

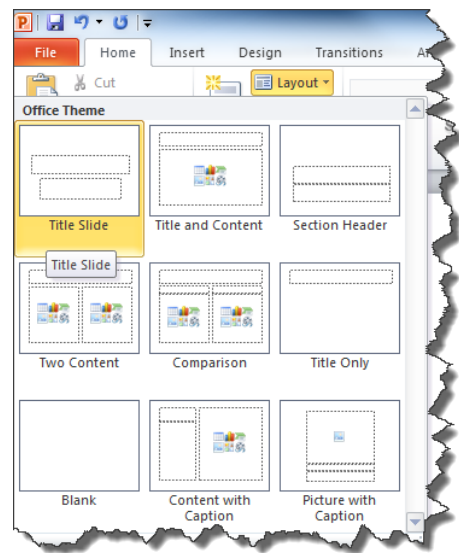
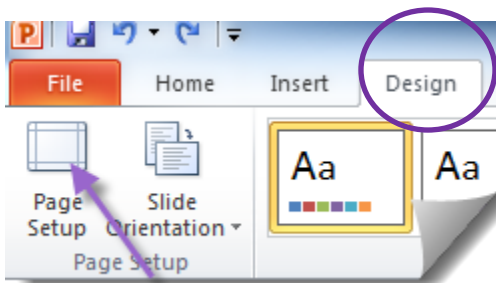


Create a Banner for Your Course

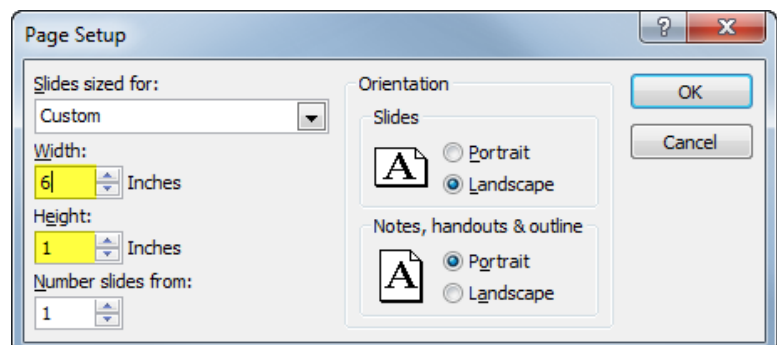
Step 1: Open PowerPoint and start a new blank presentation.

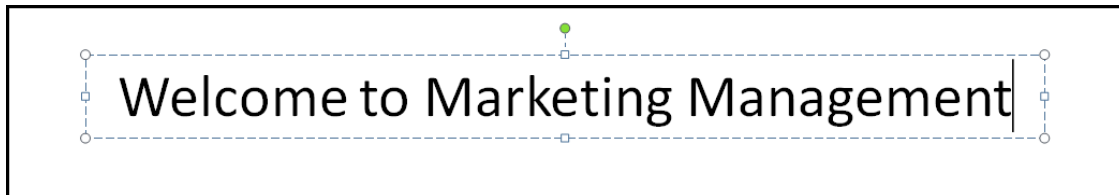
Step 2: Select a title slide layout from the Auto Layout catalog and click ok. →

Step 3: Select the Design menu item, then Page Setup.



Step 4: Set the *width* at 6 inches and the *height* at 1 inch. **This a good size to start with.** Once created and in your course, you can always go back to the PPT and adjust the size.

