

## **PPTools Resize add-in for Microsoft® PowerPoint®**

This is PPTools Resize Help. If you don't find the answer you want, please visit the Resize web site. You'll find a direct link to it on the Help dialog box. On the site, click **All About Resize** on the left for the most up-to-date information about Resize. There's also a **Contact Us** link you can use to reach us.

### **What Resize does**

Resize resizes your presentation without distorting anything on your slides. It changes all of the masters, layouts and slides to any new size you care to choose. It includes pre-defined sizes, but you can easily create your own custom sizes.

For example, suppose you have a presentation that's been set up for 16:10 wide-screen format and you need to show it on a standard 4:3 proportioned screen.

You could use PowerPoint's Page Setup dialog box to change the size of the presentation, but that would distort all of your graphics.

Or you could use Resize to intelligently resize your presentation, making all of your slide and master contents as large as possible on the new slide size, but never ever distorting it.

### **Good stuff to know**

#### **Does Resize change my original presentation?**

Resize always works on a copy of your presentation. It only changes your original by storing your Resize settings as "tags". These are invisible and do not affect your presentation in any way.

#### **Do others need to have Resize in order to view/edit/print resized presentations?**

No. Resize is like a very fast, dedicated, thorough, and extremely accurate assistant who makes all the necessary size adjustments manually in PowerPoint. Most of what Resize does, you could do yourself. All you'd need is infinite time and infinite patience and a very deep knowledge of PowerPoint.

#### **What versions of PowerPoint is Resize compatible with?**

Resize is compatible with PowerPoint 2010, 2007, 2003, 2002 and 2000. It's not compatible with PowerPoint 97 or any Mac versions of PowerPoint.

### **How to install Resize**

If you haven't already installed Resize, make sure PowerPoint isn't running then run the provided installer program, RESIZE.EXE

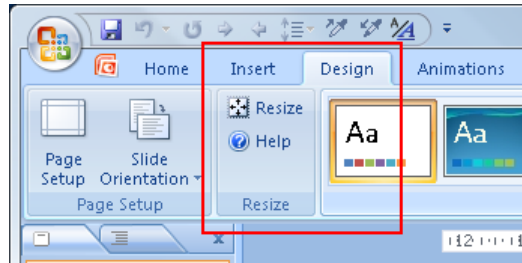
You can download the installer at <http://www.pptools.com/downloads.htm>

Start PowerPoint.

## How to use Resize

Open a presentation that you want to resize. We strongly suggest that you close all other presentations.

You'll find Resize on the **Design** tab in a new **Resize** group in PowerPoint 2007 and later.

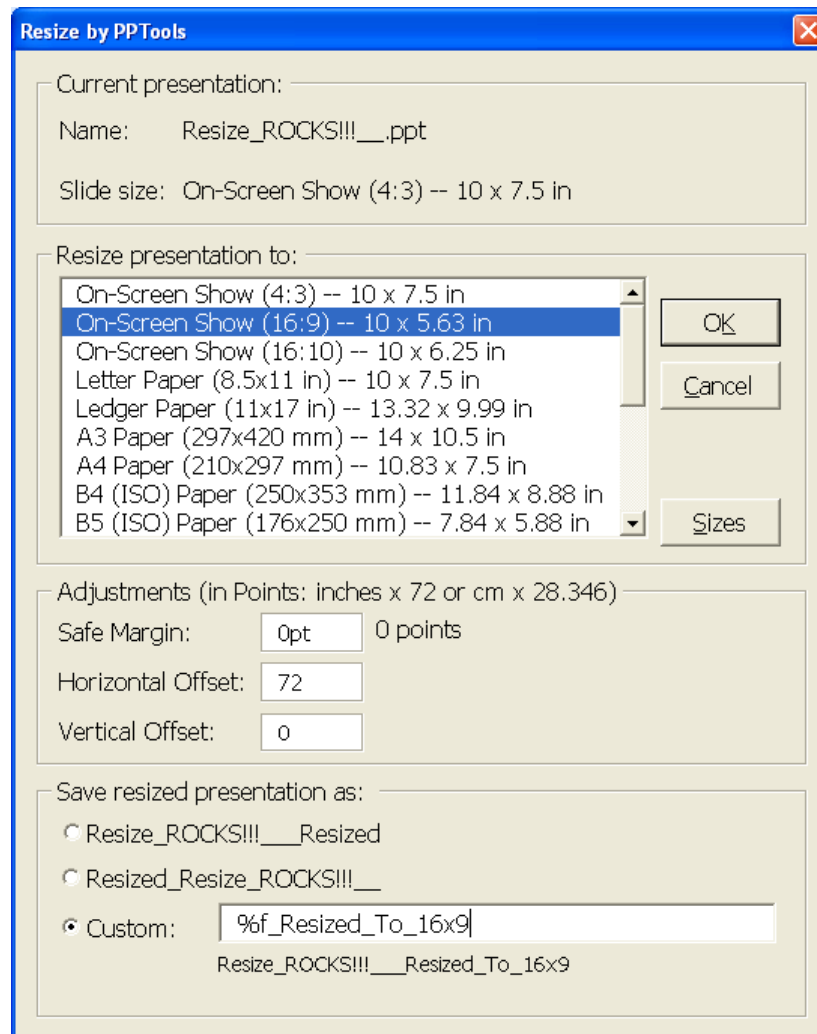


In PowerPoint 2003 and earlier, you'll find **Resize** and **Resize Help** buttons on the **Tools** menu.

