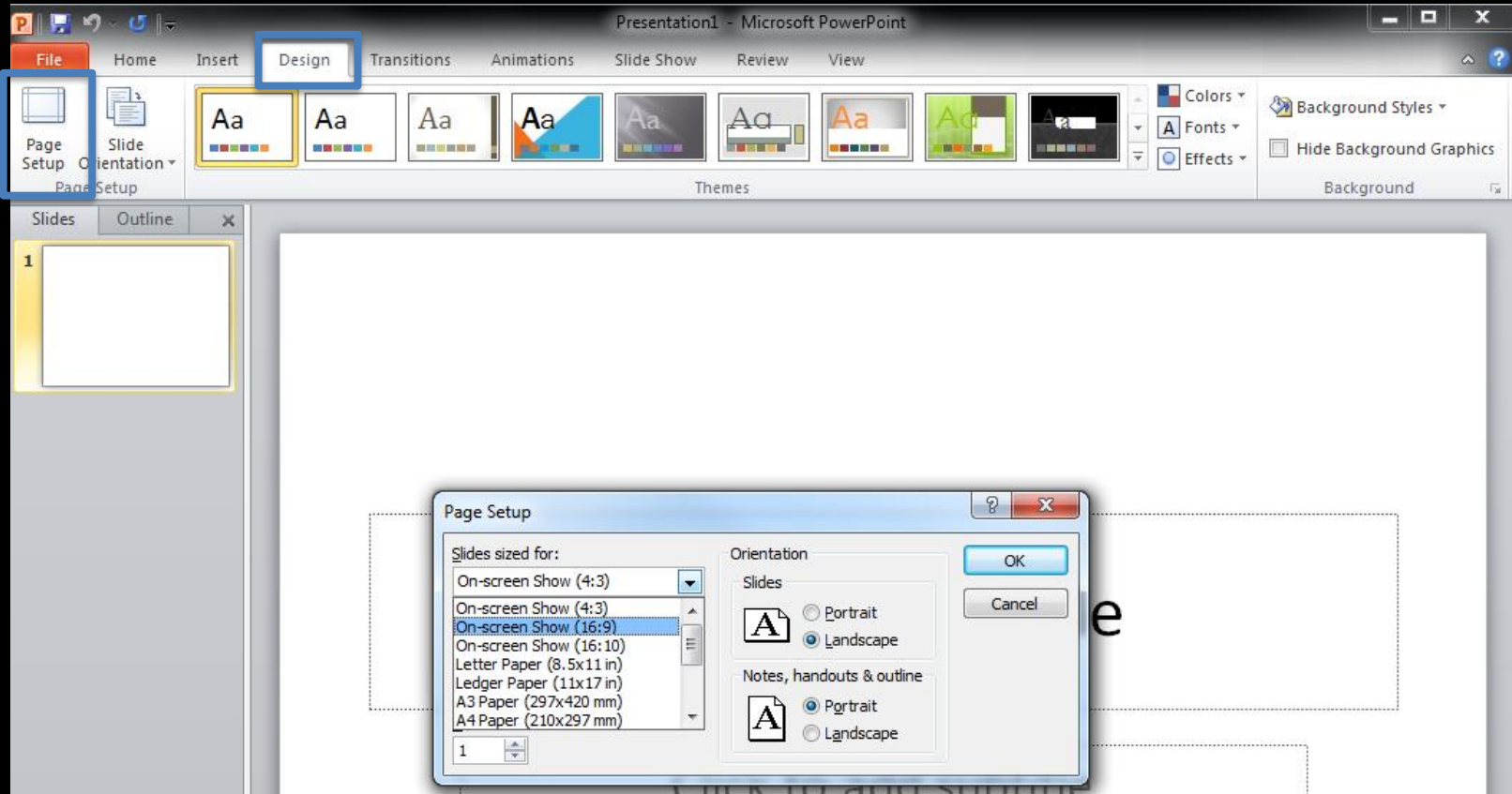
Step 2: Fix Image Ratios. Right click on an image and select Size and Position.
Set the Height and Width box to the same percentage

