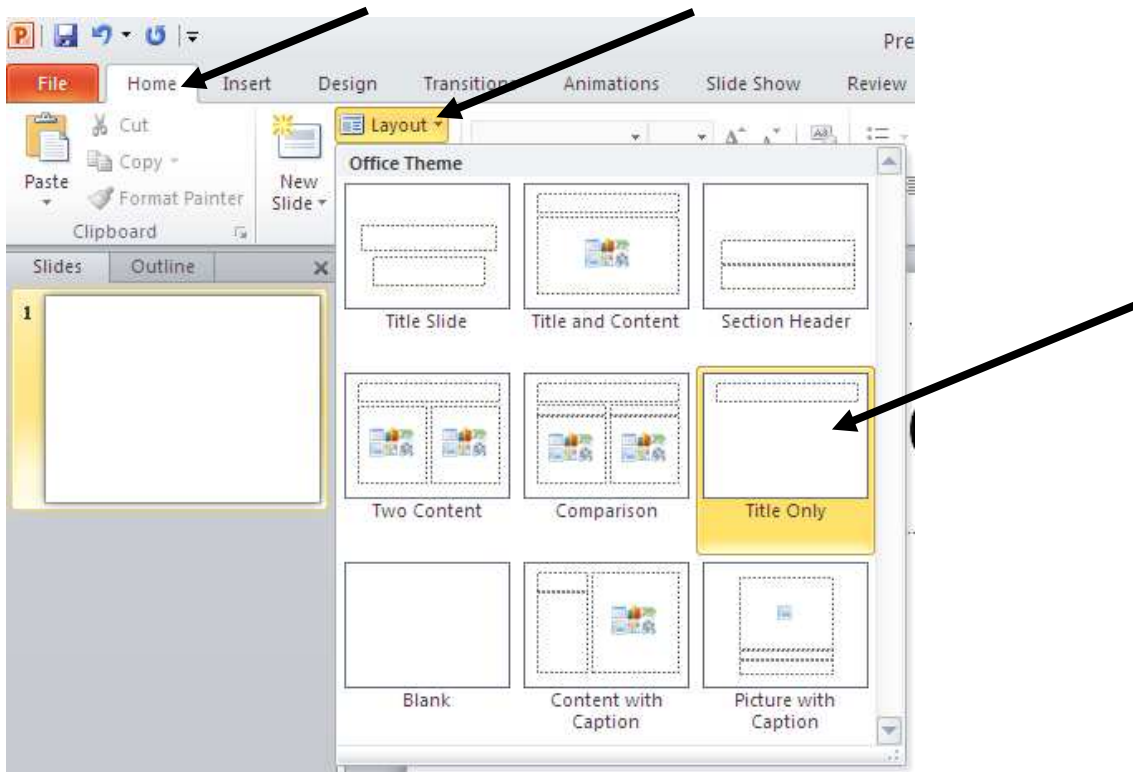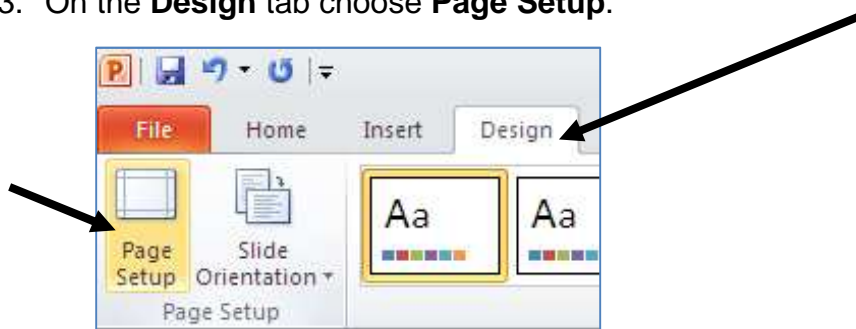# Create Course Banner Using PowerPoint (Windows)

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.