Click Help to get help on using Resize, to visit the Resize web site, check version numbers and more. See the **Resize Help** section below for details.

But you probably want to try Resize out right away. Great! Click the **Resize** button to use the Resize settings dialog box.

## Resize settings



At the top of the Resize dialog box, Resize shows you the name and slide size of the presentation you're resizing in the **Current presentation:** area.

If you're in a hurry to try it out, choose a new size for the presentation under **Resize presentation to:** Click **OK** to resize the presentation.

## Additional Resize settings

See **What Resize does when resizing** further down for a tutorial on these settings.

The basic "Choose a size, click OK" method is all most people will need. But if you want more control, Resize gives it to you.

### Adjustments

In the **Adjustments** (in Points) area, you can specify Safe Margin, Horizontal and Vertical Offsets.

**IMPORTANT:** Enter adjustments in points.

- Multiply Inches by 72 to get Points
- Multiply Centimeters by 28.346 to get Points  
Or 28.3464567 if you're a stickler for accuracy, but since PowerPoint rounds to the nearest 1/4 point or so, the extra accuracy is wasted.
- We've thoughtfully provided the conversion formulas right here on the dialog box for you.

**Safe Margin:** Resize will add the margin you specify here on all sides of the presentation's content after it's resized.

For example, if your original presentation was standard PPT 4:3 and you resize to 16"x9", Resize would normally fill the height of the new slides with content from the original slides, but with a margin of 1", it would put the content from the original slides in a 7" high area (9" minus 1" top and bottom) on the new slides.

**Handy trick for TV-Safe slides:** Start with a standard 4:3 presentation, resize it TO a standard 4:3 presentation but specify a 1" (72 point) Safe Margin. That will reduce your original slide content to TV Safe Area.

**Horizontal Offset / Vertical Offset:** Normally, Resize centers the content from your original presentation on the resized slide. By entering Horizontal and Vertical offsets, you can adjust the position.

Enter positive Horizontal Offset values (in points) to move everything on the resized slides to the right, enter negative values to move everything to the left.

Enter positive Vertical Offset values (in points) to move everything on the resized slides down, enter negative values to move everything up.

When you enter Safe Margin, Vertical Offset, Horizontal Offset values, use inches (if you're a US PowerPoint user) or cm (if you're on the metric system). Or specify a particular system of measurement you wish to use (see About Those Sizes below to learn how).

It's FAR easier to understand these settings by trying it than reading about it. Start a new sample presentation, fill the first slide with a colored rectangle, save and then try resizing it to different proportions with different Safe Margin and Offset values. It'll all be pretty obvious once you see it happening.

## Resize "remembers" your settings.

It will use whatever settings you used the last time as defaults for subsequent resizing. But if you open a presentation that's already been resized once, Resize will restore the settings you last used on that particular presentation.

