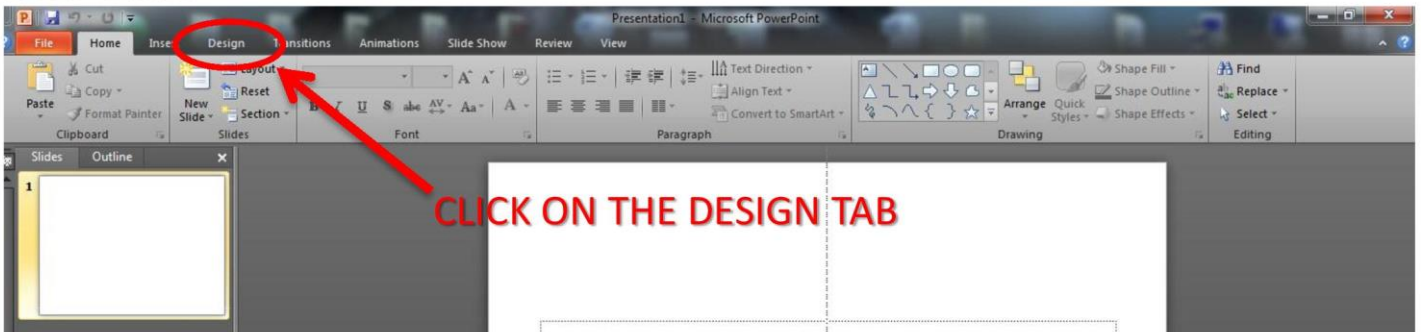
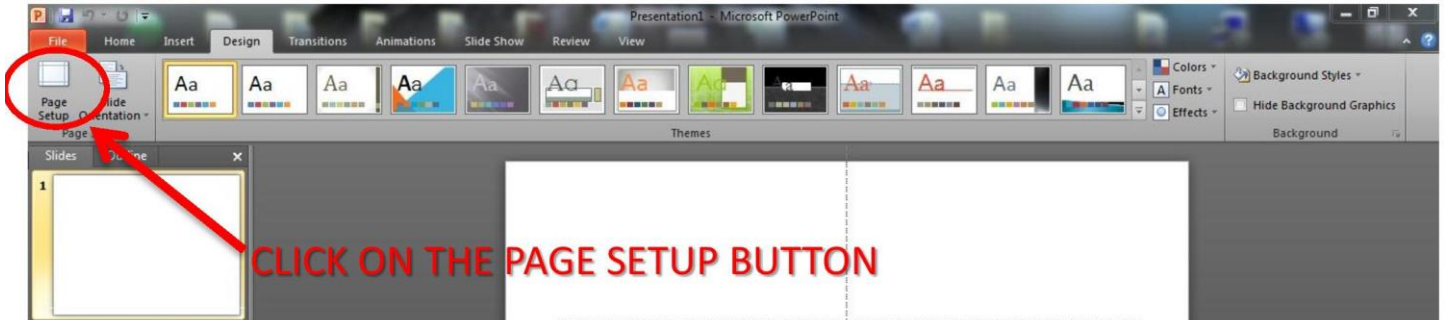


