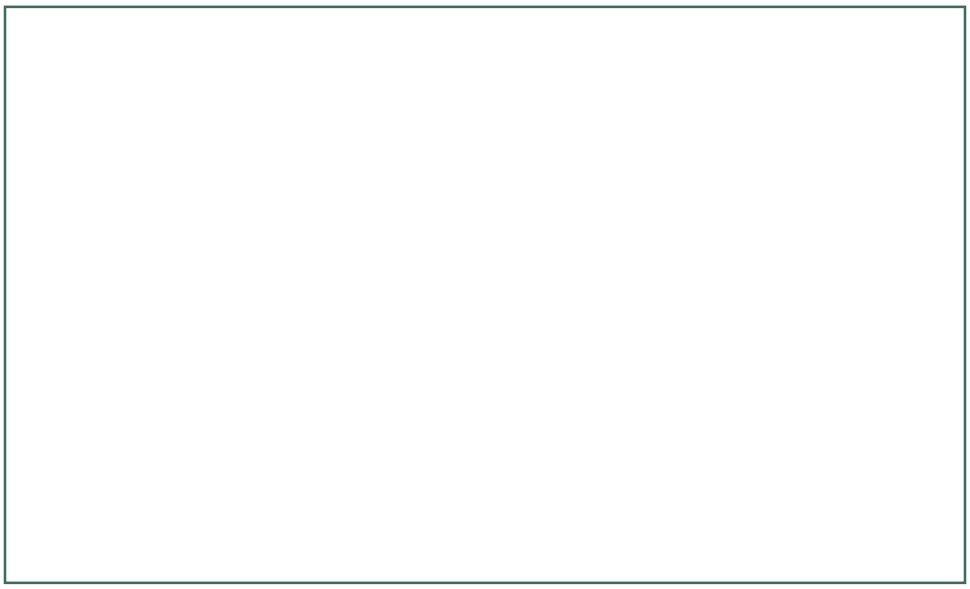
PowerPoint Index Card Template

Reference | Reference | LETTER

Card proportions

The reference is 5 inches wide and 3 inches high at actual print size.

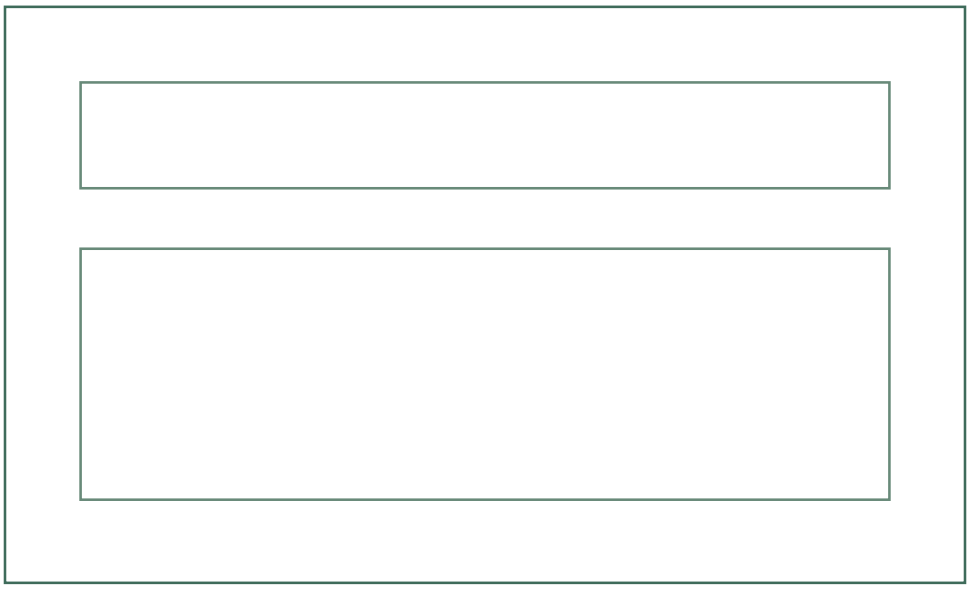


PowerPoint Index Card Template

Reference | Worked example | LETTER

Original prompt

Build a landscape 3x5 index-card slide with a title text box and a body text box, then check it.



Answer

Open a blank presentation. On Windows choose Design > Slide Size > Custom Slide Size; on Mac choose File > Page Setup and select Custom under Size. Set width to 5 inches and height to 3 inches, landscape. Insert a title text box near the top inside a small margin and type a short title. Insert a body text box below it and type a short body line. Confirm the dialog shows 5 by 3 inches, both boxes sit inside the card edges, and the text is editable.

Reasoning

The slide page itself is the card, so the size is set on the slide rather than drawn as a shape. Two separate text boxes keep the heading and body editable and clearly placed.

Check

Read the width, height and orientation in the Slide Size/Page Setup dialog; click each text box to confirm its text is editable and inside the card edges. Do not use monitor zoom to judge physical inches.