The City College of New York

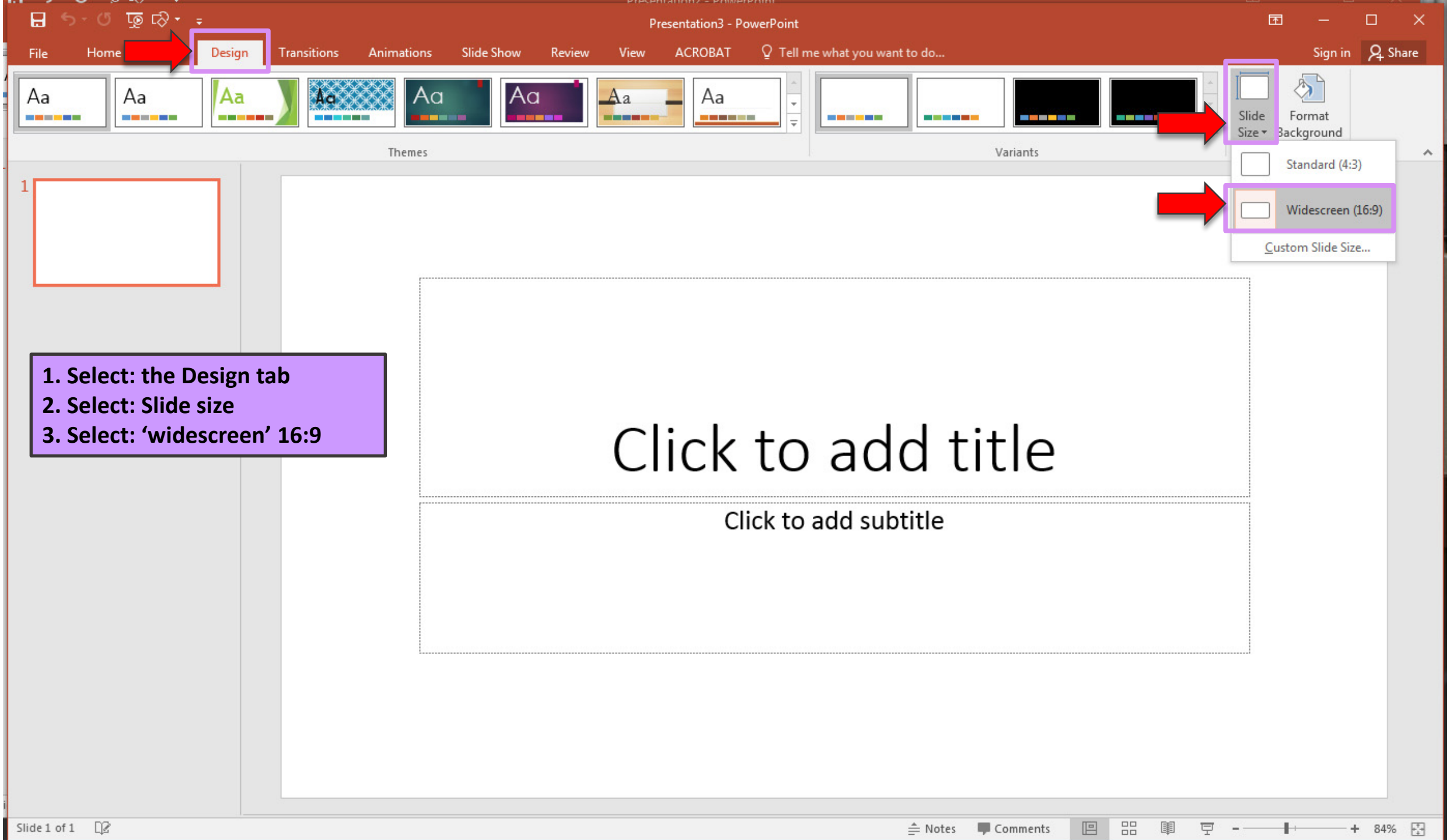
Digital Signage

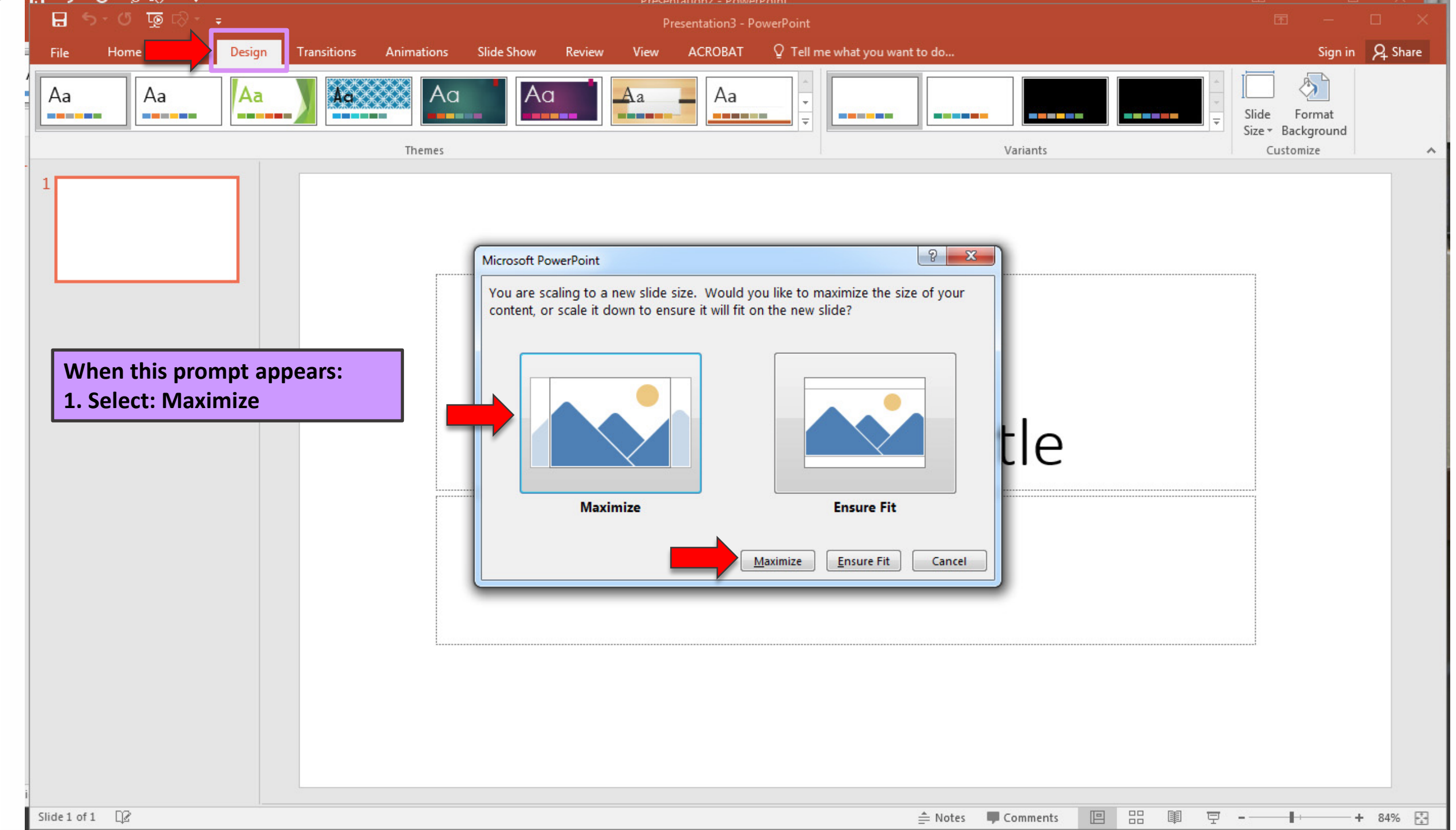
How to Set Up Slides in Recommended Format

For POWERPOINT

Contact Us: digitalsignage@ccny.cuny.edu

The Office of Information Technology
North Academic Center Room NA 4/225
160 Convent Avenue, New York , NY 10031
Fax: 212-650-8139
http://www.ccny.cuny.edu/it


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
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
84%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Tell me what you want to do...
Sign in
Share
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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
Slide 1 of 1
Notes
Comments
84%