PowerPoint Instructions 4x3 – 16x9

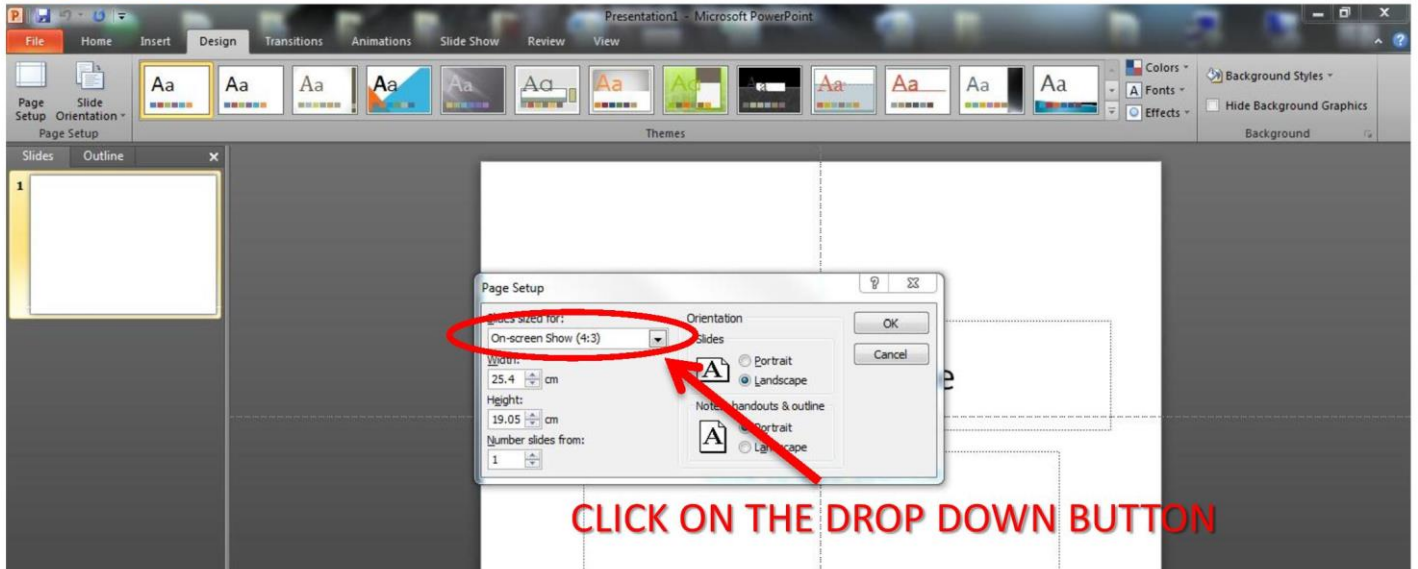
STEP ONE:



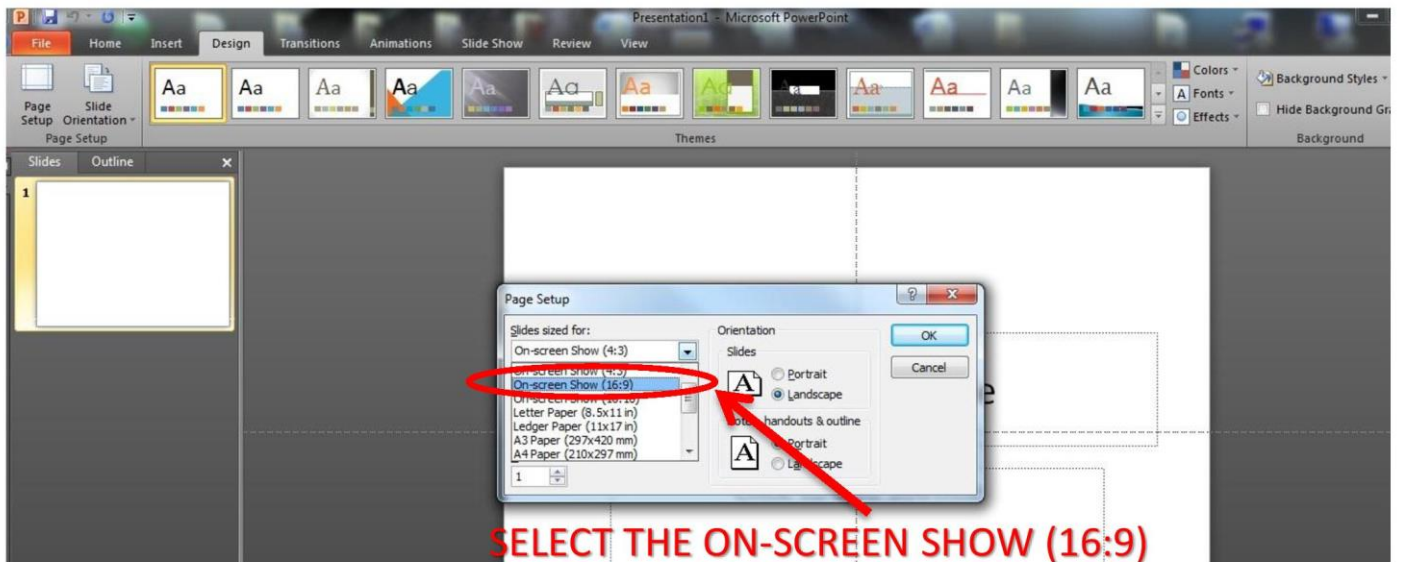
STEP TWO:



STEP THREE:



STEP FOUR:



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.