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



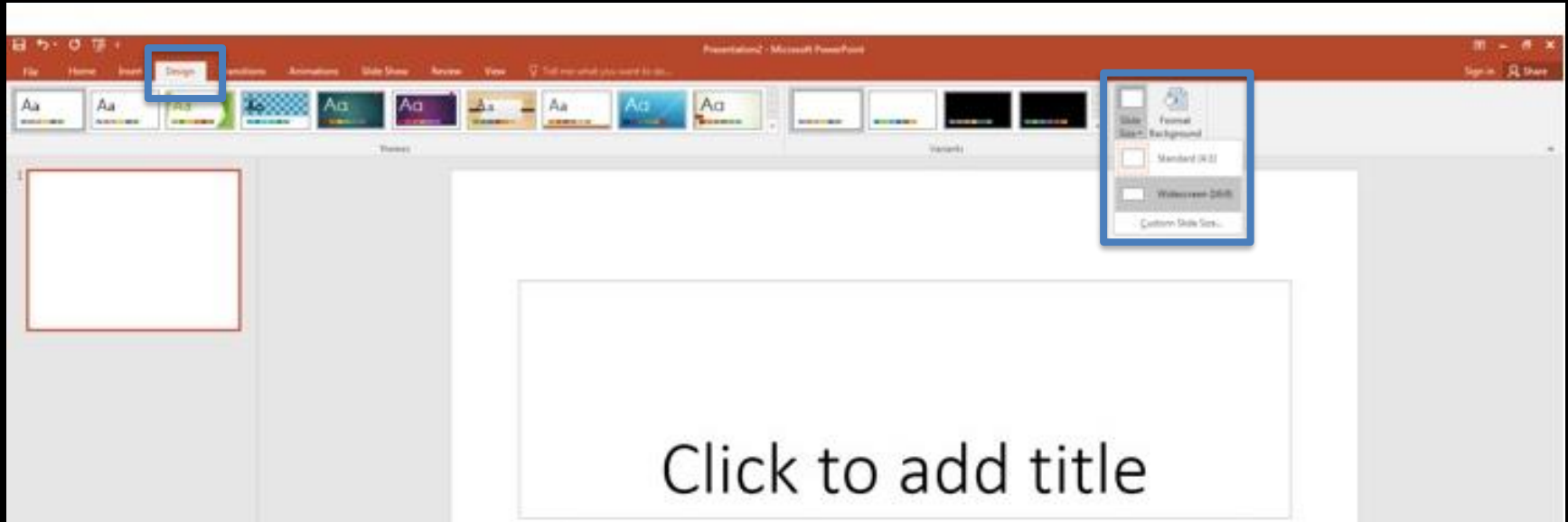
Step 1: PowerPoint 10 – 13

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

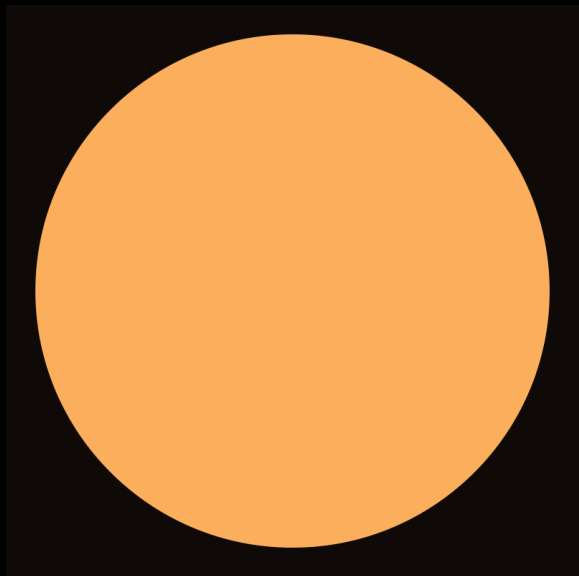


Step 1: PowerPoint 16

Click Design | Slide Size and switch from 4:3 to 16:9



When you convert your presentation from 4:3 to 16:9
Your Images will get Stretched



Original 4:3 Image

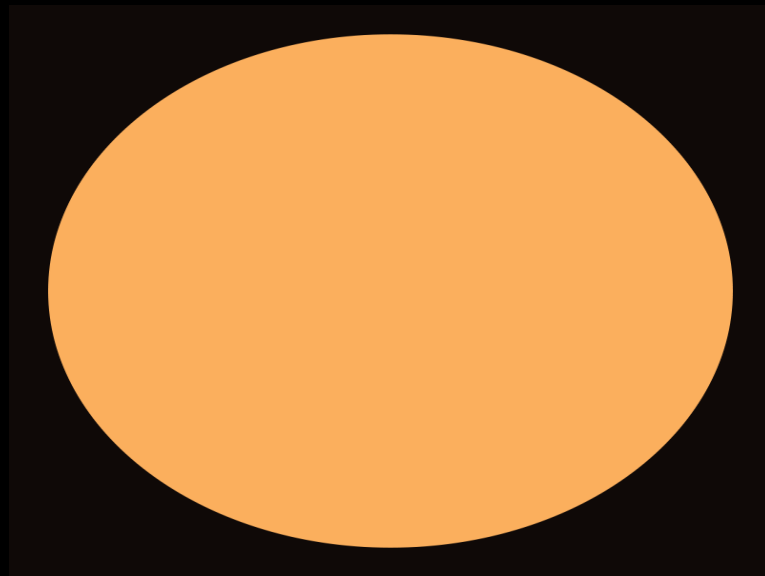


Image Stretched in 16:9

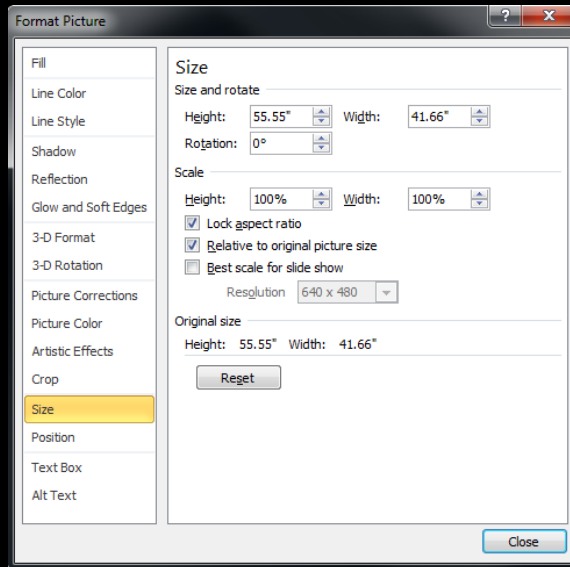
Next we will see how to fix your Images

Step 2: Fix Image Ratios without altering their shape

Right click on an image and select Size and Position.

From this dialog, click in the Height box in the Scale section.

Now, just click up once and down once. As long as the Lock Aspect Ratio checkbox is checked, you can change the scale by 1 step and then switching it back will fix your image.



You will also want to make some tweaks to the layout and spacing of your Text boxes and any Animations.

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

Step through each Slide and
Make sure that all of your
Text Boxes look good and fix accordingly

Creating a New 16:9 Ratio PowerPoint Presentation

Step 1: Open New Presentation

Step 2: Click Design | Page Setup

Step 3: Choose 16:9 for the Slides Size

