

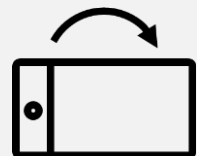
Written by Jeff Kortenbosch
Senior e-Learning Specialist, Global Learning and Development

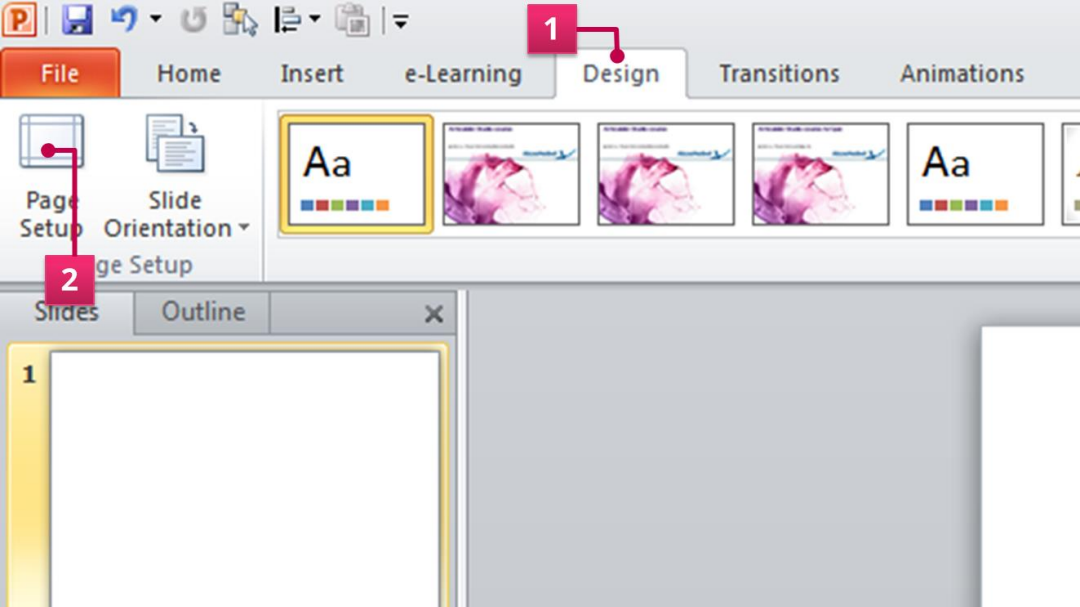
How to set your default PowerPoint slide to 16:9

By default your standard PowerPoint template has a traditional 4:3 aspect ratio. Modern devices however mostly use the wide screen aspect ratio 16:9.

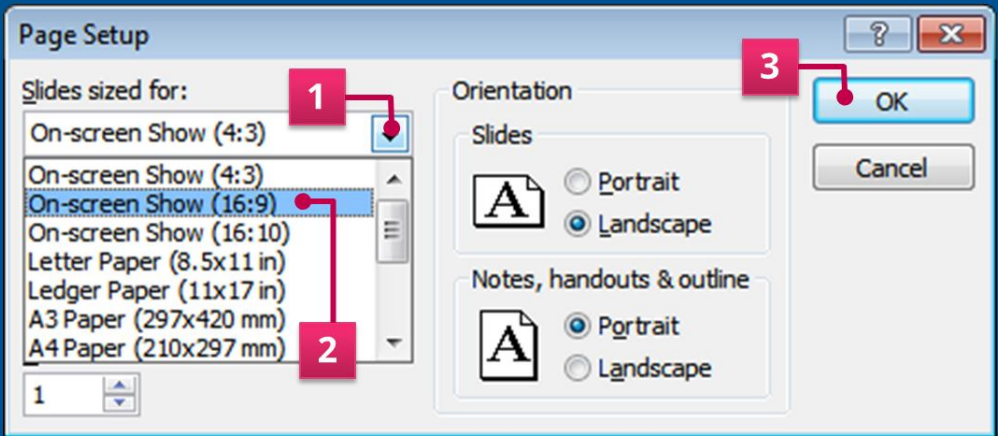
This guide will show you how to change your default PowerPoint slide deck from 4:3 to 16:9 aspect ratio.

Rotate your smart phone to zoom in on the screenshots.

