HIGH RESOLUTION POWERPOINT PRESENTATIONS

INTRODUCTION

All screens at the Oregon Wine Symposium will be high resolution widescreen format. Please use the Oregon Wine Symposium PowerPoint template (preferred), which can be downloaded from the Speaker Portal, which is already formatted per the below, or follow the instructions to create a presentation that best suits this projection style.

Getting your settings right before you start is quick and will ensure you are creating slides in the best possible format.

ASPECT RATIO

Your slides should be formatted in the 16:9 aspect ratio, commonly referred to as widescreen.

PowerPoint 2013 or newer: Select **Design** in the main header menu, and then click the **Slide Size** button. When the button opens, you have 3 options; Standard (4:3), Widescreen (16:9), Custom Slide Size.

Select **Widescreen**.
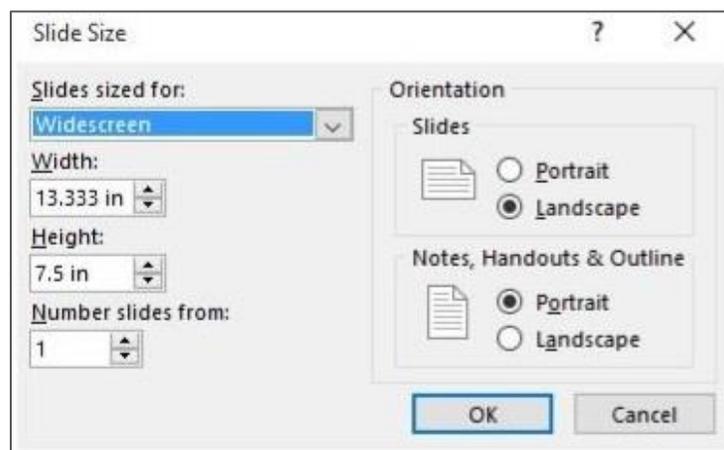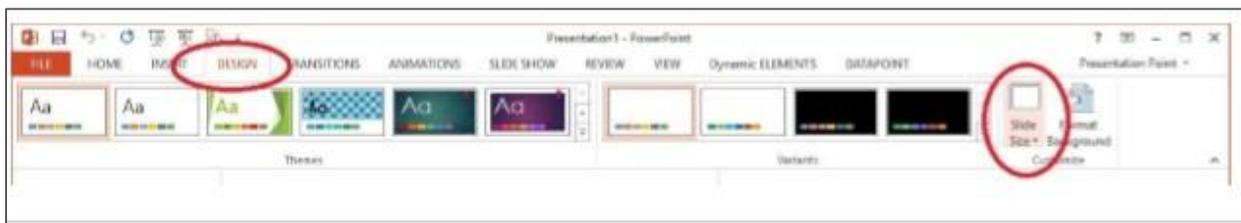
PowerPoint 2010 or older: In the **Design** menu, select **Page Setup**. Choose **Custom** and type in 13.3333 inches for width and 7.5 inches for height. This will ensure compatibility with presentations created in newer versions of PowerPoint.

SLIDE SHOW PROJECTION RESOLUTION

Ensure your slides display well on the big screens. The recommended resolution is 1920x1080. Your presentation may load more slowly but your images will look crisper / less pixelated. To ensure this setting is selected, follow the steps below.

Step 1: Select the **Slide Show** tab in the top navigation menu, then select **Set Up Slide Show**.
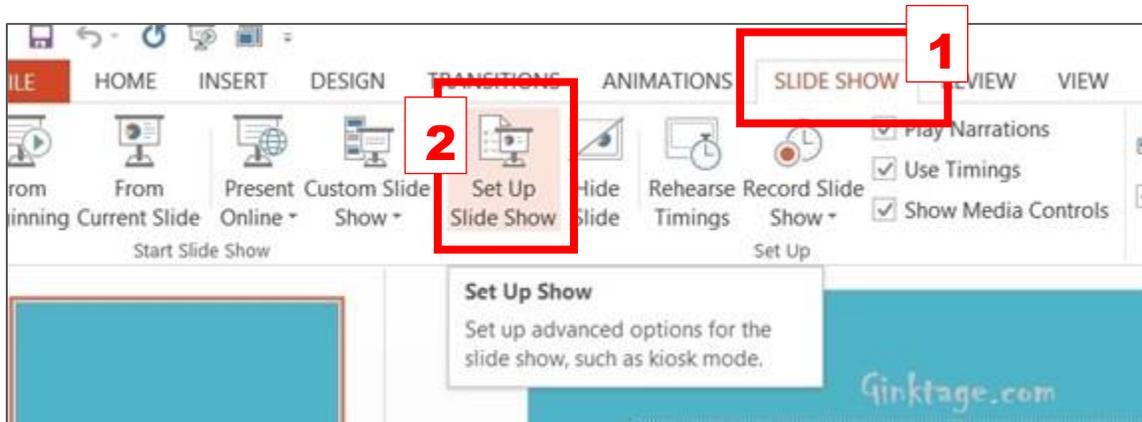
Step 2: Under **Multiple monitors**, make sure the slide show monitor is set as Primary Monitor. Then choose your desired **Resolution** (recommended: 1920x1080).