

Digital Signage

***How to Set Up Slides in Recommended Format
For POWERPOINT***

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The Office of Information Technology
North Academic Center Room NA 4/225
160 Convent Avenue, New York , NY 10031

Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size ▾ Standard (4:3) Widescreen (16:9) Custom Slide Size...

1

1. Select: the Design tab
2. Select: Slide size
3. Select: 'widescreen' 16:9

Click to add title

Click to add subtitle

Slide 1 of 1 Notes Comments

The screenshot shows a Microsoft PowerPoint slide titled "Presentation3 - PowerPoint". The "Design" tab is highlighted with a red arrow and a purple border. The "Slide Size" button in the ribbon is also highlighted with a red arrow. A dropdown menu for "Slide Size" is open, showing "Standard (4:3)" and "Widescreen (16:9)" options, with "Widescreen (16:9)" highlighted by a red arrow and a purple border. A callout box on the left lists three steps: "1. Select: the Design tab", "2. Select: Slide size", and "3. Select: 'widescreen' 16:9". The slide itself has a title placeholder "Click to add title" and a subtitle placeholder "Click to add subtitle". The bottom navigation bar shows "Slide 1 of 1", "Notes", "Comments", and icons for navigating through the presentation.

Presentation3 - PowerPoint

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Themes Variants

Slide Size Format Background Customize

1

When this prompt appears:
1. Select: Maximize

Microsoft PowerPoint

You are scaling to a new slide size. Would you like to maximize the size of your content, or scale it down to ensure it will fit on the new slide?

Maximize Ensure Fit

Maximize Ensure Fit Cancel

title

Slide 1 of 1 Notes Comments

84%

Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size Format Background Customize

1

When this box appears:

1. Select: Landscape
2. Select: Widescreen

title

Slide 1 of 1 Notes Comments

Slide Size

Slides sized for: **Widescreen**

Orientation

Slides: Portrait **Landscape**

Notes, Handouts & Outline: Portrait **Landscape**

Width: 13.333 in

Height: 7.5 in

Number slides from: 1

OK Cancel

Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size Format Background Customize

1

The 16:9 slide is ready for content.

