

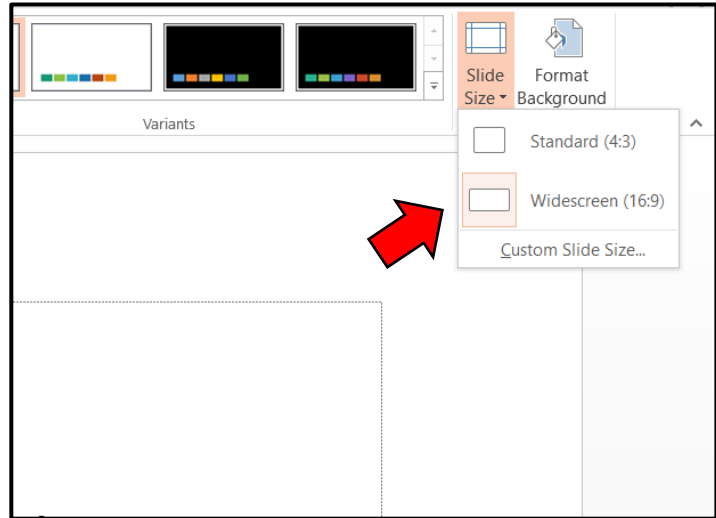
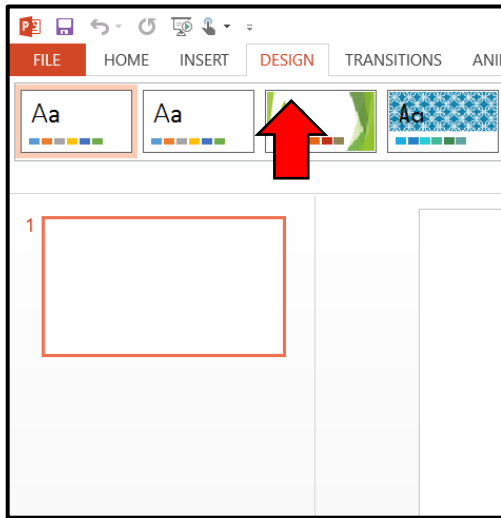
# Building Your Presentation in PowerPoint (PC/MAC):

- **How to Set PowerPoint Resolution:**

- Select the **Design** tab of the toolbar ribbon.



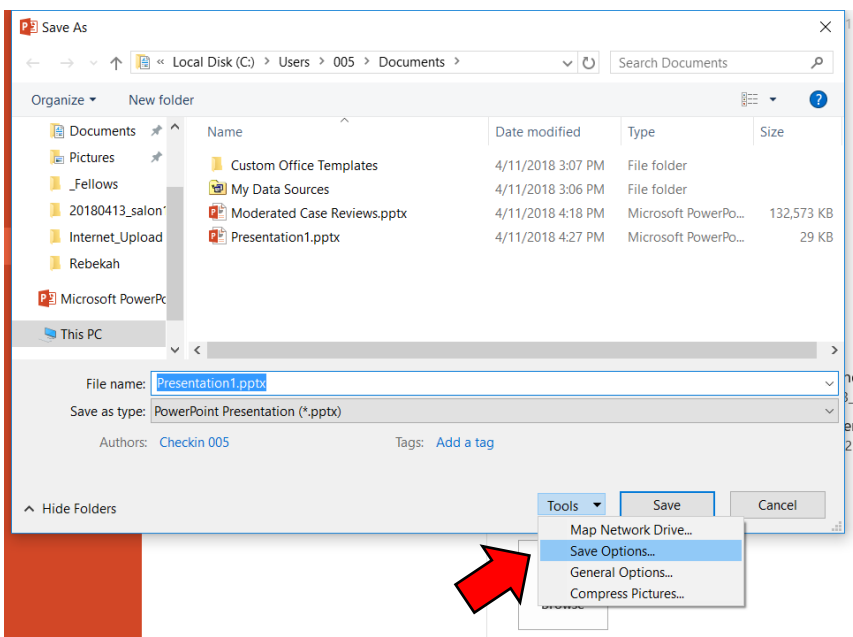
- Select **Slide Size** near the **far right end** of the toolbar.
- Select **Widescreen (16:9) Slide Size**.