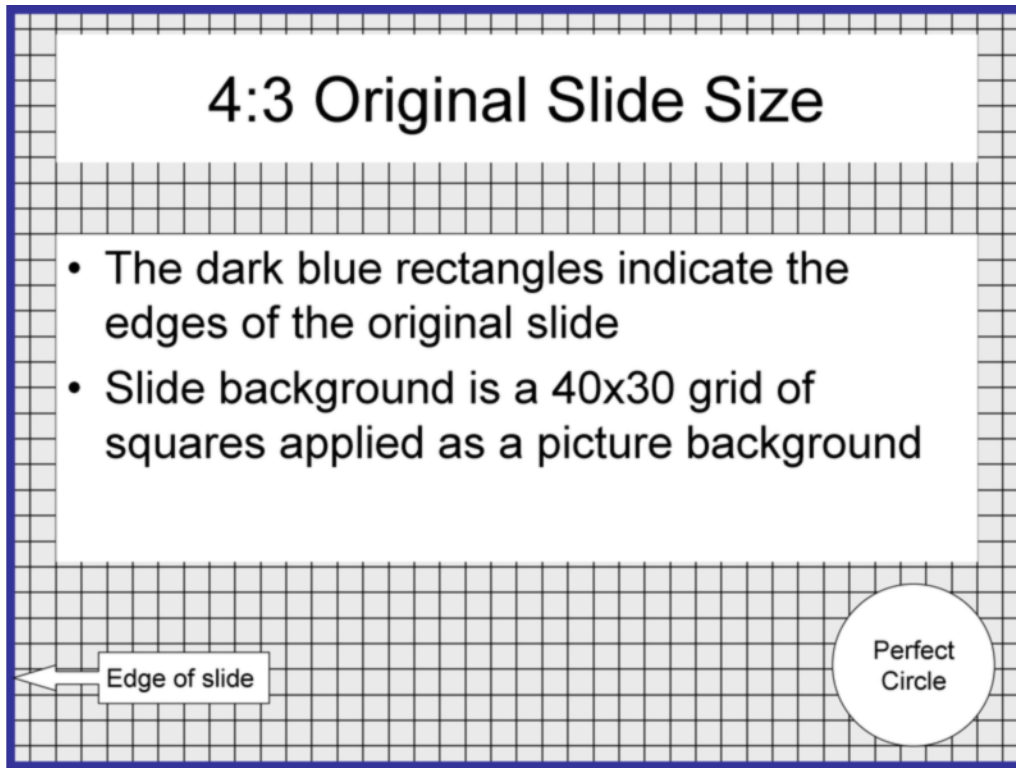
## What Resize does when Resizing

Resize creates a copy of your presentation named according to the settings you choose in the dialog box. It then changes the new presentation to the desired page size and then resizes everything from the original presentation into the new one. It fits the contents of your original presentation in to the new one, retaining the relative positioning and proportions of everything.

If you've specified a Safe Margin, everything from the original presentation goes into a "window" that's smaller than the resized presentation by the amount of the Safe Margin.

Finally, Resize adjusts the contents of each slide by the Vertical and Horizontal offsets. Here are some visual examples:

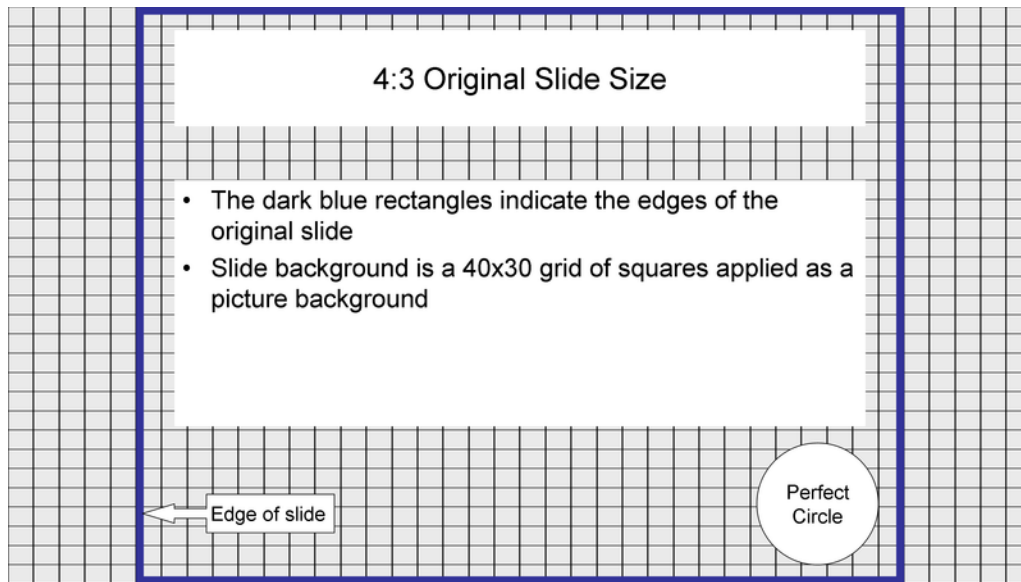
This is our original test slide:



- The Page Size is PowerPoint's default Screen Show, 10x7.5" a 4:3 aspect ratio.
- The blue borders go right to the edge of the slide.
- There's a perfect circle. If Resize distorts the slide's graphics, the circle will become an oval, which will be immediately apparent. (Hint: it won't.)
- The slide's background fill is a picture of a 40x30 grid of squares.

Now we'll resize this presentation in different ways to show you the results.

## Resize to 16x9 Widescreen with no other settings



After resizing to 16x9 Widescreen proportions, everything from our original slide has been resized to fit as large as possible on the new slide size *without distortion*.

Notice that the background (whether plain color, gradient, pattern or picture) gets expanded to fill the entire new slide. In this case, since it's a picture, it gets slightly distorted. In most cases this won't be a problem.

We expect to have a few different options for preventing this in upcoming versions of Resize (updates will be free).

## But what if I don't want the content centered?

You may have a special projection setup or other reasons for wanting the contents of your original slides placed differently on the resized slides.

