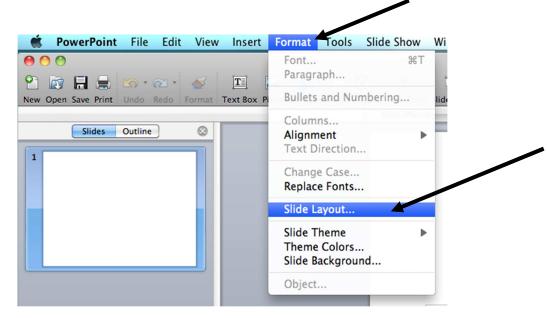
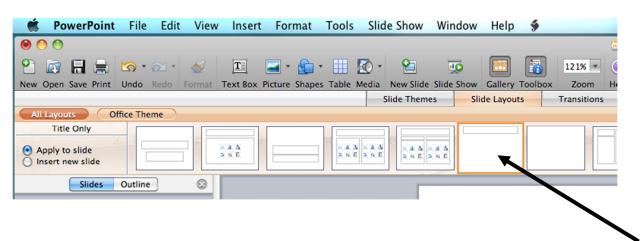
You can personalize your course by adding a banner to your course. A course banner is an image that appears at the top of the course entry point of your course. You can use Microsoft PowerPoint to create a course banner image file.

NOTE: These instructions assume you are using PowerPoint 2008 for the Mac.

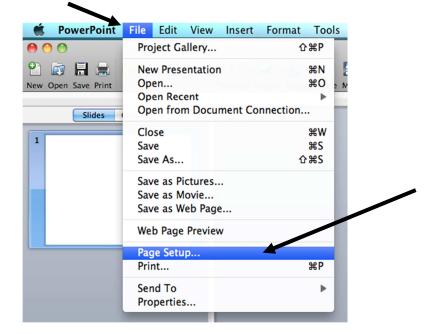
- 1. To create an image to use as a course banner for your course, you should open a new PowerPoint document file.
- 2. On the Format menu click on Slide Layout.



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.

	Page Setup	
Size		
Slides sized for:	Banner	
Width:	8	
Height:	1 Inches	
Orientation		
Slides:	A A	
Notes, handouts & outlines:	A A	
Heade	r/Footer Options	
	Cancel OK	

6. Click on the **Slide Themes** tab choose a theme for your banner and/or select a background by selecting Slide Background from the Format menu.

💣 PowerPoint File Edit View Insert Forma	at Tools Slide Show Window Help 🖇
00	🚍 Presentation 1
省 🔯 🔒 🚍 • 🗠 - 💉 🔳 🖃 • 🔮	🗋 • 🛄 😰 • 😭 🛄 📊 179% • 📀
New Open Save Print Undo Redo Format Text Box Picture Sh	apper Table Media New Slide Slide Show Gallery Toolbox Zoom Help
Slide Themes	Slide Layouts Transitions Table Styles Charts SmartArt Graphics
Built-in Themes Themes In Presentation Custom The Apply Slide Theme	emes All Themes
Browse	
Slides Outline 😒	
	γ
1) Select	theme and/or 2) select a background by
selecting	Slide Background from the Format menu
é PowerPoint File Edit View Insert	Format Tools Slide Show Wi
	Font %T
P 🕅 🖶 🗮 🖄 • 🗠 - 💉 🔳 🖡	Paragraph
New Open Save Print Undo Redo Format Text Box Pi	Bullets and Numbering
Slide The	Columns on
Built-in Themes Themes In Presentation Cu	Alignment
Apply Slide Theme	Taxt Direction
Browse	Change Case
	Replace Fonts
Slides Outline 😡	Slide Layout
1	Slide Theme
	Theme Colors
	Slide Background
	Object

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.

🗰 PowerPoint File Edit View Insert Format Tools Slide Show Window Help 🐓
● O O _ Presentation1
2 kg H H K · 21 · 4 K I - 1 kg · 1 Kg · 2 kg I - 1 kg · 2 kg
New Open Save Print Undo Redo Format Text Box Picture Shapes Table Media New Slide Slide Show Gallery Toolbox Zoom Help
Slide Themes Slide Layouts Transitions Table Styles Charts SmartArt Graphics WordArt
Built-in Themes Themes In Presentation Custom Themes All Themes
Apply Slide Theme Browse
Slides Outline ©
Intro to Oceanography

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	ዕ∺P	
New Presentation	жN	
Open	жо "	
Open Recent	•	
Open from Document Cor	nnection	
•		
Close	жw	
Save	₩S *	
Save As	<mark>ት</mark> እ	
		Save As: Intro to Oceanography.pptx
Save as Pictures		Where: 🔯 Documents
Save as Movie		
Save as Web Page		Format: PowerPoint Presentation (.pptx)
		Description
-		The default, XML-based presentation format for PowerPoint 2008 for Mac and PowerPoint 2007 for
Web Page Preview	1000	
Web Page Preview	o to Od	Windows. Cannot store VBA macro code.
-	жР	

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

Project Gallery	ዕװP	
Project Gallery	ሆ ም	
New Presentation	жN	
Open	жo	
Open Recent	•	
Open from Document C	onnection	
Close	жw	
Save	₩S	Save As: Intro to Oceanography
Save As	<mark></mark> ት <mark>ዘ</mark> Տ	Where: 🔯 Documents
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	0.00.03	Learn more about file formats
Print	жР	Options Compatibility Report A Compatibility check recommended
Send To	•	

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.
	OV

11. Now that you have created a banner image you should follow the instructions for adding a course banner to your Blackboard course.