

How to Change Slide Size in PowerPoint

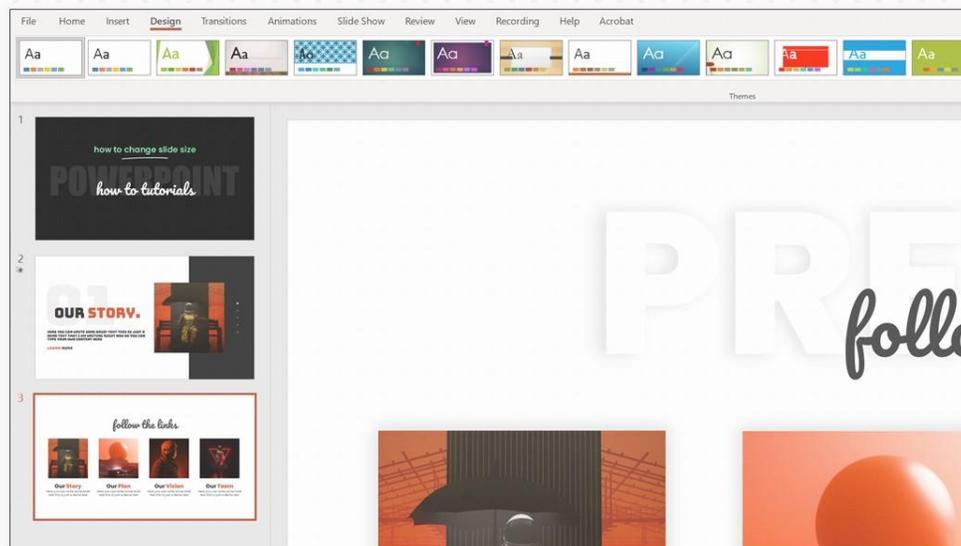
You may want to change the slide size in PowerPoint to customize your presentation to fit different screens or print formats. Here is a simple guide on how to adjust the slide size.

Step 1: Open Your PowerPoint Presentation

Open the PowerPoint file where you want to change the slide size.

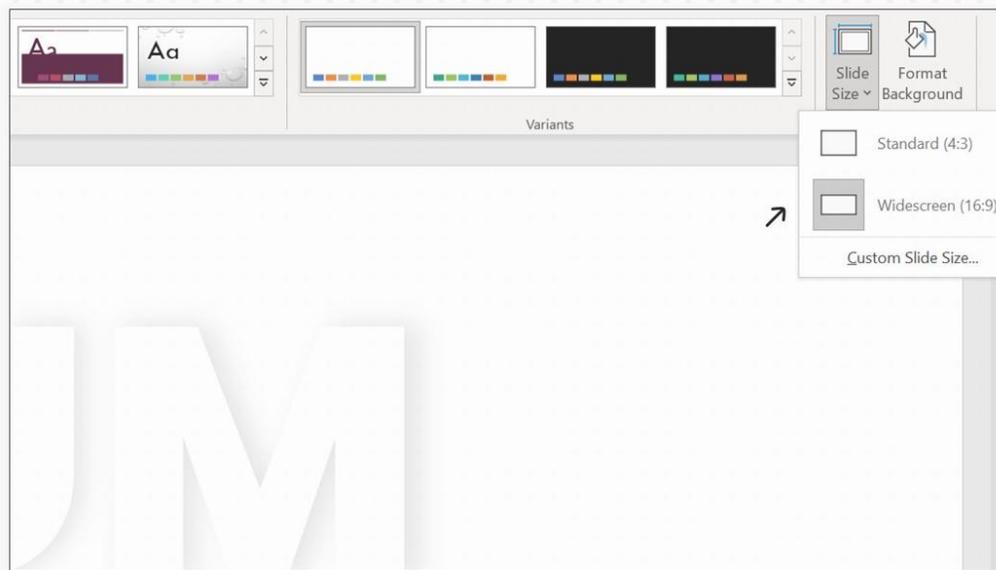
Step 2: Access the Design Tab

Click on the **“Design”** tab in the ribbon at the top of the PowerPoint window.