Presentation3 - PowerPoint

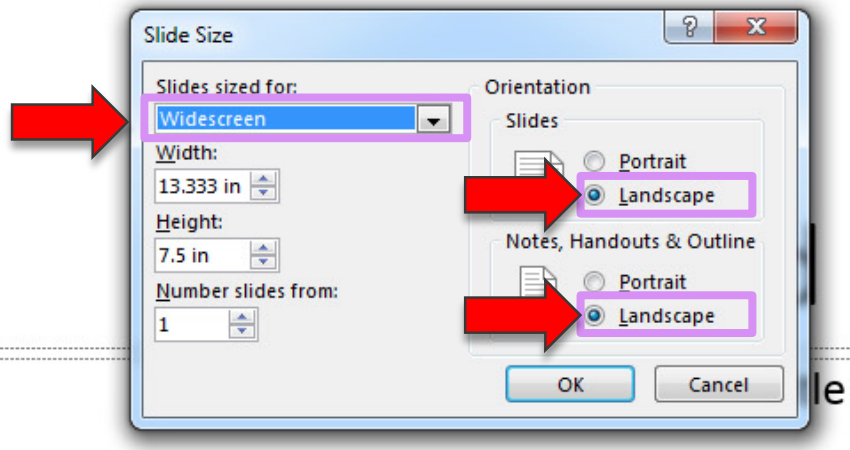
File Home Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do... Sign in Share