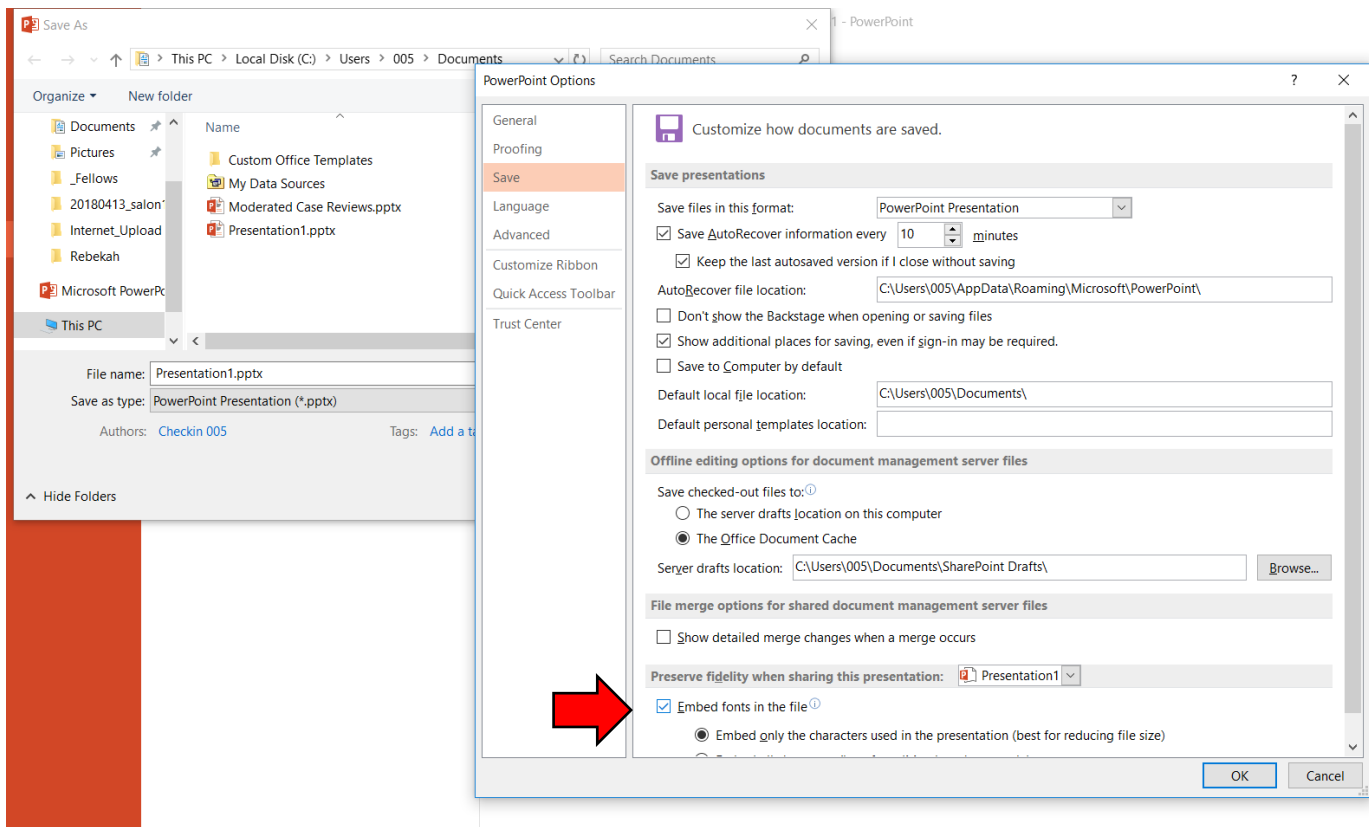


- **How to Embed Fonts on a PC :**

- Start PowerPoint, and open the presentation.
- On the File Menu, Click Save As.
- On the Tools Menu in the Save As dialog box, click Save Options.
- Click select the Embed fonts in the file, then click OK.
- Finishing Saving the presentation

▪ **Fonts cannot be Embedded in Mac PowerPoint or Keynote**





## Building Your Presentation in Keynote (MAC):

- How to set Aspect Ratio (Resolution)
  - First open up the Inspector window as shown in the image below.
  - Then making sure you are on the **document** tab select slide size at the bottom of the tab
  - Choose widescreen 16:9 aspect ratio.

