## How to Change Dimensions of Slide in PowerPoint



Click the "Design" menu.



Click "Slide Size" from the far right of the screen.

Choose "Custom Slide Size..." from the dropdown menu that appears.

Slide Size	? ×
Slides sized for: Custom Width: 36 in	Orientation Slides O <u>P</u> ortrait O <u>L</u> andscape
Height: 24 in Number slides from: 1	Notes, Handouts & Outline <ul> <li>Portrait</li> <li>Landscape</li> </ul>
	OK Cancel

Change the width and height measures to match the PA PQC requirements of 36" width by 24" height.



Choose "Ensure Fit" to make sure all of your text will be visible when printing. You can re-scale specific items manually, if needed.