Digital Signage

How to Set Up Slides in Recommended Format
For POWERPOINT

Contact Us: digitalsignage@ccny.cuny.edu

The Office of Information Technology
North Academic Center Room NA 4/225
160 Convent Avenue, New York, NY 10031
Tel: 212-650-7009
Fax: 212-650-8139
http://www.ccny.cuny.edu/it
1. Select: the Design tab
2. Select: Slide size
When this prompt appears:
1. Select: Maximize
When this box appears:
1. Select: Landscape
2. Select: Widescreen
The 16:9 slide is ready for content.
Recommended Content area for 16:9
1920 x 1080 pixels @ 300 dpi
1. Select: the Design tab
2. Select: Slide size
3. Select: ‘widescreen 16:9’
When this prompt appears:
1. Select: Maximize
When this box appears:
1. Select: Portrait
2. Select: Widescreen
The 9:16 slide is ready for content.
Recommended Content area for 9:16
1080 x 1920 pixels @ 300 dpi
Digital Signage

Please save your Power Point file
AND save a copy as
‘Save as Adobe PDF’
Please send us the PDF file.

Send to: digitalsignage@ccny.cuny.edu

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