

Creating 16:9 Widescreen Presentations

The 16:9 aspect ratio, or widescreen, has become the new standard for display devices such as computer monitors, LCDs, plasma screens as well as projectors. This has replaced the original 4:3 aspect ratio used for old computer monitors and televisions.

An example of the viewing area is illustrated below.



16:9 widescreen



4:3

Choosing the correct aspect ratio is of utmost importance to ensure all images and text on a PowerPoint slide are legible, sharp and not distorted.

For the upcoming event we will be using the 16:9 widescreen ratio for the display screens.

16:9 widescreen ✓



4:3 ✗



When a 4:3 image is displayed on a 16:9 monitor or projector a black bar appears on the left and the right as shown here. This known as pillar-box.



The other possibility is the device, i.e. monitor or projector, stretches the content to fill the screen resulting in distorted images and text as shown here.



A similar result occurs if a 16:9 image is displayed on a 4:3 screen with the black bars appearing top and bottom (as opposed to the left and right). This is known as letter-box.



Distortion can also take place if a 16:9 image is stretched to fill a 4:3 screen.

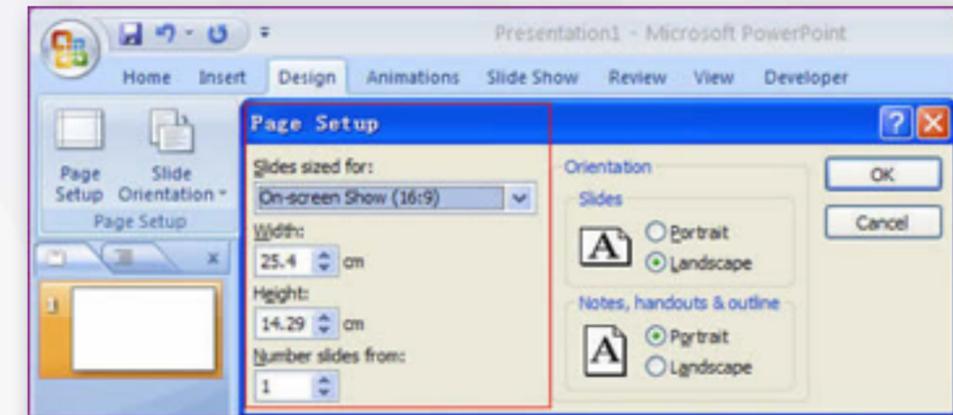


To set a PowerPoint presentation to 16:9 format you need to locate the 'Page Setup' window.

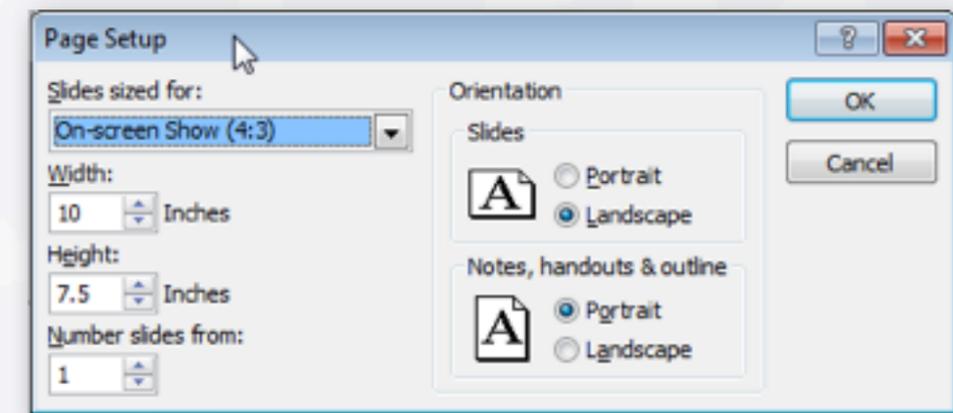
For most Apple users it can be found in the 'Themes' tab.



For most Windows users it can be found in the 'Design' tab.



In older Windows versions it can be accessed through the 'File' menu under 'Page Setup'.



Once in the 'Page Setup' window set the slide size to 'On-screen 16:9' and start creating.

Finally, some other helpful notes...

If you wish to play a video always make sure you bring the original video file as well as the presentation.

If you are using a non-standard font always ensure you bring that with you as well to ensure the text displays as intended.