Click to add title

Click to add subtitle

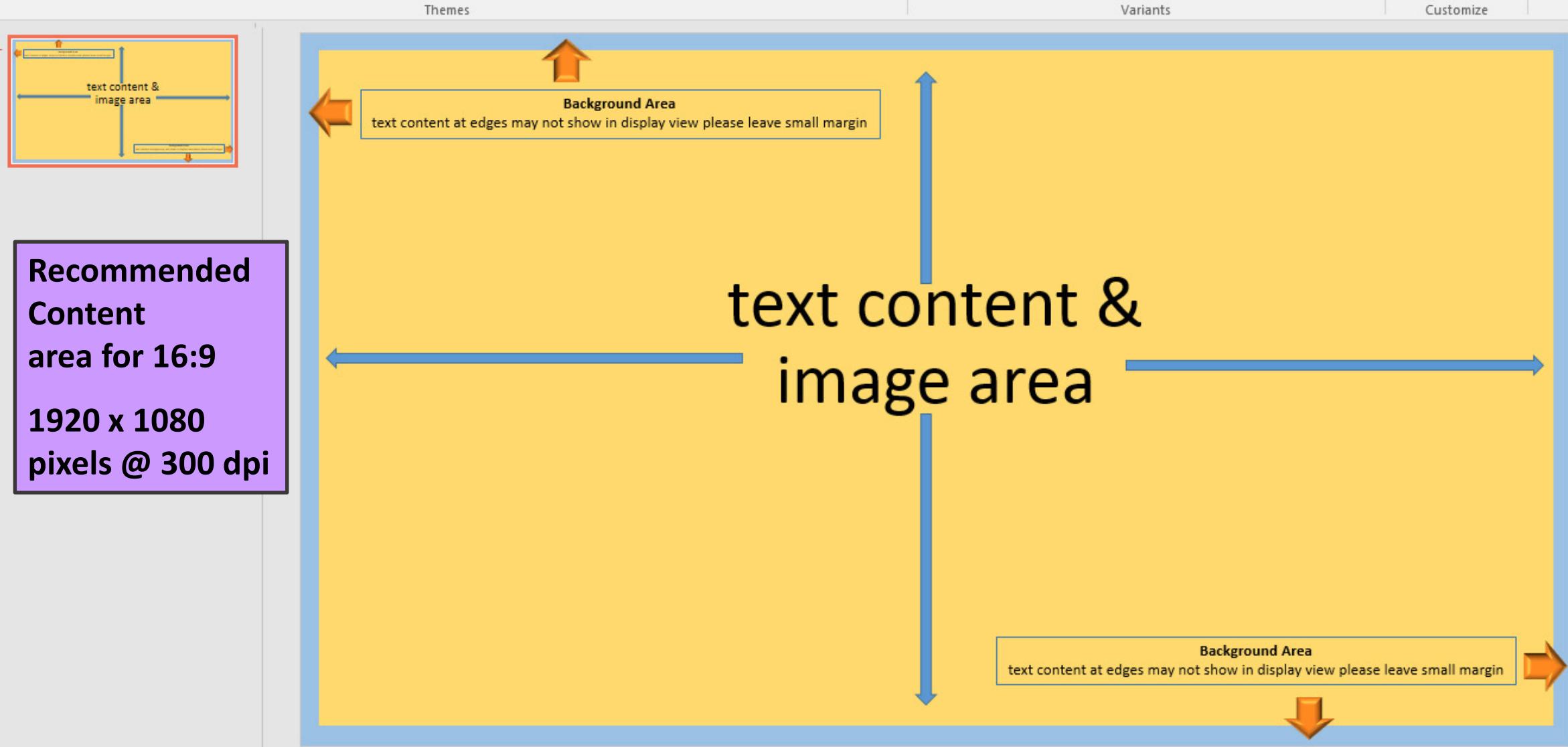
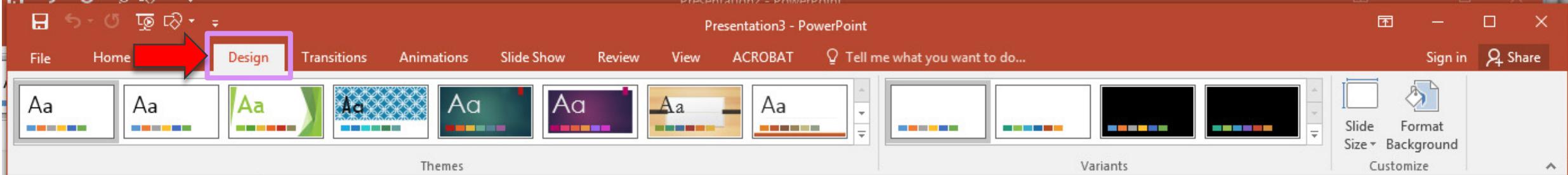
Slide 1 of 1 Notes Comments

84%

The 16:9 slide is ready for content.

Click to add title

Click to add subtitle



Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size ▾ Standard (4:3) Widescreen (16:9) Custom Slide Size...