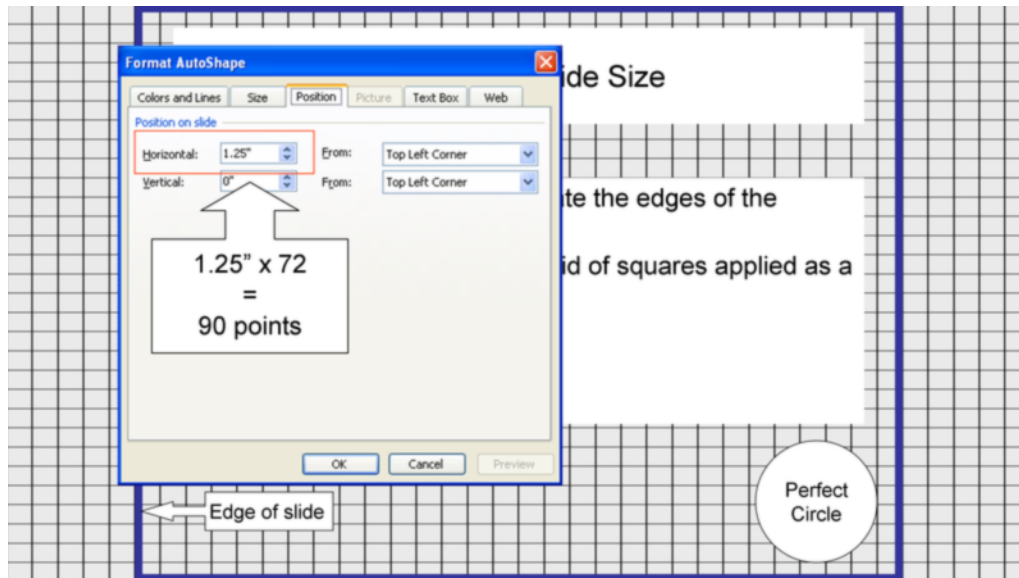
That's where Vertical and Horizontal Offsets come into play.

Suppose you want everything from the original 4x3 ratio slides tucked against the left edge of your resized 16x9 presentation.

Start by creating a simple one-slide blank presentation. Add a rectangle that exactly fills the slide and assign it No Outline.

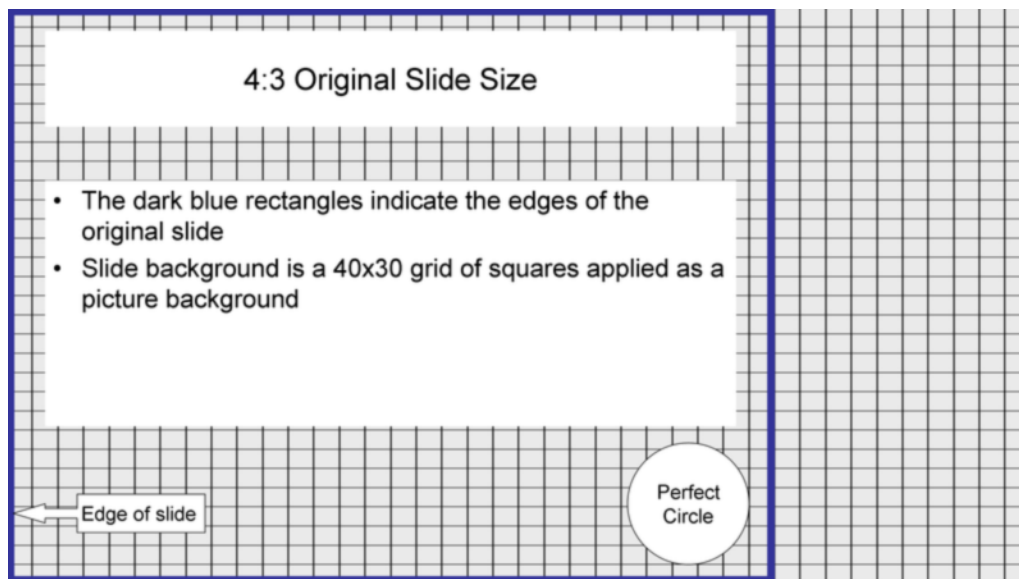
Save it, then resize it to 16x9 with Safe Margin and both Offsets set to 0.

Steps continue after the next illustration.