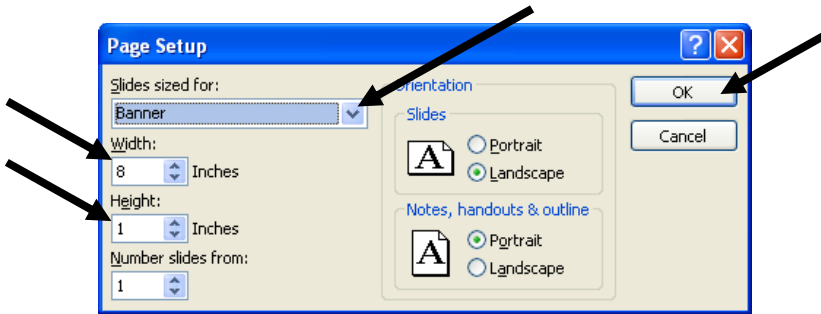**NOTE:** These instructions assume you are using PowerPoint 2010.

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 the **Layout** button and select **Title Only** as the slide layout.
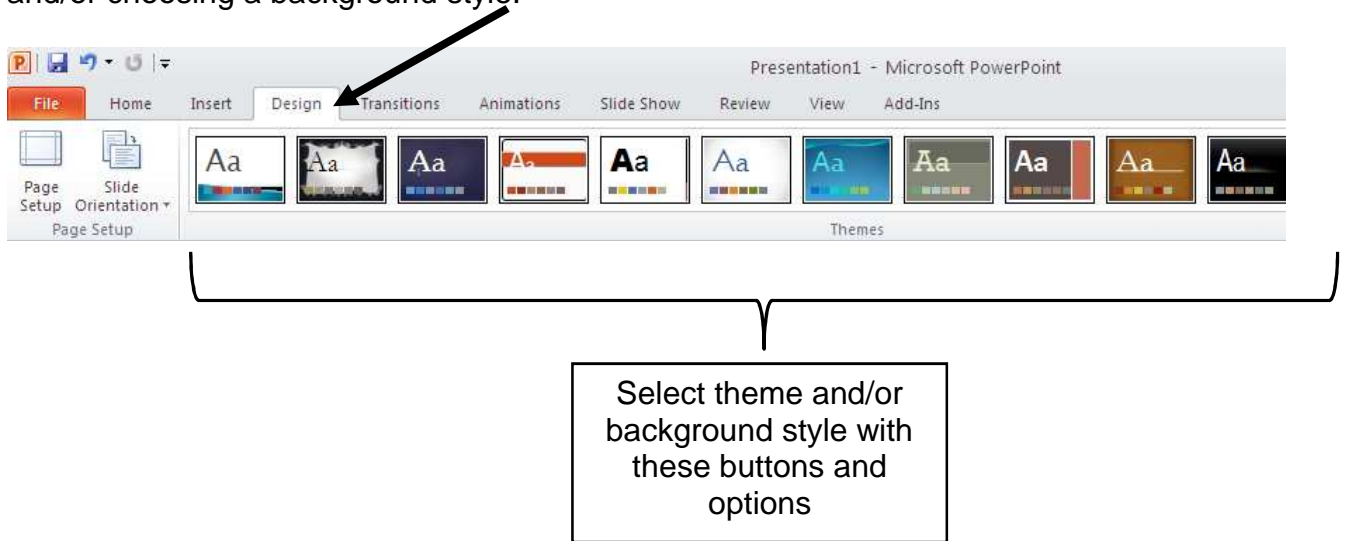

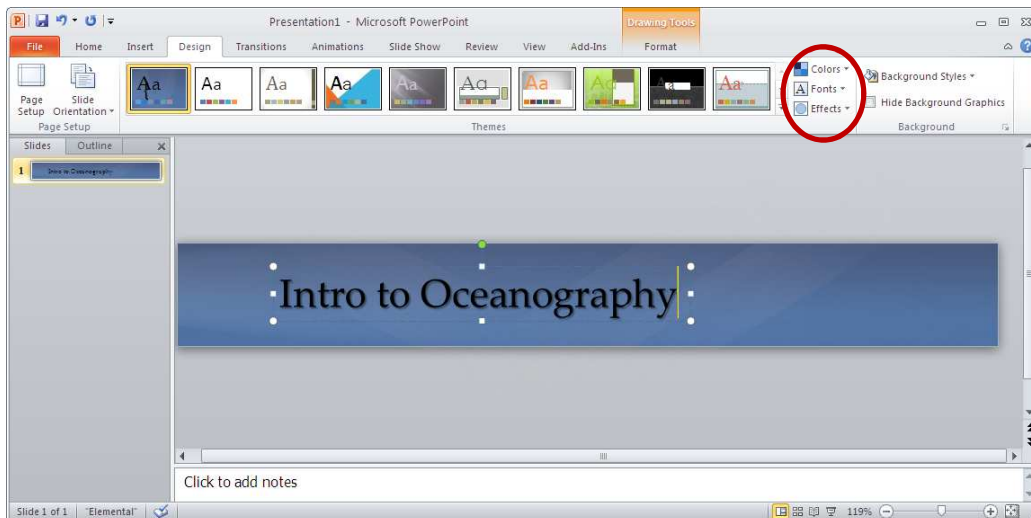3. On the **Design** tab choose **Page Setup**.

