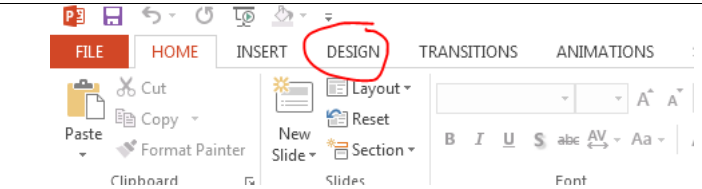


# Class Banner (Using PowerPoint 2013)

## To Create a Class Banner using Microsoft PowerPoint 2013:

- Open up **Microsoft PowerPoint** and select “**Blank Presentation**”.

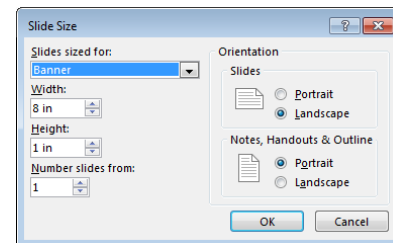
- Click **Design Tab** from the Microsoft ribbon at the top of the screen.



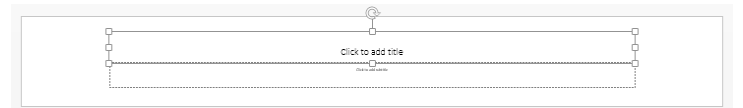
- Click **Slide Size**.



- Select “**Custom Slide Size**” then choose “**Banner**” and click “**OK**” then “**Maximize**”.

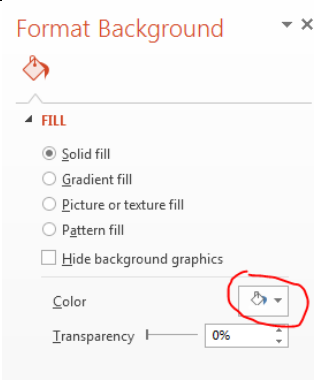


- Delete the two text boxes by clicking on the text box and pressing ‘Delete’ on your keyboard.

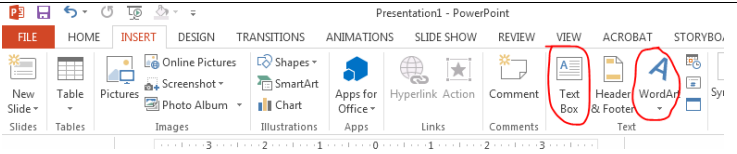


- Click **File** at the top left hand side of screen and choose **Save As**. Save the file on your desktop. For **File name**, enter a name with no spaces or special characters and give the file a name.

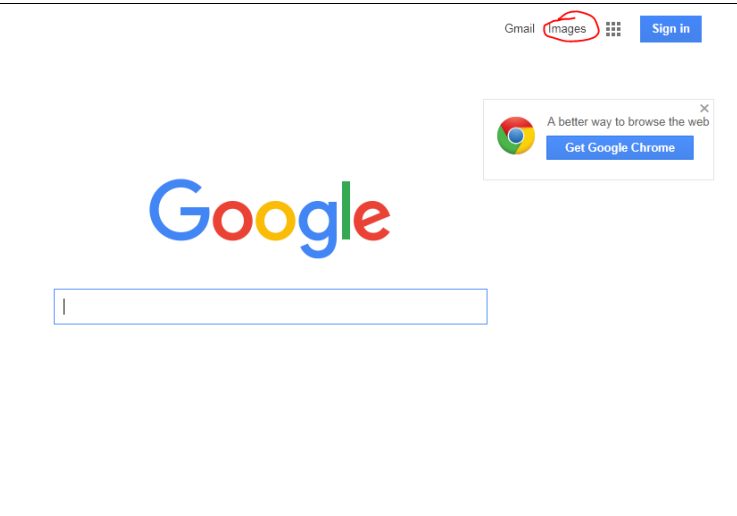
- To change the background color for your banner, right click on the banner and click **Format Background**. Select a color for your background in the menu on the right. You can experiment with solid, gradient and different fills.



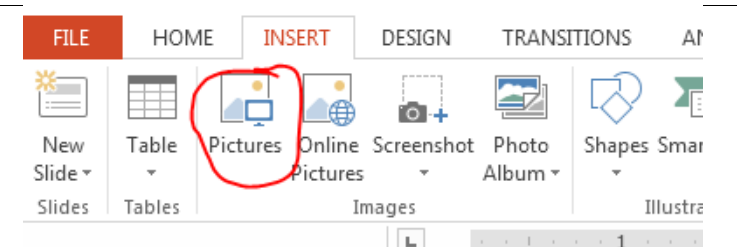
- To insert **Text** or **Word Art**, click on the Insert Tab
- Textbox:** Click Text Box icon. Click inside the banner and type your text.
- Word Art:** Click Word Art icon. Make a selection. Type your text and edit if necessary.



- Microsoft Office 2013 does not come with Clip Art but you can find free clipart on the Internet.
- Using Google:
  - In an Internet browser, go to [www.google.com](http://www.google.com) and click the **Images** button at the top, right of the screen.
  - Enter a search term (ex. Ladybug clipart)
  - Once you find the clipart you would like to use, click on it then right click and select **Save Picture As**

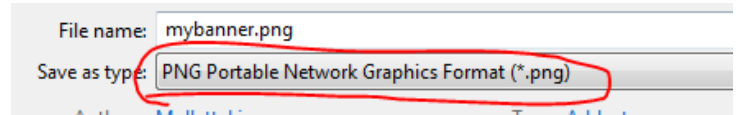


- To insert **ClipArt**, click on the **Insert Tab** the **Pictures**.
- Browse your computer for the clipart you saved and click **Insert**.



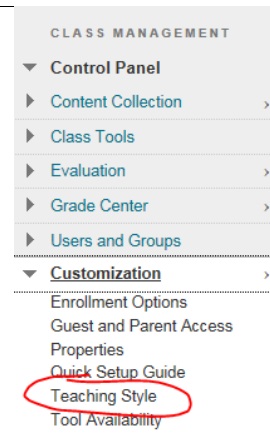
## Saving your Banner

- First, save your banner as a PowerPoint file so you can edit later if needed.
  - Click **File, Save.**
- Next, save your banner as a PNG file to use in Blackboard.
  - Click **File, Save As**
  - Choose Desktop as the file location
  - Name the banner (using no spaces or special characters)
  - For **Save As Type**, choose PNG Portable Networks Graphics Format (\*.png)
  - Click **Save**
  - Click **Just this One**



## To Insert Your Course Banner Into Blackboard:

- Log into Blackboard.
- Click on your Website under the **My Courses** section.
- Under Class Management, click on **Customization**.
- Click on **Teaching Style**.
- Scroll down to **“SELECT BANNER”**
- Click **“Browse My Computer”** and locate the **PNG** file you saved on your desktop. (DO NOT use the .pptx file as this will not work in Blackboard.)
  - If you are replacing a banner, be sure to click the “Delete this banner” check box and make sure your banner has a different name as your previous banner.
- Click **Submit**.



### SELECT BANNER

*The banner appears at the top of the class's entry point page. We recommend using a banner approximately 480 by 80 pixels because your banner exceeds the width of the page, it will be cropped.*

Current Banner Image

New Banner Image

Attach File