Step 3: Click on Slide Size

In the **“Customize”** group on the ribbon, you will find the **“Slide Size”** button. Click on it to see the dropdown menu.

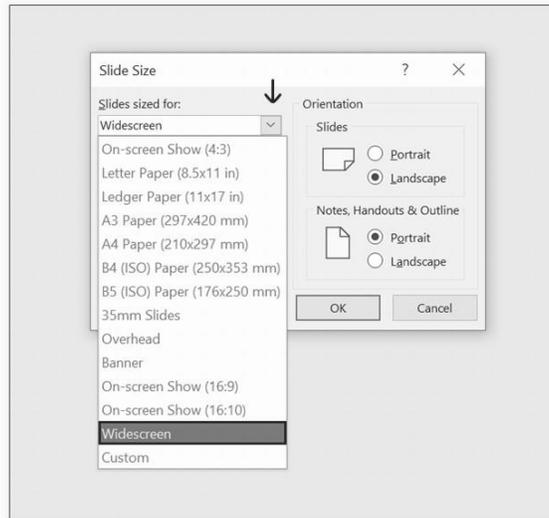


Step 4: Choose a Predefined Size or Customize

From the dropdown menu, select “Standard (4:3)”, “Widescreen (16:9)”, or “Widescreen (16:10)” depending on your needs. These are common sizes that fit most display screens. If you need a specific size, click on **“Custom Slide Size”** at the bottom of the menu.

Step 5: Set Your Custom Size

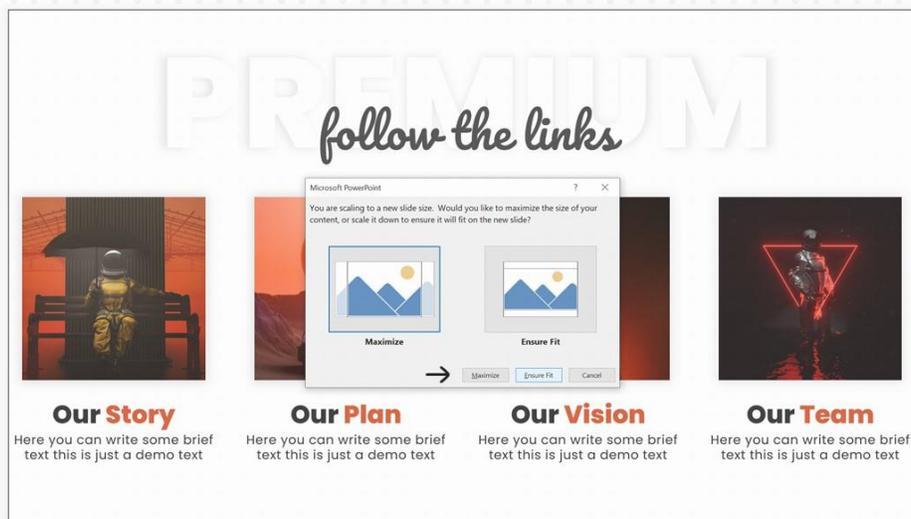
If you chose “Custom Slide Size”, a dialog box will appear. Here, you can set the width and height for your slides. You can also choose the orientation for your slides and notes, handouts, & outline.



After setting your desired dimensions and orientation, click “OK”.

Step 6: Manage Slide Content Scaling

After changing the slide size, PowerPoint may ask how you want to scale your content. You can choose “**Maximize**” to take full advantage of the new size or “**Ensure Fit**” to make sure all content fits within the new dimensions.



Step 7: Save Your Presentation

Once you have adjusted the slide size and scaled your content, remember to save your presentation to keep the changes.

Tips for Changing Slide Size:

- Always consider your audience and the device they will use to view the presentation when choosing a slide size.
- Preview your slides after changing the size to ensure all elements appear as expected.
- Adjust text and images if necessary to ensure that they fit well and are visually appealing in the new size.