REMINDER: Emailed to a group account. Do NOT reply using the email group account.



ProductivI.T.y tip 65_(PowerPoint): Page Setup for Presentations_11102011

Page Setup for Presentations

1. Go to the *View* tab and click on *Slide Master*.



2. Click on Page Setup icon.

iurus.ppt [Compatibility Mode] -	Microsoft PowerPoint	
Background Styles *	Page Slide Setup Orientation *	Close Master View
Background 🕞	Page Setup	Close
		Show the Page Setup dialog box.
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3. Here you can use the available presets or customize the setting.

CUSTOM



AVAILABLE PRESETS

Slides sized for:	Orientation	ОК
On-screen Show (4:3)	Slides	
On-screen Show (4:3)	Portrait	Cancel
On-screen Show (16:9)	A Landscape	
Letter Paper (8.5x11 in)		
Ledger Paper (11x17 in)	Notes, handouts & outline	
A3 Paper (297x420 mm)	Portrait	
A4Paper (210x297 mm)	Landscape	

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Slide Size	Description
4:3 (On-screen Show)	Default display size for PowerPoint Presentations.
	This size is used by older models of TV screens and
	projectors.
16:9 (On-screen Show)	Also known as Widescreen show. This size is used
	in high-definition television and is a video
	widescreen standard.
16:10 (On-screen Show)	Almost similar with the 16:9 slides size. The only
	difference is its ratio with the height is greater than
	the 16:9 slides size.
Succeeding sizes (Letter Paper, Ledger Paper, A3	Displayed sizes will be similar to measurements
and A4 Paper, etc.)	indicated in the dropdown list of the Page Setup
	dialog box.

Refer to the table below for the different types of resolutions/aspect ratios available in the Page Setup dialog box.