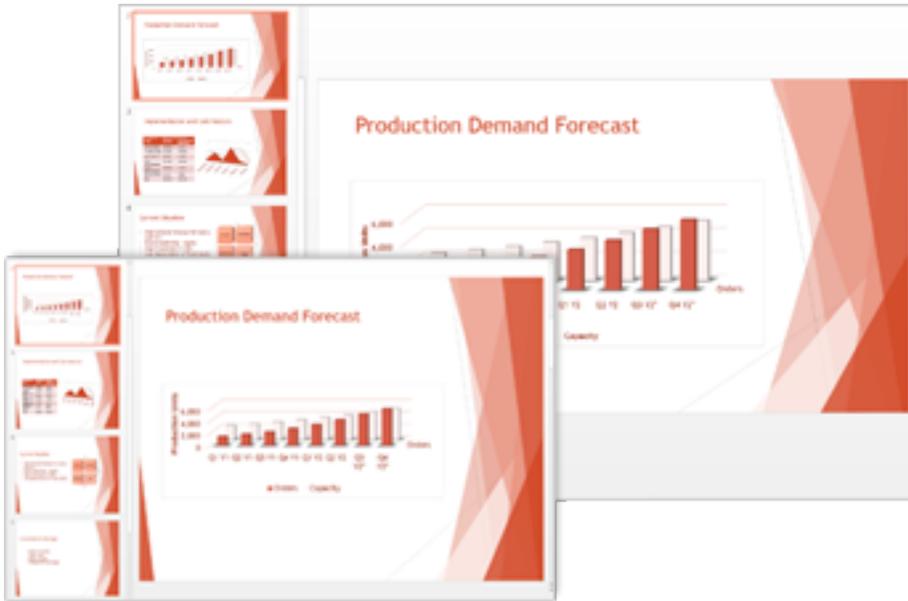


Change the size of your slides

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.

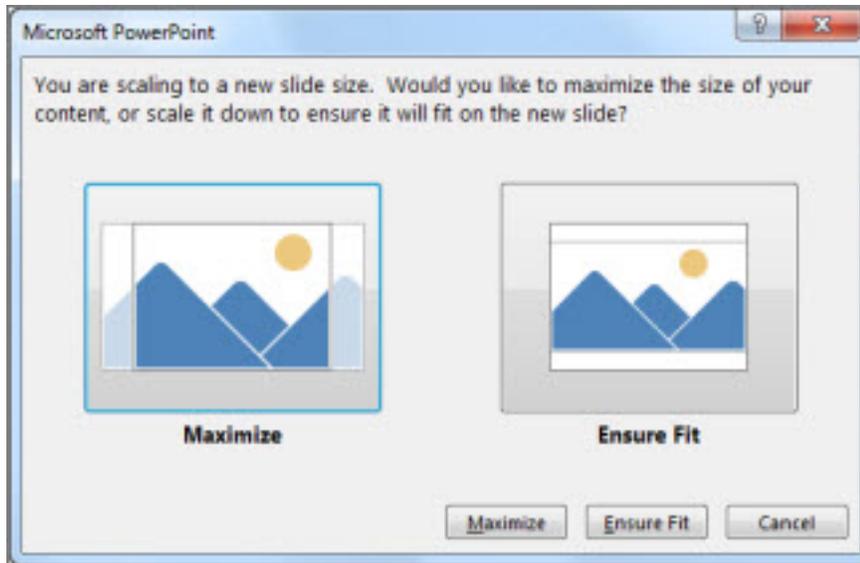


Change the slide size from widescreen (16:9) to standard (4:3)

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)**.

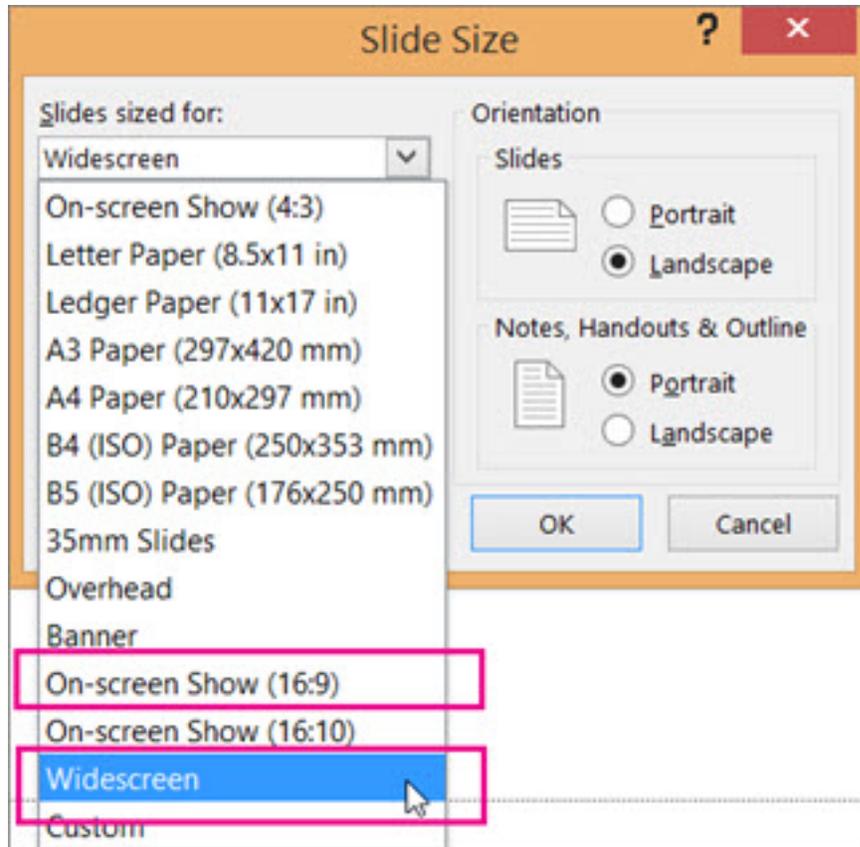
Resize your slides to custom dimensions

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.