# Breakout Presentations Slide Settings

In order to have your presentation display correctly on the screens supplied for all meeting spaces at **LPL Focus**, you will need to follow these simple steps to ensure your presentation is properly formatted.

To convert an existing PowerPoint presentation to a widescreen format, begin by opening the presentation. Next, on the **Design** tab of the Ribbon, in the **Customize** group, click **Slide Size, followed by Widescreen (16:9)**, as shown in **Figure 1**. If Widescreen (16:9) isn't highlighted when the drop-down menu appears, then it is formatted in a different ratio and needs to be changed.
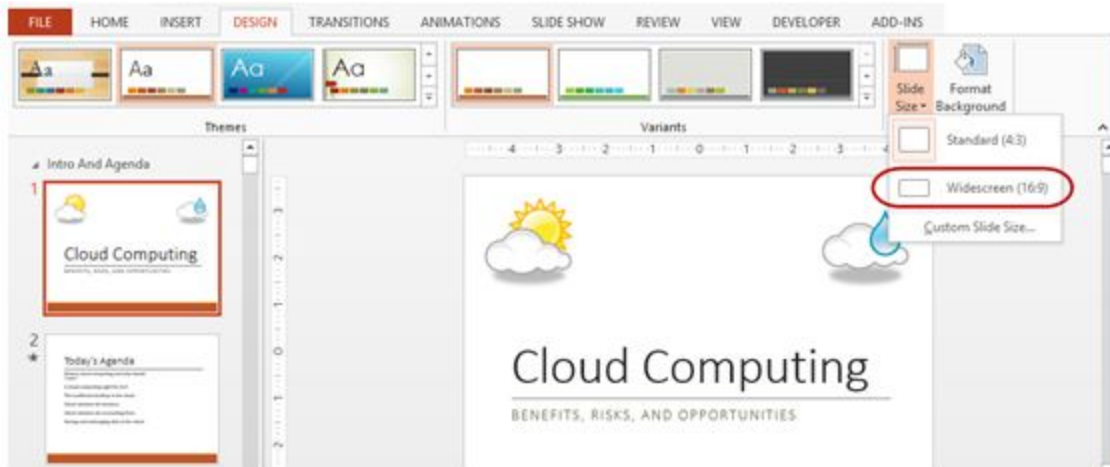
FIGURE 1 - CHANGING A POWERPOINT PRESENTATION TO A WIDESCREEN FORMAT

Upon choosing Widescreen (16:9), PowerPoint immediately begins the process of reformatting the document to a widescreen format. Once it completes this task, you should check each slide to determine if any additional adjustments are necessary. If so, you can usually effect this by clicking **Reset** on the **Home** tab of the Ribbon.

NOTES: When PowerPoint is unable to automatically scale your content, it will prompt you with two options:

Maximize: Select this option to increase the size of your slide content when you are scaling to a larger slide size. Choosing this option could result in your content not fitting on the slide.

Ensure Fit: Select this option to decrease the size of your content when scaling to a smaller slide size. This could make your content appear smaller, but you'll be able to see all content on your slide.