Change the size of your slides

In earlier versions of PowerPoint, slides were squarer (4:3). The default slide size in PowerPoint 2013 and later is widescreen (16:9). However, you can resize your slides to 4:3—and even to a custom size.

Change the slide size from widescreen (16:9) to standard (4:3)

1. Click the Design tab, and then click Slide Size.
2. Click Standard (4:3).

Note When PowerPoint is unable to automatically scale your content, it will prompt you with two options:

- Maximize: Select this option to increase the size of your slide content when you are scaling to a larger slide size. Choosing this option could result in your content not fitting on the slide.
- Ensure Fit: Select this option to decrease the size of your content when scaling to a smaller slide size. This could make your content appear smaller, but you’ll be able to see all content on your slide.
Change the slide size from standard (4:3) to widescreen (16:9)

1. Click the Design tab, and then click Slide Size.
2. Click Widescreen (16:9).

Resize your slides to custom dimensions

1. On the Design tab, click Slide Size, and then click Custom Slide Size.
2. Do one of the following in the Slide Size box:
   - Set the height and width dimensions, and the orientation.
   - Click the down arrow next to Slides sized for, and pick an option.

Tips In the Slide Size box, you’ll notice there are two options for 16:9 aspect ratios: Widescreen and On-screen Show (16:9). There is a difference between these two:

- **On-screen Show (16:9)** sets the slide dimensions to 10 in x 5.625 in.
- **Widescreen** sets it to 13.333 in x 7.5 in.

Both of these options are the same aspect ratio so they will look the same in Normal View, since we automatically adjust the zoom. Widescreen (13.333 in x 7.5 in.) provides more slide surface area for the content, so that is the best choice for presentations. There are some other things to consider however, Widescreen (13.333 in x 7.5 in.) won’t fit on an 8.5 x 11 sheet of paper without you having to scale it.
Make a new slide size the default for new presentations

1. On the Design tab, click Slide Size, and then click Custom Slide Size.
2. Follow the steps in the section above to choose the slide size you want.
3. On the Design tab, click the More arrow in the bottom-right corner of the Themes group.
4. Select Save Current Theme.
5. Give your theme a name that you'll remember easily and click Save.
6. On the Design tab, click the More arrow in the bottom-right corner of the Themes group. You'll see your newly saved theme under a Custom group.
7. Right-click your new custom theme, and then select Set as Default Theme.

The next time you open PowerPoint, you'll see your default theme in the upper-left of the theme gallery. When you select it, all the slides will be the custom size you chose by default.