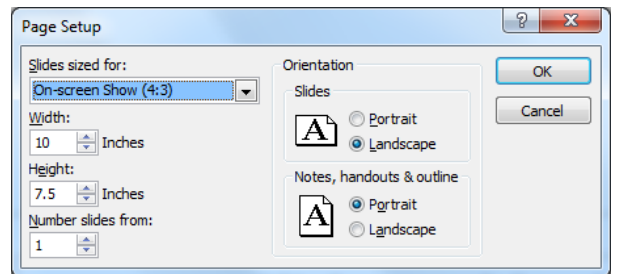
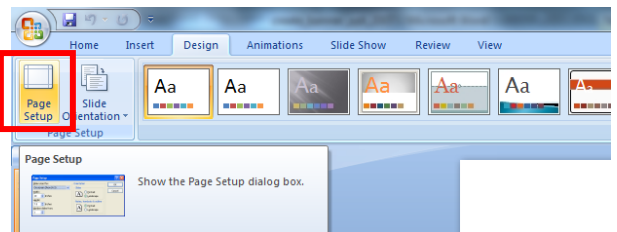
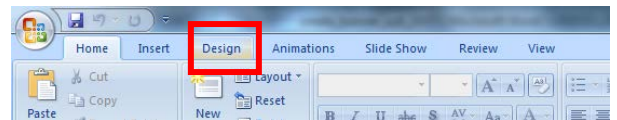


Blackboard "How To's"

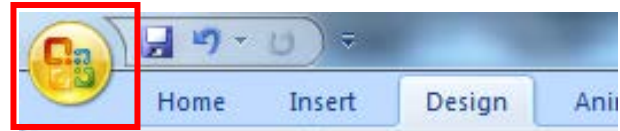
Class Banner (Using PowerPoint 2007)

To Create a Class Banner using Microsoft PowerPoint 2007:

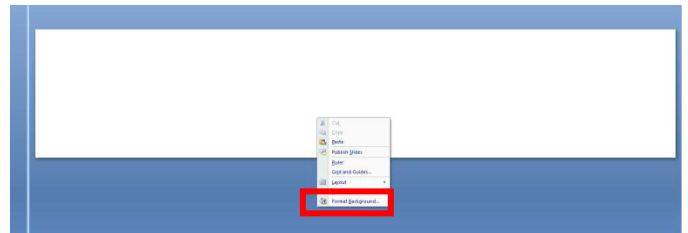
- Open up **Microsoft PowerPoint**.
- Click **Design Tab** from the Microsoft ribbon at the top of the screen.
- Click **Page Setup**.
- Adjust the width to 10.75 inches (10.75") and the height to 1.25 inches (1.25"). Click **OK**.
- Double click on the text boxes to delete from the page.



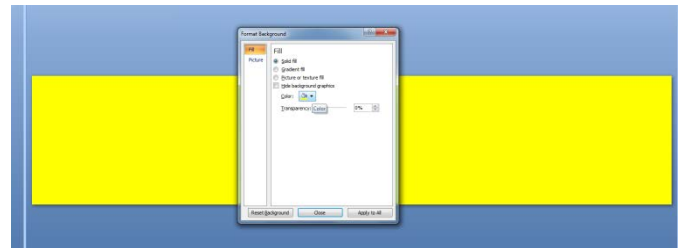
- Click the **Office Button** at the top left hand side of screen and choose **Save As PowerPoint Presentation**. Save the file on your desktop and give the file a name. *As a reminder your file name should not have any spaces or special characters.



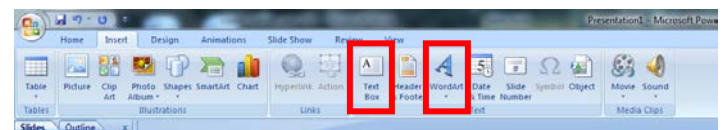
- To set the background color of your banner, right click inside of the banner and click **Format Background**.



- Select a color for your background and click close.

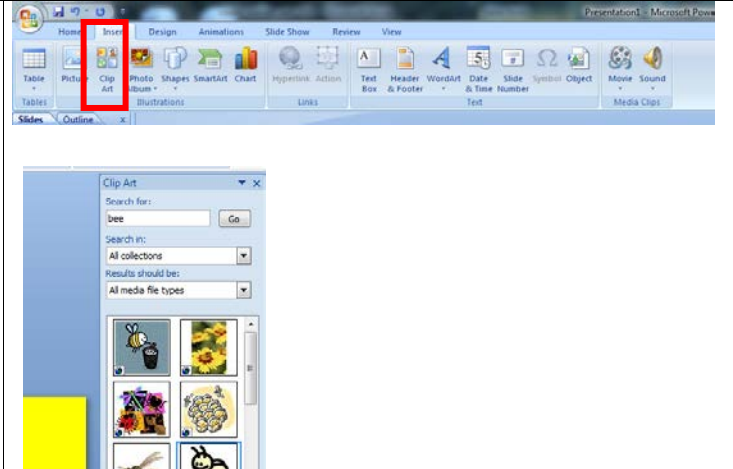


- To insert **Text or Word Art**, click on the **Insert Tab** from the Microsoft ribbon at the top of the screen.

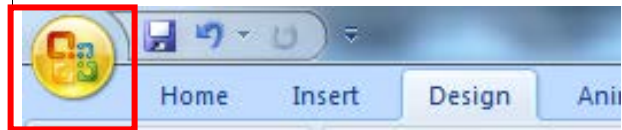


- **Textbox:** Click Text Box icon. Click inside of banner and type text.
- **Word Art:** Click Word Art icon. Make a selection. Type text and edit if necessary.

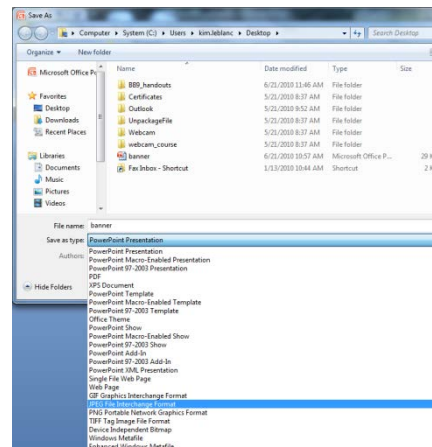
- To insert **ClipArt**, click on the **Insert Tab** from Microsoft ribbon at the top of the screen.
- Click on **ClipArt**.
- On the right hand side of the screen, enter a keyword to search for clipart and click **Go**.
- Click once on a piece of clipart to insert into your banner. Resize if necessary.



- To **Save** banner, click on the **Office Button** at the top of the screen.



- Choose **Save As** and click **Other Formats**.
- Type **banner** to name the file. Next to **Save As Type**, click on the drop down arrow and choose **PNG Portable Network Graphics Format (*.png.)**
- Click **Save**.
- A dialog box will appear, choose **Current Slide Only**.



To Insert Your Course Banner Into Blackboard:

- Log into Blackboard.
- Click on your Website under the **My Courses** section.
- Scroll down to the Control Panel and click on **Customization**.
- Click on **Teaching Style**.
- In **Step 7**, click on **Browse My Computer** to locate your banner file. Once the file is located on your computer, click **Open**.
- Click **Submit**.