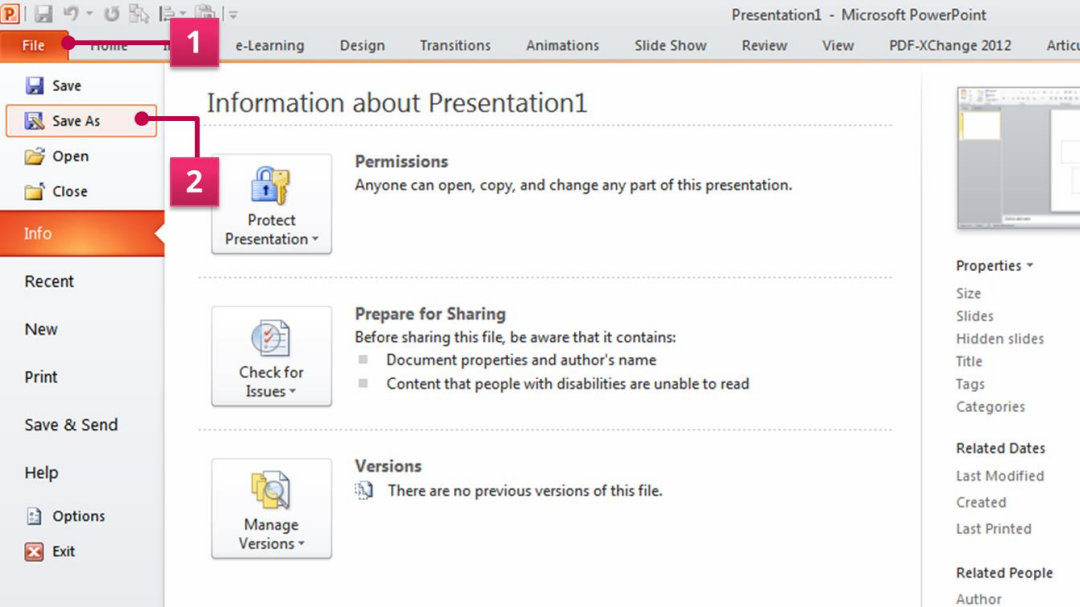




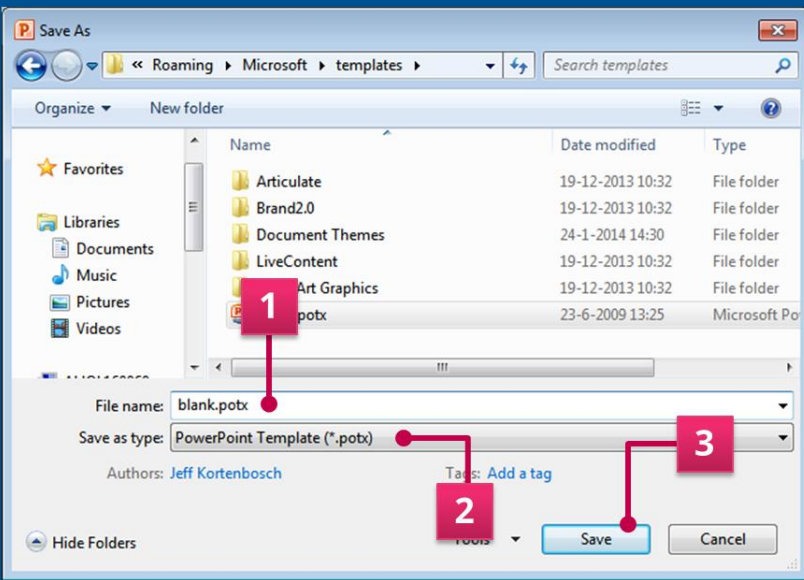
1. Select the *Design* tab from in the PowerPoint ribbon.
2. Select *Page Setup* to change the layout from 4:3 to 16:9. A pop-up screen will appear.



1. In the *Page Setup* screen click the down arrow for *Slides sized for:* feature. A pull down list will appear.
2. Select the 16:9 aspect ratio from the pull down list.
3. Click *OK* to save the setting.



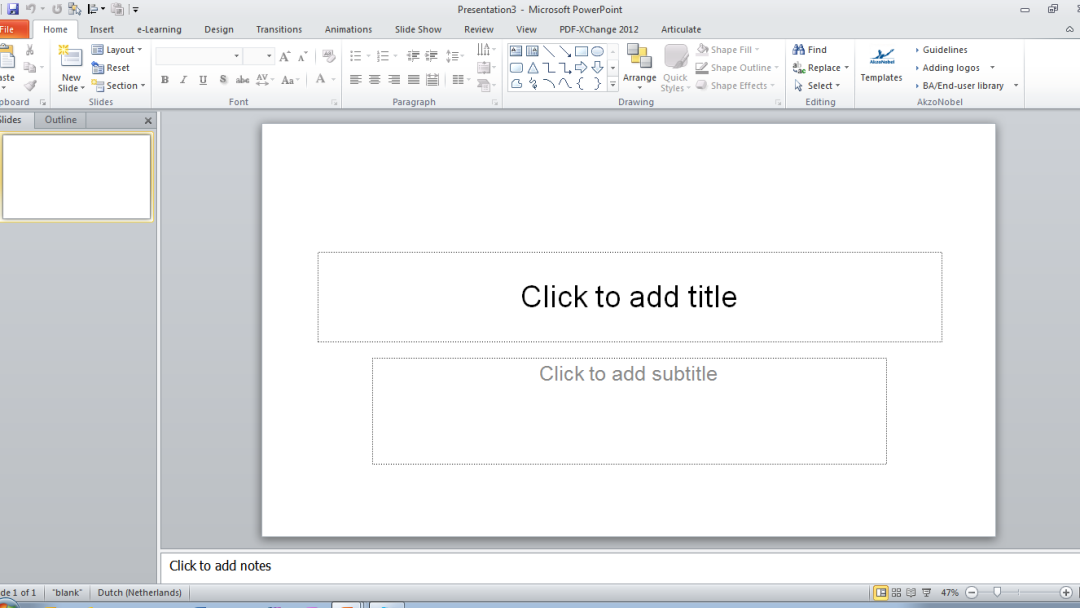
1. Go to *File* in the PowerPoint ribbon.
2. Select *Save as...* to save the document as a PowerPoint template.



1. The *file name* should be 'BLANK'.
2. Select the *Save as type* pull down list and select *PowerPoint Template (*.potx)* from the list.

By making this selection PowerPoint will automatically jump to it's own template folder. **Do not change the file location!**

3. Click the *Save* button to save the document as a file with the name *blank.potx*.



1. Close all open PowerPoint windows.
2. Restart PowerPoint. As you can see the default template has now been replaced by one with a 16:9 aspect ratio.