Themes Variants Customize

Slide Size Format Background

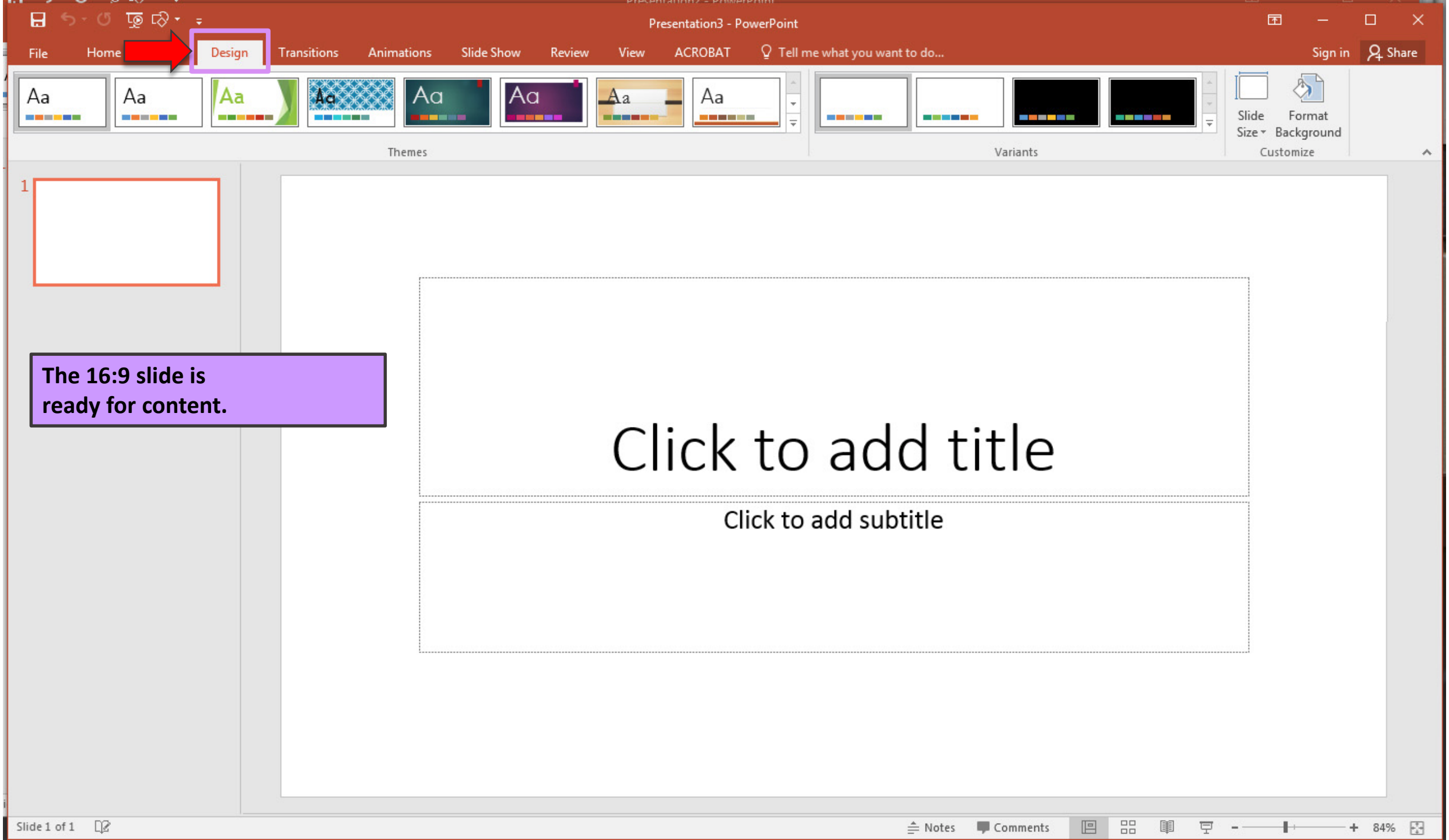
1

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



title

Slide 1 of 1 Notes Comments 84%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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%

