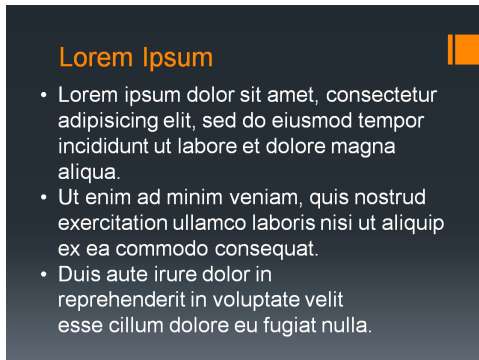


WORLDSymposium™ PowerPoint Slide Size

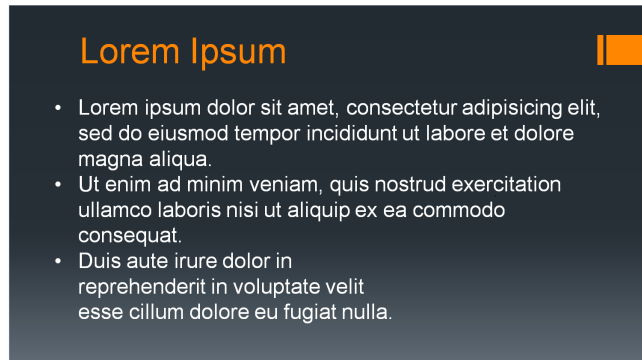
About the 16:9 Aspect Ratio

Since 2009, 16:9 has become the most common aspect ratio for screens and projectors. In earlier versions of PowerPoint, slides were almost square (4:3). The default slide size in PowerPoint 2013 and later is **widescreen** (16:9). WORLDSymposium requires PowerPoint slides be sized to the 16:9 aspect ratio.

It is important to create slides using the 16:9 format. It requires a lot of reformatting to change 4:3 formatted slides to 16:9 after you have created your presentation.



4:3 Aspect Ratio



16:9 Aspect Ratio

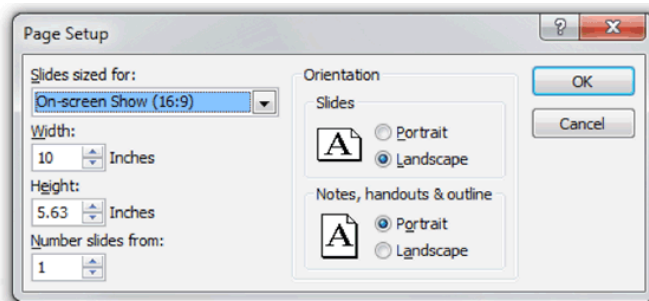
When a 4:3 slide is projected onto a wide screen, there is empty space at the sides of the slide. Creating or adapting a PowerPoint to 16:9 eliminates these empty spaces, and provides a cleaner presentation format, especially for graphs and charts.

Creating a 16:9 PowerPoint

To create a PowerPoint presentation in 16:9, do the following:

1. Open PowerPoint on your PC or Mac
2. From the top menu, (depending on the version of PowerPoint) select Design > Page Setup OR File > Page Setup. Change Slides sized for: On-screen Show (16:9).
3. Click OK

PowerPoint Page Setup on a PC



PowerPoint Page Setup on a Mac

