# Creating a Widescreen Presentation Using PowerPoint 2011

If you are presenting lessons using PowerPoint slides, you can fill the classroom screen completely, side-to-side and top-to-bottom, using the Widescreen option in page setup. Almost all of the screens in SU classrooms now use the widescreen format, instead of earlier smaller screens, therefore you may want to convert or create your PowerPoint presentations to fit the larger screen.

Creating presentations or converting an existing presentation to widescreen is fairly easy. However, when converting an existing presentation to Widescreen, you will need to cut and paste the original content to a new presentation created in the Widescreen format, then adjust each element as needed.

**Note:** *If you are using PowerPoint 2016, the default is Widescreen. The instructions below only apply to the 2011 version of PowerPoint. If you are unsure which version you have on your computer, please contact CTLT or ACT.*

**Creating a Widescreen Presentation in PowerPoint 2011**

1. Create a new PowerPoint presentation
2. Click the Themes tab
3. Click Page Setup
4. Select Widescreen (16:9)

**Moving existing content from Standard to Widescreen**

1. Open the existing PowerPoint presentation
2. Open the new Widescreen presentation
3. Copy the individual elements and paste them into the new Widescreen presentation
4. Adjust the size of each element as needed
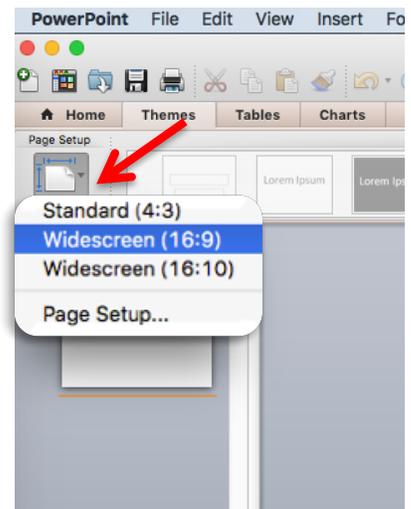


In addition to class presentations, you can create an event announcement or digital sign by saving the PowerPoint as a .PNG picture file and emailing it to act@su.edu with your desired display dates.
Note that multiple slides from a PowerPoint will result in a folder with each slide saved as a separate .PNG picture. This may be handy if there are a series of announcements or updates as the event date draws closer.

The Graphic & Editorial Guidelines for logo use and colors is found in the CTLT Resource Repository under Guidelines, Templates & Policies. If you would like help setting up an event announcement or digital sign, please contact Val Gangwer at act@su.edu.