Presentation3 - PowerPoint

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

Themes Variants Customize

Slide Size Format Background

1

Recommended Content area for 16:9

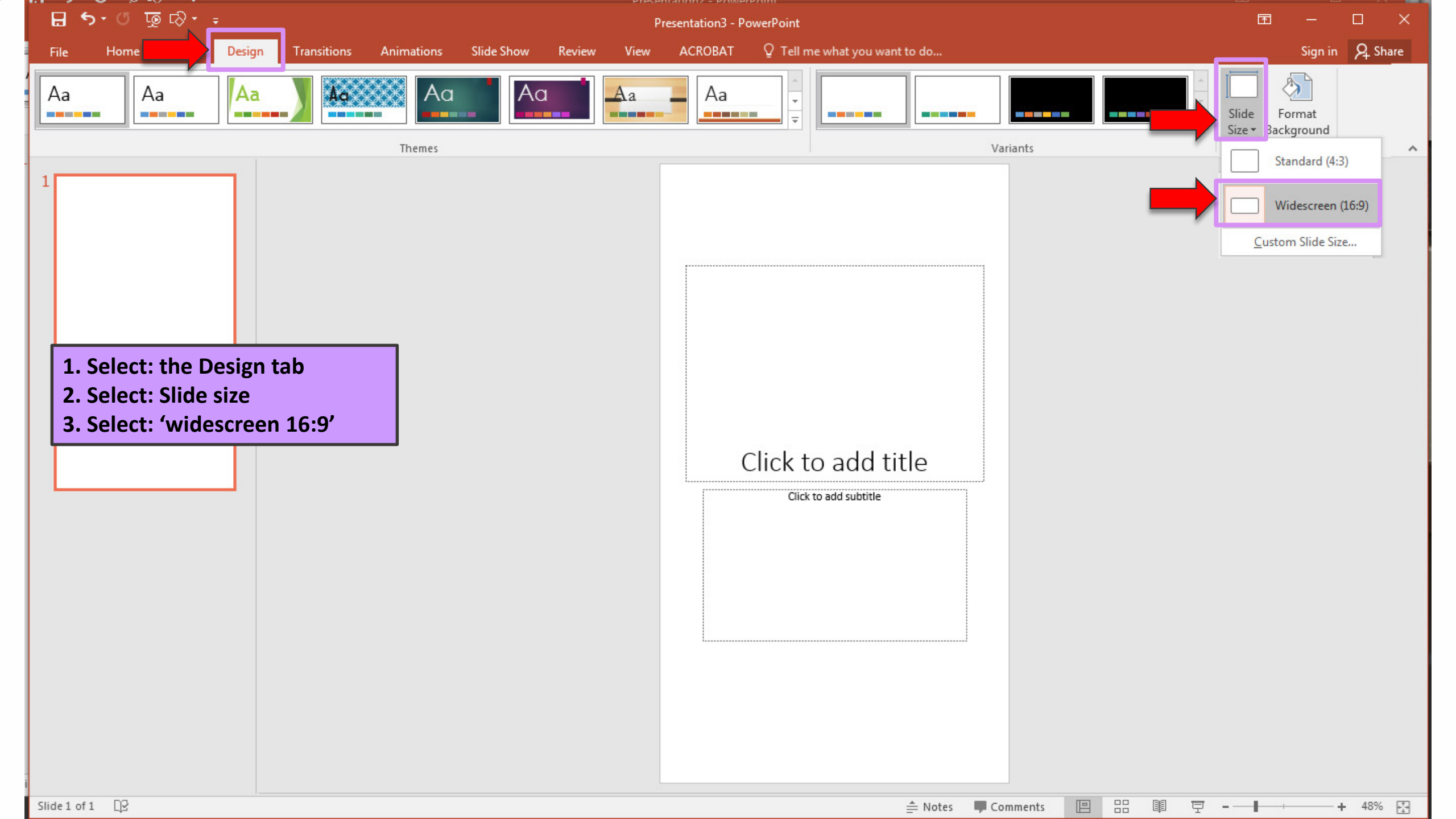
1920 x 1080 pixels @ 300 dpi

Background Area
text content at edges may not show in display view please leave small margin

text content & image area

Background Area
text content at edges may not show in display view please leave small margin

