

## **Creating a Banner with PowerPoint**

PowerPoint is generally used as a presentation program. However, it can also be used to design banners for events, titles, or course banners for Blackboard. Your banner may even include an image and/or text.

1. Open PowerPoint.
2. Click OK to start a new blank presentation
3. Select a title slide layout from the AutoLayout catalog and click OK
4. Select the File Menu and Page Setup.
5. Drop the "Slides sized for" box down and select Banner.
6. Be sure the Width is set at 6 inches. The height should be set at 1 inches.
7. Type a banner title by clicking in the text box
8. Add color to the banner background:
  - a. Format Menu
  - b. Background
  - c. Select a color from the color drop down box
  - d. Click Apply
9. Change the font, size or color of the title by highlighting and editing the text, if necessary.
10. Insert an image on the banner by using the Insert=>Picture=>Clip Art command or insert a scanned or saved image from the Web. Size the image by clicking once to select it and dragging the image size down from the corners.
11. Move or rearrange the title and/or image(s) by clicking, holding and dragging them to the desired location.
12. Save your slide to your disk as an image file.
  - a. File=>Save As
  - b. Enter the name of your course as the filename
  - c. Save file as type=\*.jpg
  - d. Answer "No" to the question "Do you want to save every slide in the presentation?" (This will save only the first slide as the image.)
13. Close PowerPoint
14. Please note that you will no longer be able to edit your banner once you've saved it as a .jpg file in PowerPoint. You will need to make any additional editing changes in Microsoft Photo Editor or another photo editor program.

If you are interested in adding your banner to a course in Blackboard continue on.

15. Go to the Control Panel of your course.
16. Go to Course Design
17. Select the Course Banner link.
18. Use the Browse... button to locate the banner file on your disk or your computer.
19. Click Submit
20. Return to the Announcements Page of your course site to view the banner.