How to Convert your 4:3 PowerPoint Slides to 16:9 in PowerPoint 2013

Beginning in July 2016, all HSD classrooms and lecture halls will change to the current 16:9 standard. PowerPoint presentations must be converted to this format, or your slides may look stretched or have black bars along the sides when projected. If you are an LUC employee, and do not have PowerPoint 2013 installed on your computer, please contact the LUC helpdesk at x84487 to have it installed. To convert, please follow these steps:

1. Open your PowerPoint presentation.
2. Click the “Design” tab at the top.
3. Click the “Slide Size” button on the right and select “Widescreen (16:9)”.  
4. If another box appears, select “Ensure Fit”.

This should convert all of the slides in the presentation. It is highly recommended that you double-check all of your slides to ensure none of the text overlaps, images do not look distorted, etc. Please contact EdTech if there are issues, and we can try to assist as time permits.

Educational Technologies  
SSOM 184  
708-216-5992  
EdTechSupport@luc.edu
How to Convert your 4:3 PowerPoint Slides to 16:9 in PowerPoint 2010

Beginning in July 2016, all HSD classrooms and lecture halls will change to the current 16:9 standard. PowerPoint presentations must be converted to this format, or your slides may look stretched or have black bars along the sides when projected. To convert, please follow these steps:

- Open your PowerPoint presentation.
- Click the “Design” tab at the top.

- Click the “Page Setup” button on the left.

- In the drop-down menu, select “On-screen Show (16:9)”, and click OK.

This should convert all of the slides in the presentation. It is highly recommended that you double-check all of your slides to ensure none of the text overlaps, images do not look distorted, etc. Please contact EdTech if there are issues, and we can try to assist as time permits.

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