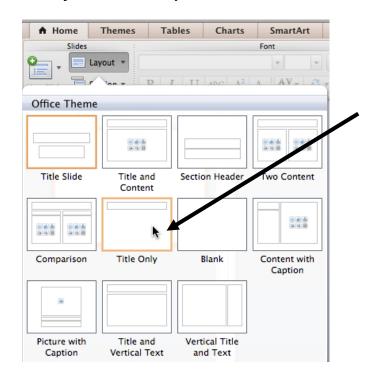
You can personalize your course by adding a banner to your course. A course banner is an image that appears at the top of the course entry point of your course. You can use Microsoft PowerPoint to create a course banner image file.

NOTE: These instructions assume you are using PowerPoint 2011 for the Mac.

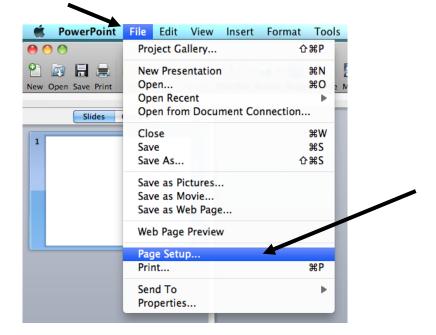
- 1. To create an image to use as a course banner for your course, you should open a new PowerPoint document file.
- 2. On the **Home** tab click on **Layout**.



3. Select **Title Only** as the slide layout.



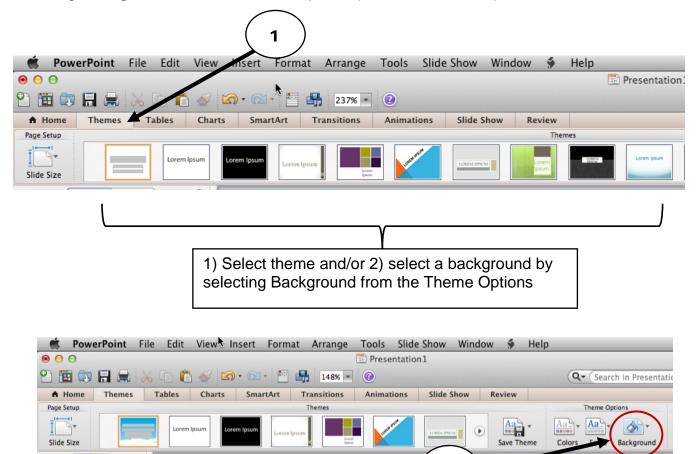
4. On the File menu choose Page Setup.



5. In the Page Setup window you should select Slides sized for: Banner from the drop down list. The default banner size is 8 by 1 inches. You can change these dimensions if you need to. You should choose a width between 8 and 12 inches and a height of 1 to 1 ½ inches. Click OK when done.

ze		Setup	
Slides sized for:	Banne	er	:
Width:	8) Inches	
Height:	1	(*) Inches	
ientation			
Slides:	A	A	
Notes, handouts & outlines:	A		
Header	/Footer	Options	
		(Cancel)	ок

6. Click on the **Themes** tab choose a theme for your banner and/or select a background by selecting **Background** from the Theme Options (on the Themes tab).



7. Type text for your banner in the title box on the slide. You can change the font using font formatting. You can insert clip art, pictures and/or other objects on your banner by clicking on the **Insert** menu and select the appropriate action.

2



8. You will save your banner in two formats. First, as a PowerPoint presentation so that you can edit it later if necessary. The second format will be a JPEG file so that you can use it as your course banner in Blackboard.

Project Gallery	企₩P	
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Open Recent	•	
Open from Document Cor	nection	
Close	жw	
Save	₩S	
Save As		Save As: Intro to Oceanography.pptx
Save as Pictures		
Save as Movie		Where: Documents
Save as Web Page		Format: PowerPoint Presentation (.pptx)
Web Page Preview		Description
Intro	TO UC	The default, XML-based presentation format for PowerPoint 2008 for Mac and PowerPoint 2007 for Windows. Cannot store VBA macro code.
Page Setup		Learn more about file formats
Print	жP	

9. Now save your banner as a JPEG file so that you can use it as your course banner in Blackboard.

Project Gallery	ዕ ജዖ	
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Open	жо	
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Open from Document C	connection	
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Save	жs	Save As: Intro to Oceanography
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Save as Pictures		
Save as Movie		Format: JPEG
Save as Web Page		Description
Web Page Preview	a to Or	Exports each slide to a graphic file that other applications can open.
Page Setup	0.00.00	Learn more about file formats
Print	жP	Options) Compatibility Report) A Compatibility check recommended

Note: GIF and PNG file formats are also acceptable images types for banners in Blackboard.

10. You will get a message informing you that each slide in your presentation has been saved as a separate file in the folder. Because your presentation only has one slide your banner will be the only file in the folder.

	P	Each slide of your presentation has been saved as a separate file in the folder Macintosh HD:Users:catadmin:Documents:Intro to Oceanography.
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11. Now that you have created a banner image you should follow the instructions for adding a course banner to your Blackboard course.