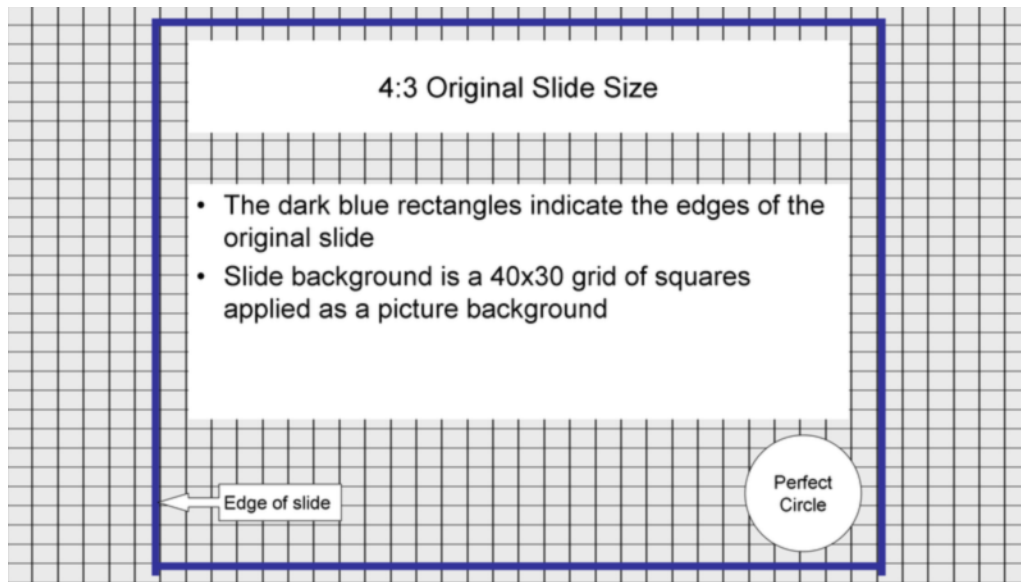
Select the rectangle in the newly resized presentation and check its Horizontal position using the formatting dialog box. Convert it to points (inches x 72 or cm x 28.346). In this case, we get 90 points (1.25 inches).

You can close this presentation now if you wish. Go back to your original presentation, click Resize and in the Resize settings dialog box, enter a Horizontal Offset of -90 (that's minus 90 points) and click OK.



And this is what you get. Resize resized your slide contents to the new presentation just as before, but then moved everything on the slides (and masters) 90 points to the left, putting it right where you wanted it ... neatly tucked against the left margin of the slide.

## A little breathing room



Sometimes you need a bit of extra background all around your slides. Perhaps you're projecting onto a screen with curtains or other drapery that cuts off part of the projected image. This is also very simple with Resize.

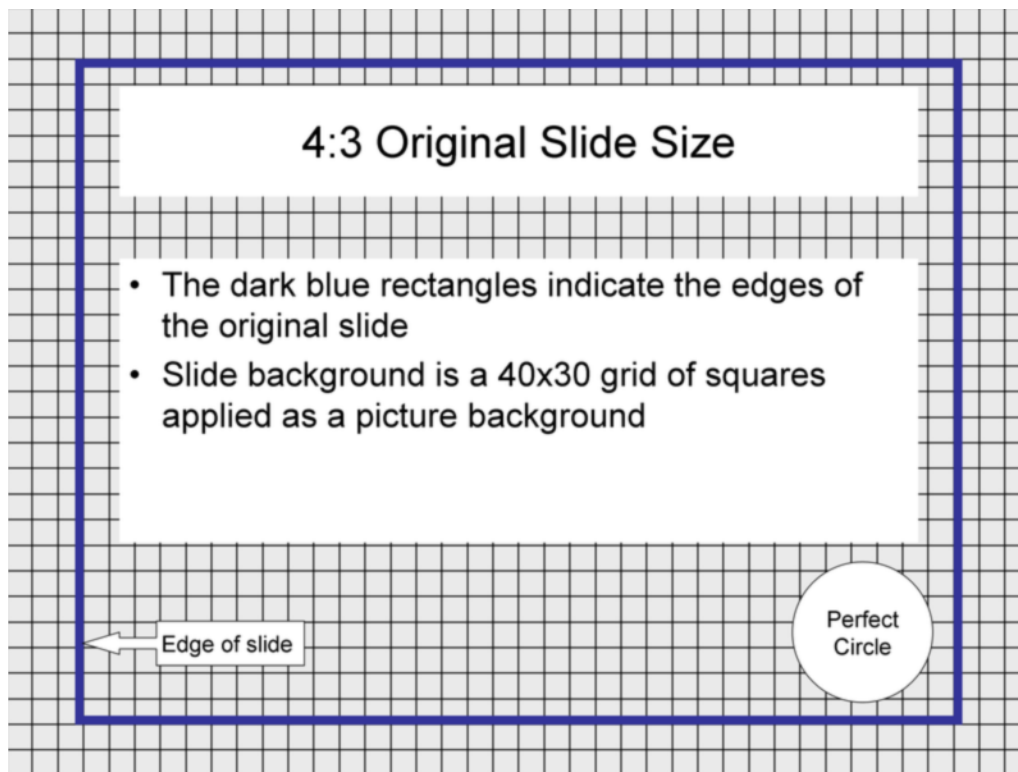
In the Resize settings dialog box, enter the Safe Margin you want and click OK. Resize gives you that extra little bit of breathing room your slides needed. Resize applies the Safe Margin on all four sides of your original slides.