Slide 1 of 1 Notes Comments 84%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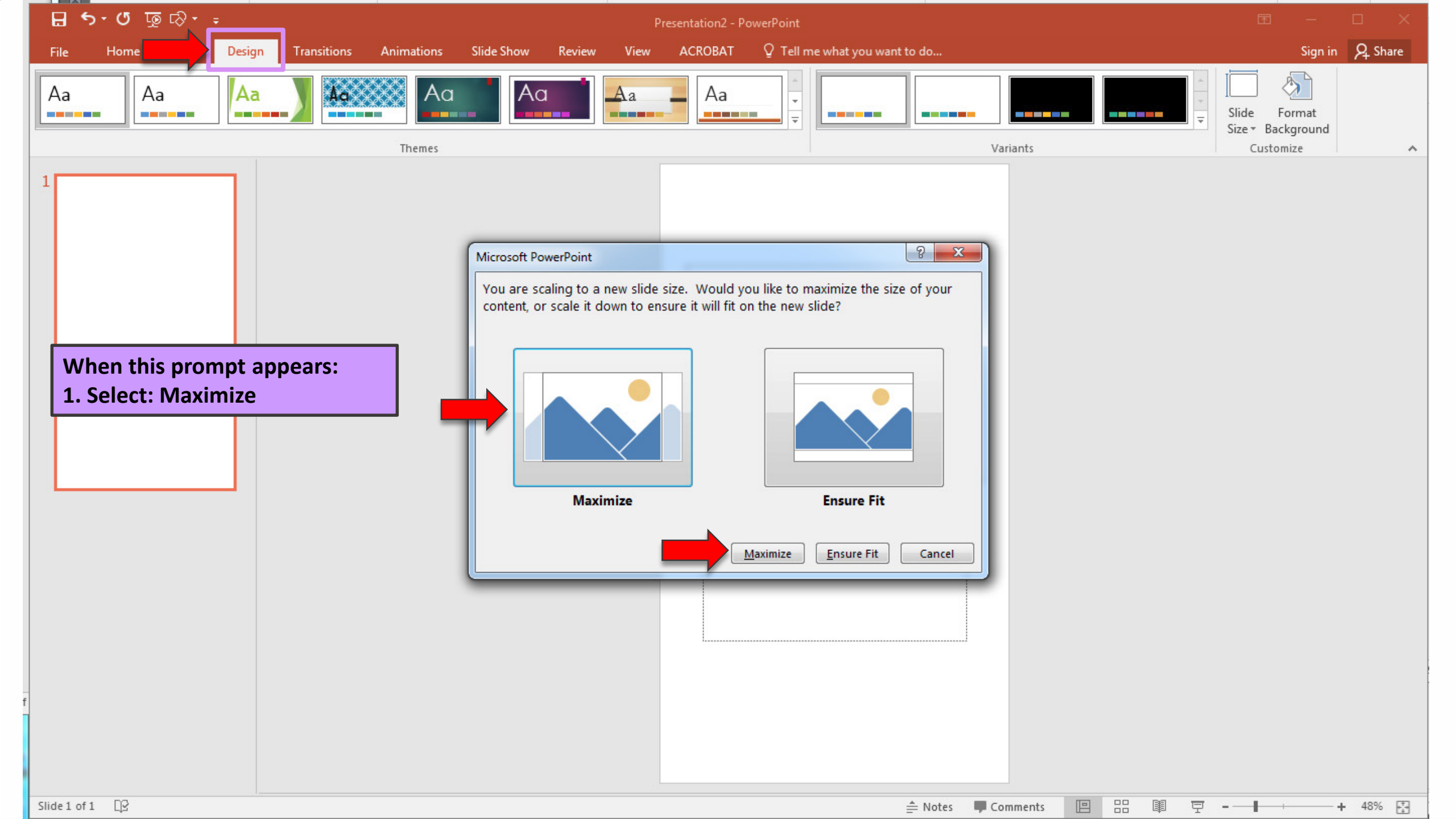
ACROBAT
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Standard (4:3)
Widescreen (16:9)
Custom Slide Size...
1
1. Select: the Design tab
2. Select: Slide size
3. Select: 'widescreen 16:9'
Click to add title
Click to add subtitle
Slide 1 of 1
Notes
Comments
48%