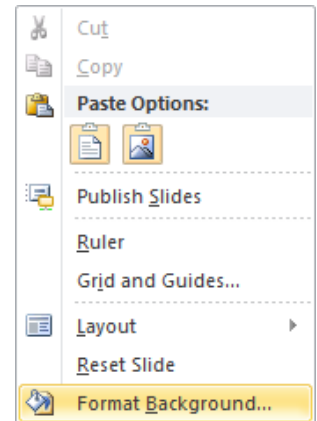




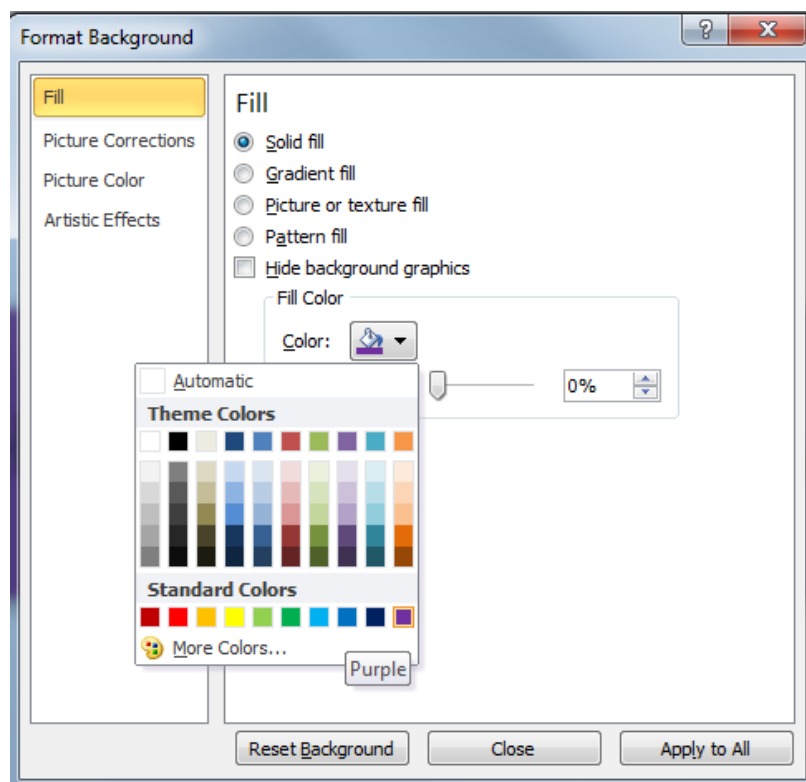
Step 5: Type a Banner Title in the text box. Change the font, size, or color of the title by highlighting and editing the text, if you so choose. *Note: You can delete the subtitle text box if you choose not to use it.*

Step 6: Add color to the Banner Background (*This is optional*):

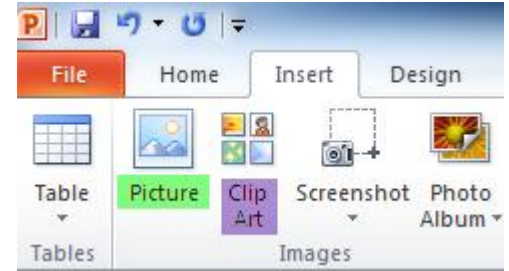
1. Right click the banner and then choose format background.



2. Select a Fill Color from the drop down box and then close the window.



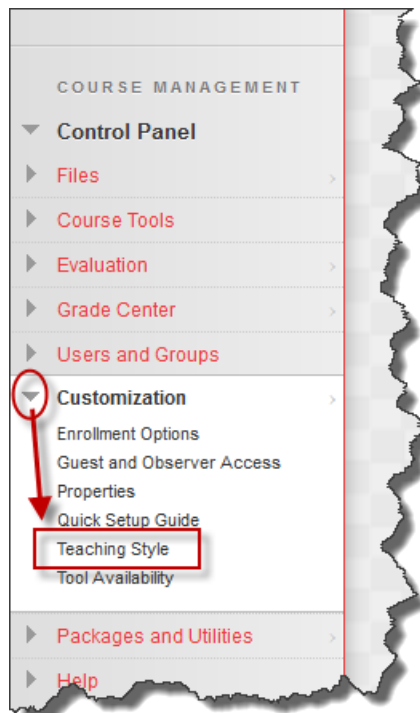
Step 7: Insert an image on the banner by using the Insert menu and then by selecting *Picture* (to choose a saved picture on your computer) OR *Clip Art* (to search for Clip Art Images to use). *Note: This step is also optional, you can choose to have a color background or use an image as the background or simply have both by resizing the images to the appropriate size on the color background. This is your preference.*



Step 8: After you insert the image, size it down by clicking on it to select it and then drag the image size down by the corners.

Step 9: Move or rearrange the title and or image(s) by clicking, holding and dragging them to the desired location.

Step 10: Save your slide as an image file by clicking *File* then *Save as*, then enter a desired name for your banner, and save file type as a *.jpg*. Then choose *Current Slide Only* when prompted to. (This will save only the first slide as the image). Close PowerPoint. *Note: 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.*



Step 11: Now go to your *Control Panel in Blackboard* and select *Customization*; click *Teaching Style*.

Step 12: Scroll down to *Step 6 Select Banner*. Click *Browse My Computer* to locate the file on your computer. Once you find the correct file, choose it and then choose *Open*. Click *Submit*.

Go back to *Announcements* in your course and take a look at your new banner!