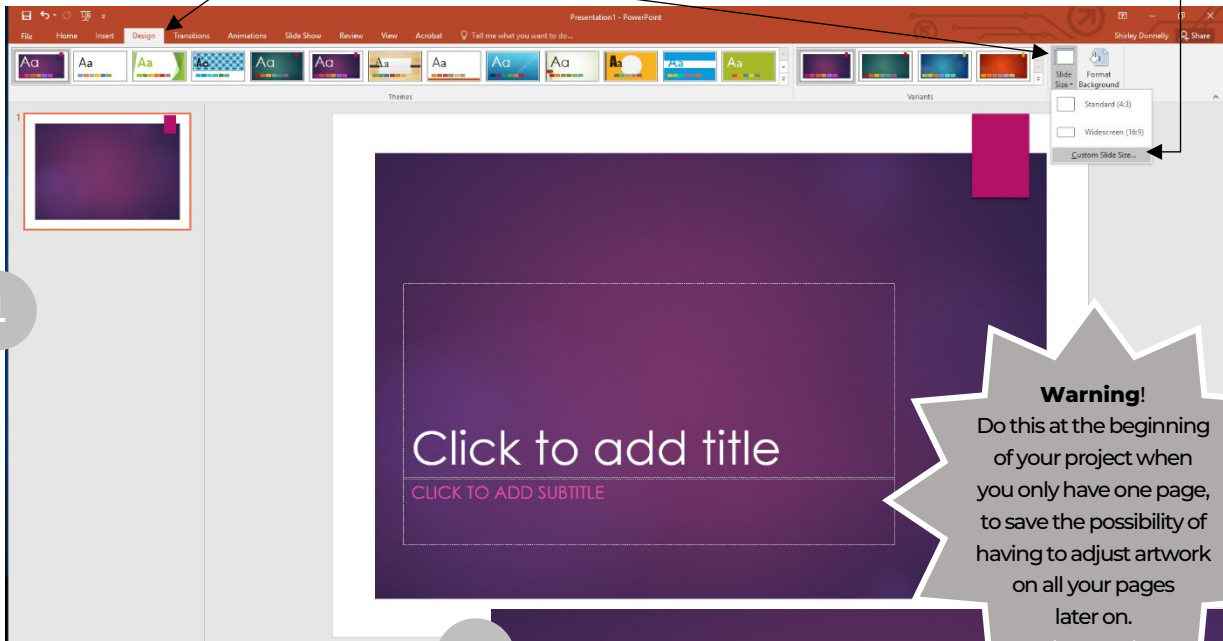


How to.....

Change Powerpoint slides to A4

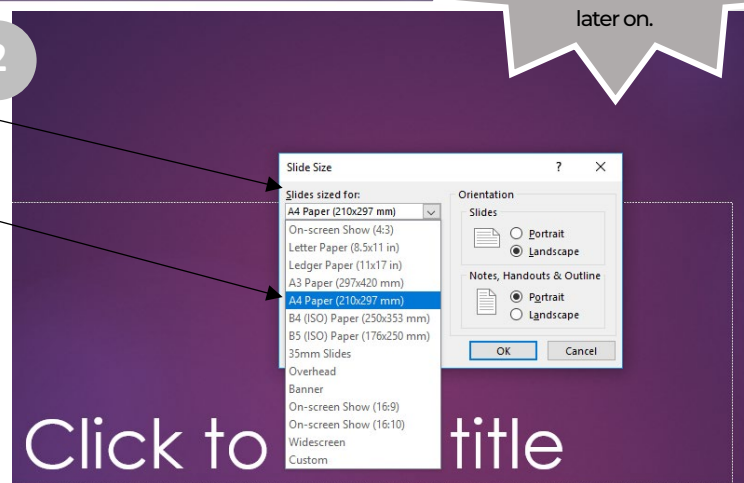
Under the **design** tab, click on **Slide size** icon, choosing **custom slide size**



1

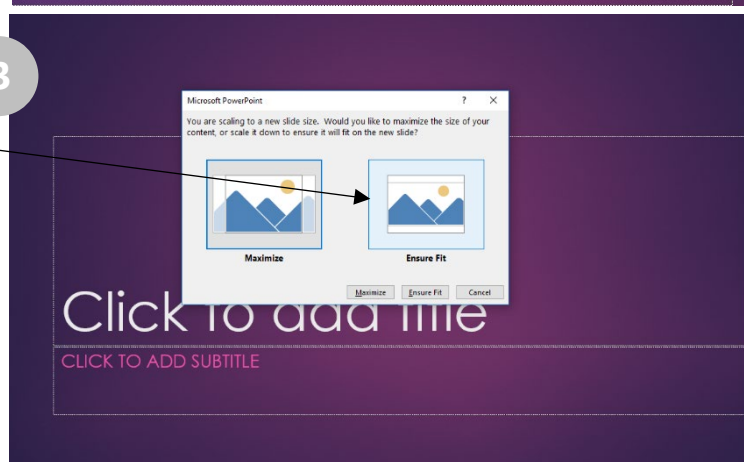
Under **Slides sized for** options, scroll down selecting **A4 paper** and then click **OK**

2



You can then select **maximize** (keeping your original size and cutting off sides to fit) or **Ensure Fit** (shrinking your artwork to fit) and then your design will be A4 sized, perfect for printing.

3



Tip In order to print Powerpoint files, you will have to make a PDF to attach to your email.