Presentation2 - 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
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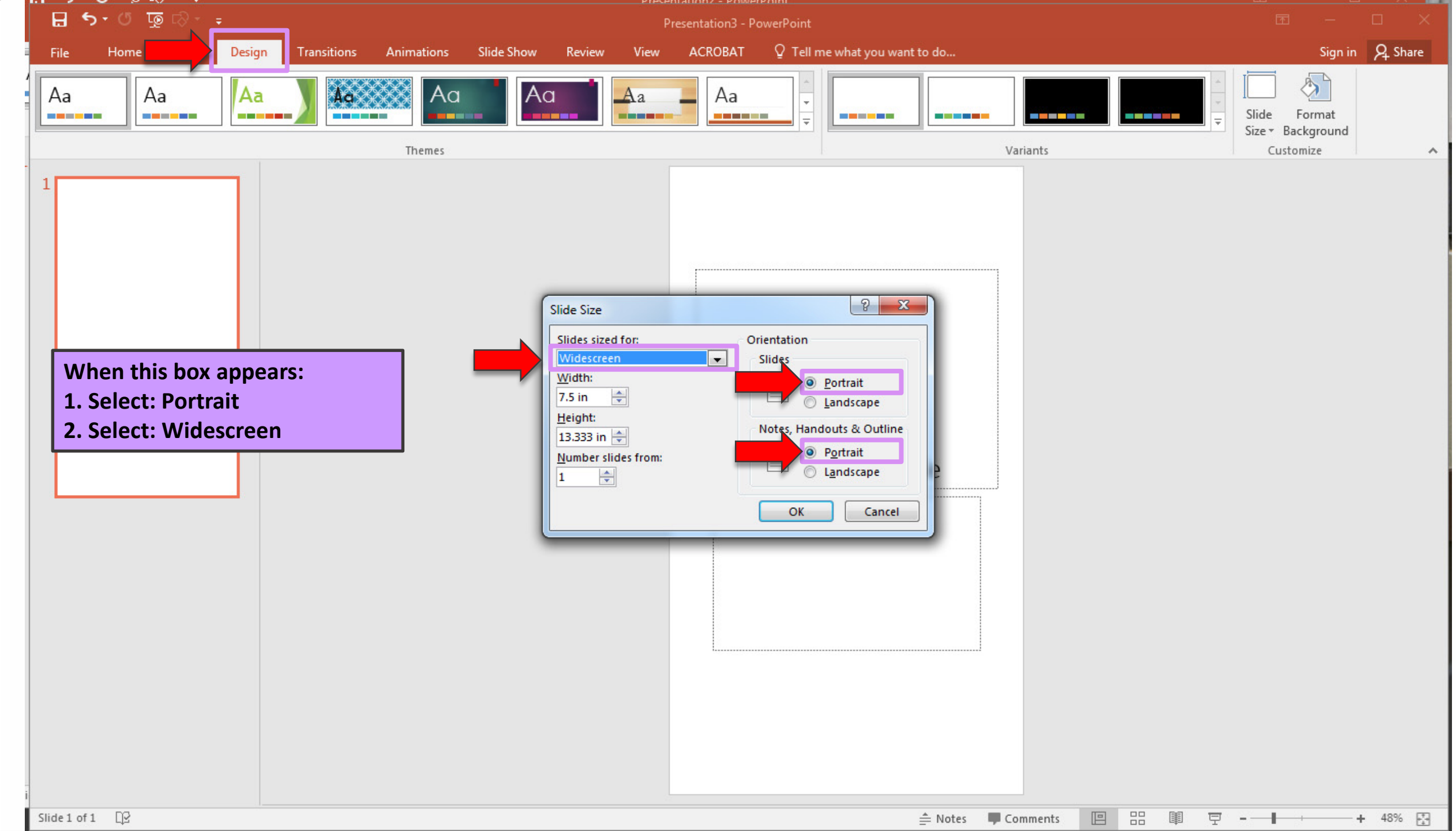
Maximize
Ensure Fit
Maximize
Ensure Fit
Cancel
Slide 1 of 1
Notes
Comments
48%


