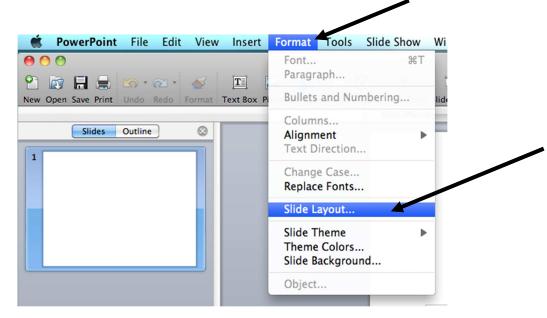
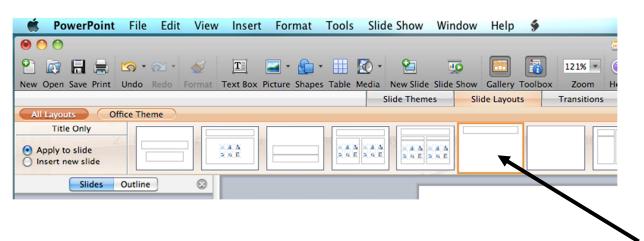
You can personalize your course by adding a banner to your course. A course banner is an image that appears at the top of the course entry point of your course. You can use Microsoft PowerPoint to create a course banner image file.

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

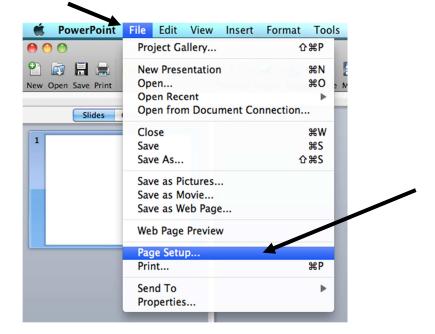
- 1. To create an image to use as a course banner for your course, you should open a new PowerPoint document file.
- 2. On the Format menu click on Slide Layout.



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	
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Slides sized for:	Banner	
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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.

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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.

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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.

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

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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.