You can combine Safe Margins and Horizontal/Vertical Offsets to give pretty much any results you want in your resized presentations. You'll find it much easier to arrive at the correct values quickly if you:

- Start with a simple test slide like the one we described earlier (simple blank slide with a full-slide rectangle).
- Adjust and test the Safe Margin value first, with no Offsets.
- Once you're satisfied with the Safe Margin, check the position of the full-slide rectangle to work out the proper Offsets.

By the way, you don't *have* to change the proportion of your slides to use Safe Margins or Offsets. You can "convert" from the original aspect ratio to the same aspect ratio but with a bit of Safe Margin. That leads us to the next handy trick.

## Make my slides TV-Safe



When normal 4:3 ratio slides are used on normal televisions, quite a bit gets cropped off. The amount of crop is unpredictable, because it depends on each individual television. Over the years, the TV industry has arrived at a way of making sure that nothing important gets cropped. The trick is to fill the slide with your background, whatever that may be, but assume that only what's inside the "TV Safe Area" will appear, and make sure that anything that absolutely MUST appear on the TV is within the "TV Safe Title" area.

Resize makes it simple: Start with a 4:3 presentation and resize it to the same size, but specify a 72 point Safe Margin. This puts all the content of your slides within the TV Safe Area. As long as no text or other "must-see" graphics are not jammed against the edges of the original slide, this setting should put them within the TV Safe Title area. If not, try a slightly larger Safe Margin setting.

## The Resize Demo

When you install Resize, you get a demonstration (demo) version. The demo includes only the first five slides from your original presentation in resized presentations.

Other than this five-slide limit, the Resize demo is completely identical to the fully registered version, so you can give it a thorough test before you decide to buy it. You can test the demo for as long as you like and as often as you like. It never "times out".

When you purchase Resize, you will receive a registration "key" consisting of the name you chose to register it to and a number.

To enter this registration "key" click the Help button for Resize and enter your registration name and number in spaces provided, then click Register.

That converts your Resize demo to a fully registered copy of Resize and removes any previous demo limitations.

## About those sizes

Some of the sizes that you see in the Resize dialog box may seem a bit odd. Letter size? 7.5x10 inches?? Any fool knows Letter size is 8.5 x 11!

Any fool but PowerPoint. A4 and some of the other sizes are equally odd. There are reasons that go back into the mists of time. Only the dinosaurs know for sure, and they've all gone to the cloud, so to speak. Anyhow, PowerPoint wants to make your "Letter" sized slides print with big margins.

The Resize dialog box lets you choose all of the standard PowerPoint sizes, the same sizes that you see in PowerPoint's own Page Setup dialog box.

However, if you want Letter or A4 slides that are *really* Letter or A4 size, you can have them. Define your own true Letter slide size (or any other size you need) using Custom slide sizes. Here's how ...

## Custom slide sizes

Resize comes with PowerPoint's standard sizes built-in, but you can add any other sizes you like.

Resize stores custom sizes in a plain text file called **Resize\_CustomSizes.TXT**.

To add a new size, click the **Resize** button. On the Resize dialog box that appears, click **Sizes**.

Resize\_CustomSizes.TXT opens for editing in Notepad.

The file includes instructions for editing it. The definition for each size looks something like these examples:

```
#Name of page size
13.33
7.5

#Wide and short (10 by 2)
10
2

#Metric? Sure, we do metric
25.4c
19.05c
```

**IMPORTANT:** If you normally use numbers like 123.45, use the same style numbers in the Custom Sizes file. If you normally use 123,45 then use that same style in the Custom Sizes file.

If you need to create a Custom Sizes file that will be used internationally, define custom sizes in Points, and only use whole numbers.

Each custom size starts with a #Name. The # as the first character on the line is the signal that this is a new custom size definition. The # must appear as the first character on the line, and only lines that begin a new definition should begin with a # character.

Any characters after the # will become the name that appears in the list box that appears when you click **Resize**.

The next two lines must be the width then the height, in that order.

Numbers with no units will be read as inches if your computer is set to US English; otherwise they'll be interpreted as Centimeters.

You can specify the units you want to use:

Unit	Example	Interpreted as
I, IN, INCH, INCHES	10in, 10I, 10 INCH	10 inches
C, CM, CENTIMETER, CENTIMETERS, CENTIMETRE, CENTIMETRES	10c, 10cm, 10CENTIMETER	10 cm
M, MM, MILLIMETER, MILLIMETERS, MILLIMETRE, MILLIMETRES	10m, 10mm, 10Millimetre	10 mm
P, PT, POINT, POINTS	10p, 10PT, 10POINT	10 points
No unit specified	10	10 inch on US English system, 10 cm otherwise

UPPER or lower case is not significant. Either will do.