Presentation3 - PowerPoint
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Slide Show
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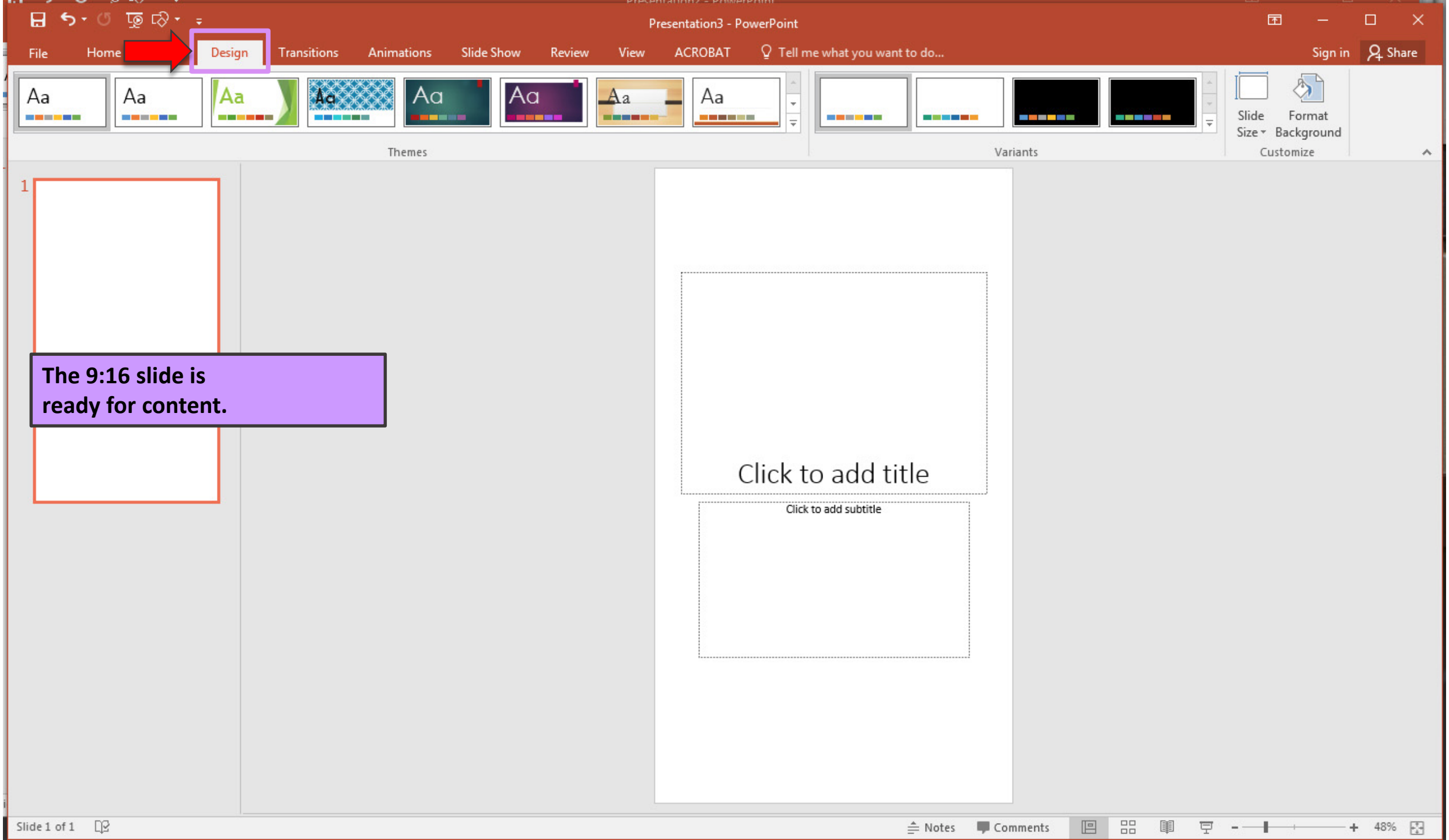
View
ACROBAT
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
1
When this box appears:
1. Select: Portrait
2. Select: Widescreen
Slide Size
Slides sized for:
Widescreen
Width:
7.5 in
Height:
13.333 in
Number slides from:
1
Orientation
Slides
Portrait
Landscape
Notes, Handouts & Outline
Portrait
Landscape
OK
Cancel
Slide 1 of 1
Notes
Comments
48%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Tell me what you want to do...
Sign in
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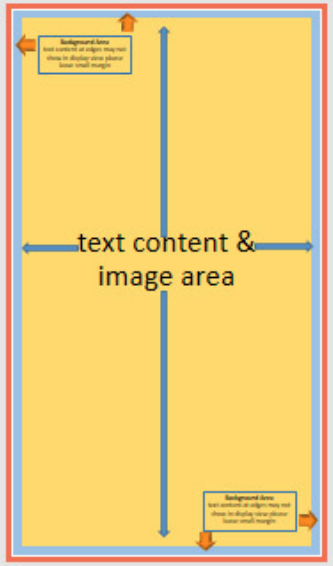
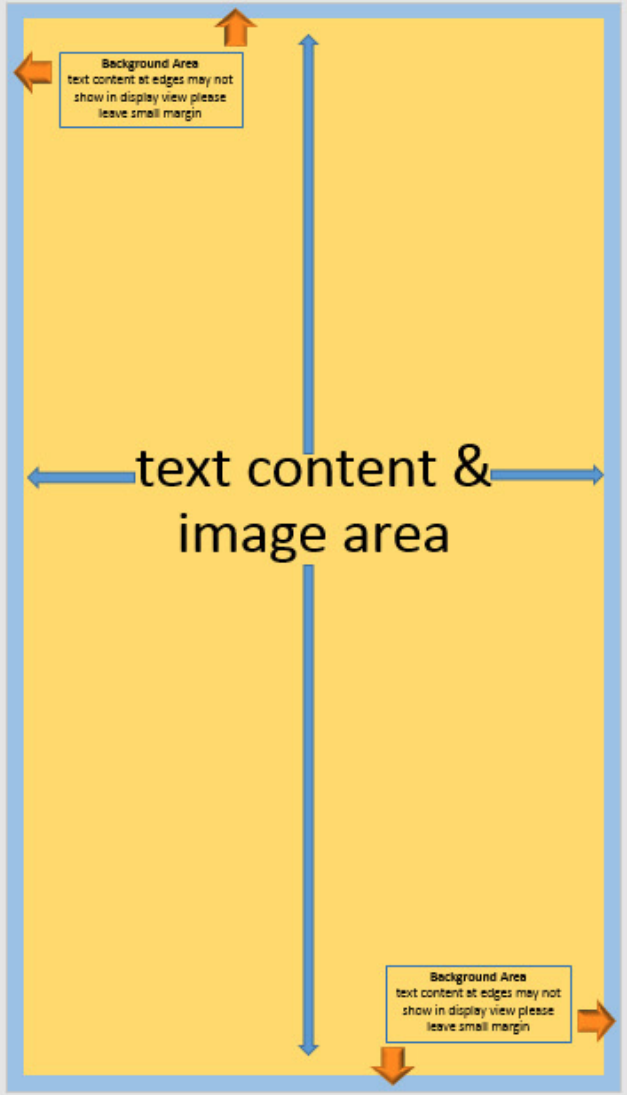
Themes
Variants
Slide Size
Format Background
Customize
1
The 9:16 slide is ready for content.
Click to add title
Click to add subtitle
Slide 1 of 1
Notes
Comments
48%



Recommended Content area for 9:16

1080 x 1920 pixels @ 300 dpi



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Please save your Power Point file

AND save a copy as
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