1

Click to add title

Click to add subtitle

1. Select: the Design tab
2. Select: Slide size
3. Select: 'widescreen 16:9'



File Home **Design** Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

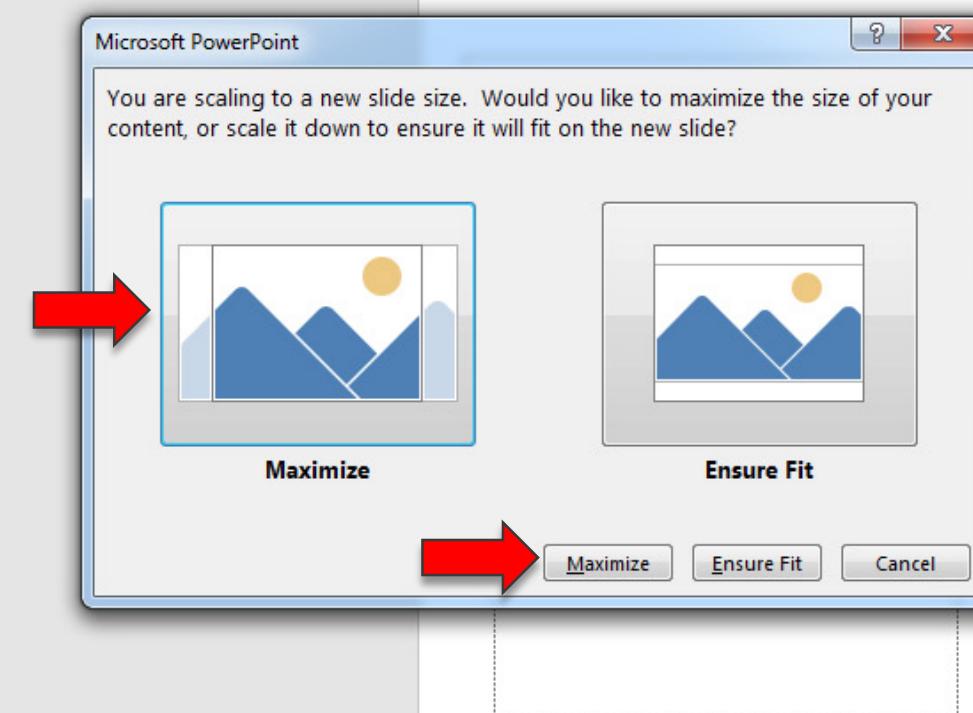
Aa Themes Variants

Slide Format Background Customize



When this prompt appears:

- 1. Select: Maximize**



Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size

When this box appears:
1. Select: Portrait
2. Select: Widescreen

1

Slide 1 of 1 Notes Comments

Slide 1 of 1 Notes Comments

Presentation3 - PowerPoint

File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants

Slide Size Format Background Customize

The 9:16 slide is ready for content.

Click to add title

Click to add subtitle

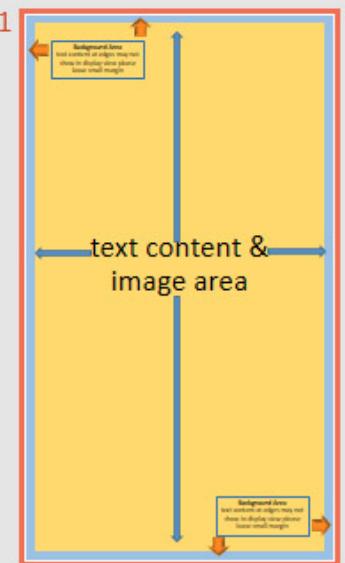
Slide 1 of 1 Notes Comments 48%



File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

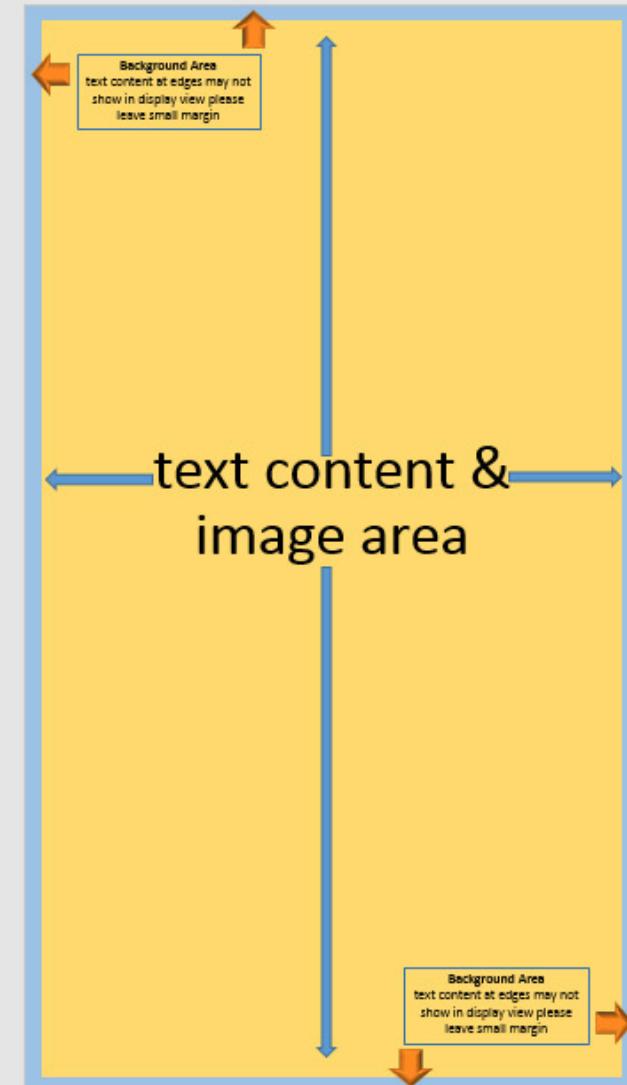
Cut Copy Format Painter Paste New Slide Reset Section Slides

Font Paragraph Drawing Editing



Recommended Content area for 9:16

1080 x 1920 pixels @ 300 dpi



Digital Signage

Please save your Power Point file

**AND save a copy as
‘Save as Adobe PDF’**

Please send us the PDF file.

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