Leave no spaces between numbers and units. Ie, 72pt, not 72 pt.

Anything else in the file will be ignored; you can add blank lines, comments, poetry, recipes ... whatever makes you happy.

Note that in the example above, one of the #Names includes the size ("10 x 2"). Including the size in the name can make it easier to remember what's what. Anything you include on the #Name line will appear in the Resize dialog box but won't have any other effect. The actual size is defined by the two lines following the #Name line.

Resize includes a few custom-defined sizes that serve to demonstrate how to define custom sizes, but are useful in their own right. For example, it includes a real Letter size, in both landscape and portrait.

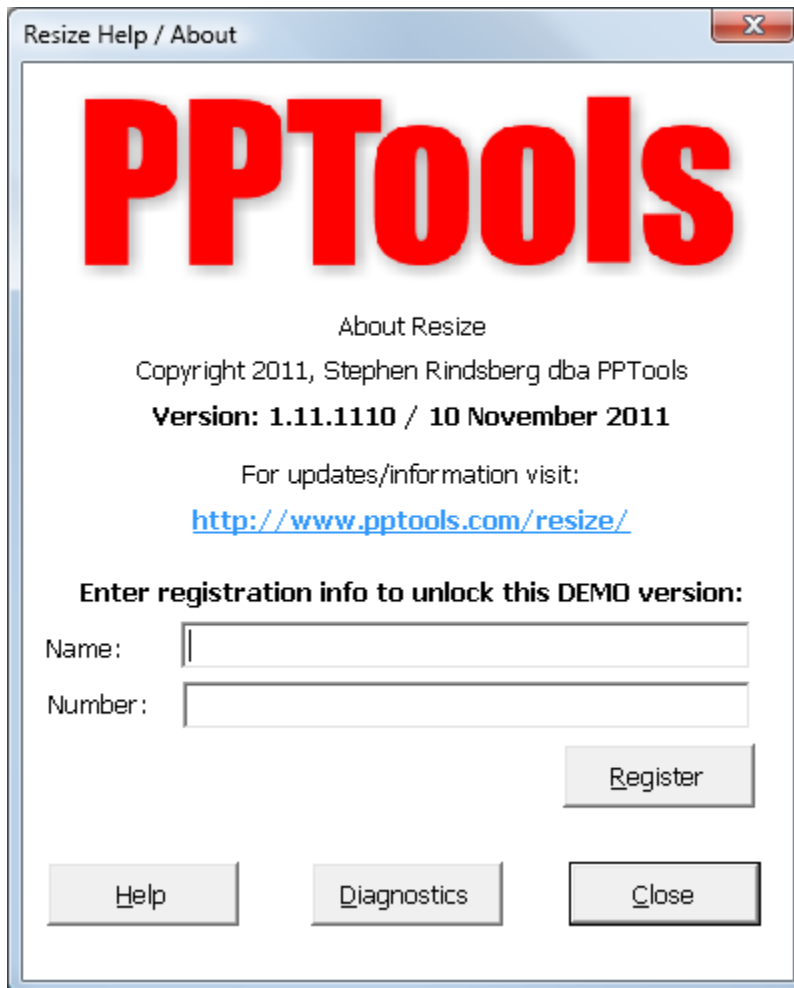
The default sizes are all landscape oriented. You can add custom sizes to create portrait oriented slides.

You can create up to 30 custom sizes. That's an arbitrary limitation that can easily change. If you need more, let me know. I'll change the limit.

Resize\_CustomSizes.TXT is installed in your add-ins folder, along with Resize.PPA, the main add-in file for Resize. See **Where's Resize** below if you need to find it.

## Resize Help

Click the Resize Help button to open the Resize Help / About dialog box. It will look something like this:



Click **Help** to open this help document.

Click **Diagnostics** to create a text file with useful diagnostic information that you can send us if you're having trouble with Resize.

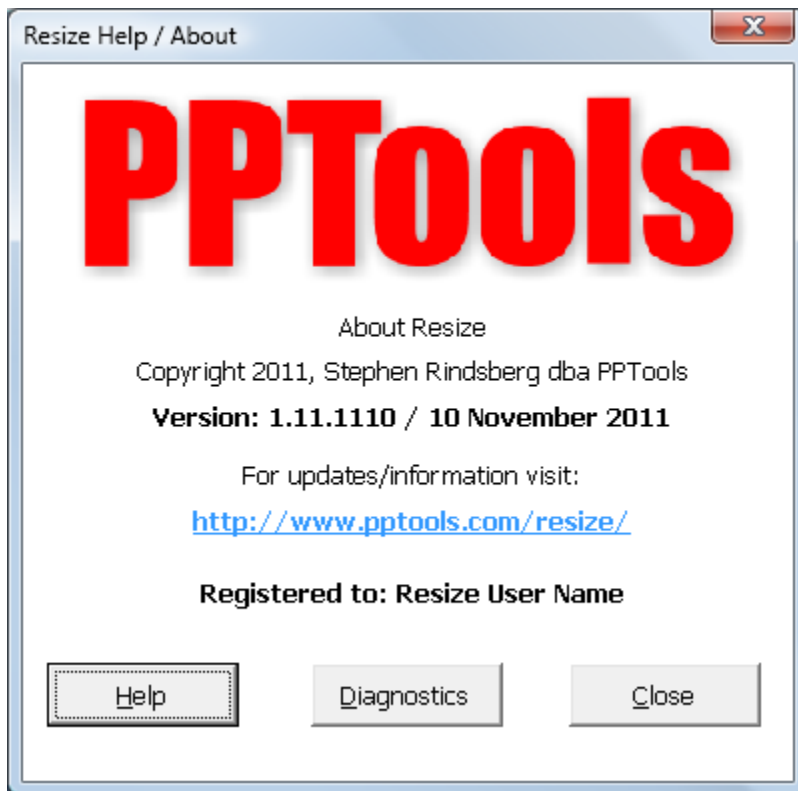
Click **Close** to dismiss the dialog box.

Click the blue link to visit our web site to purchase Resize, download updates, get more information or contact us.

And finally, notice that there are text boxes for registration information. When you purchase Resize, you'll receive a Name and Number to use here. Fill in the

requested information and click Register to unlock your copy of Resize and remove any Demo restrictions.

Once you register Resize, the help dialog box looks like this:



The text boxes and Register button are gone. It now shows the name you registered Resize to. The other buttons and links remain.

## Other bits and pieces

### What's Resize\_2007?

If you use PowerPoint 2007 or higher, you'll notice that there are two Resize add-ins listed in the PowerPoint Add-Ins dialog box. This is normal. The one named Resize is the main add-in. The one named Resize\_2007 is a small "helper" add-in that supplies the Ribbon user interface in PowerPoint 2007 and later.

If you want to temporarily unload Resize, select it in the Add-Ins dialog box, then click Unload. That removes Resize from memory. You can later select it and click Load when you want to use it again. Unloading and loading Resize also unloads/loads Resize\_2007.

If you accidentally remove Resize\_2007, simply quit and restart PowerPoint to reload it.

If you prefer to have Resize on the Add-ins tab, quit PowerPoint, locate `Resize_2007.PPAM` in your add-ins folder (see [Where's Resize](#)) and rename it to something else, then restart PowerPoint.

## Where's Resize?

Click `Resize Help` then `Diagnostics` to learn where `Resize.PPA` and its support files are installed on your PC.

Or if you know where your Office Add-ins directory is, look there.

## Sizes in the Resize dialog box

Resize shows you slide sizes in inches or metric units, depending on your Windows location settings. If you're set to United States, you get inches; otherwise, cm. It uses cm rather than mm because that's what PPT normally shows in the Page Setup dialog box.

## Known bugs/oddities

### Stuff that'll be fixed:

Resize sometimes adds lines around shapes/text boxes within groups. Seems to be a combination bug in Resize and PPT that affects the way it handles line settings in groups.

Resize stretches background images. Eventually, it'll give you several better options for dealing with background images.

Resize doesn't scale user-set tab positions in text in PPT 2010/2007. When we change the tabs in code, PPT deletes all the bullets. We've got the code to scale the tabs ready; when MS fixes the bug, we'll add it. Until they do, we can't do much to fix the problem.

Resize adjusts the width of table borders as well as the text within tables. For large tables, this can be excruciatingly slow. Later updates to Resize will probably add an option to skip resizing table borders. That could speed up processing considerably and would generally not make much visual difference. Typically, scaling table borders would be a matter of reducing 1pt lines to .75pt ... NOT something that's going to be horribly obvious in an on-screen presentation.

### Stuff that you'll have to adjust manually after Resizing a presentation:

User-set tab positions and background images, as explained above.

Text within charts/graphs/other inserted objects/pictures: Resize scales these shapes to proper size but doesn't adjust the text within them.

Text in merged table cells will get resized twice or more, so it may end up the wrong size.

Table resizing may not be perfect, so shapes sitting atop/below tables that need to line up precisely with table content may need manual adjustment.

## Bugs I don't know about / your suggestions?

Please let me know if you find bugs in Resize. I can't promise I'll be able to fix them. I can promise that if I don't know about them, they won't get fixed.

Be prepared to send example PowerPoint files that demonstrate the problem.

And if you have ideas for improving Resize, I'd love to hear them.

To get in touch, visit the PPTools site: <http://www.pptools.com/> and use the Contact link on the left side of any page. That sends email directly to me, Steve Rindsberg, the author of Resize and the other PPTools add-ins for PowerPoint.