4. 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.
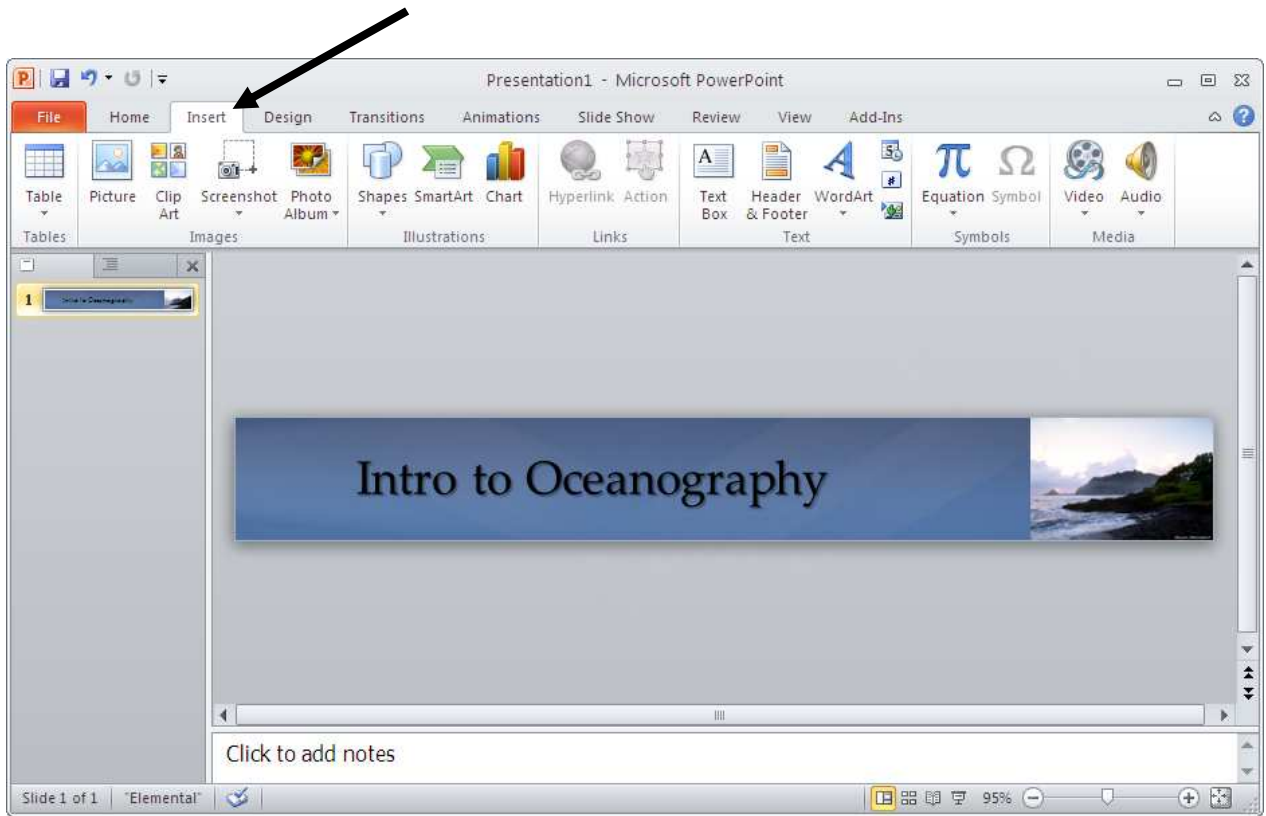

5. From the **Design** tab choose a background for your banner by either selecting a theme and/or choosing a background style.

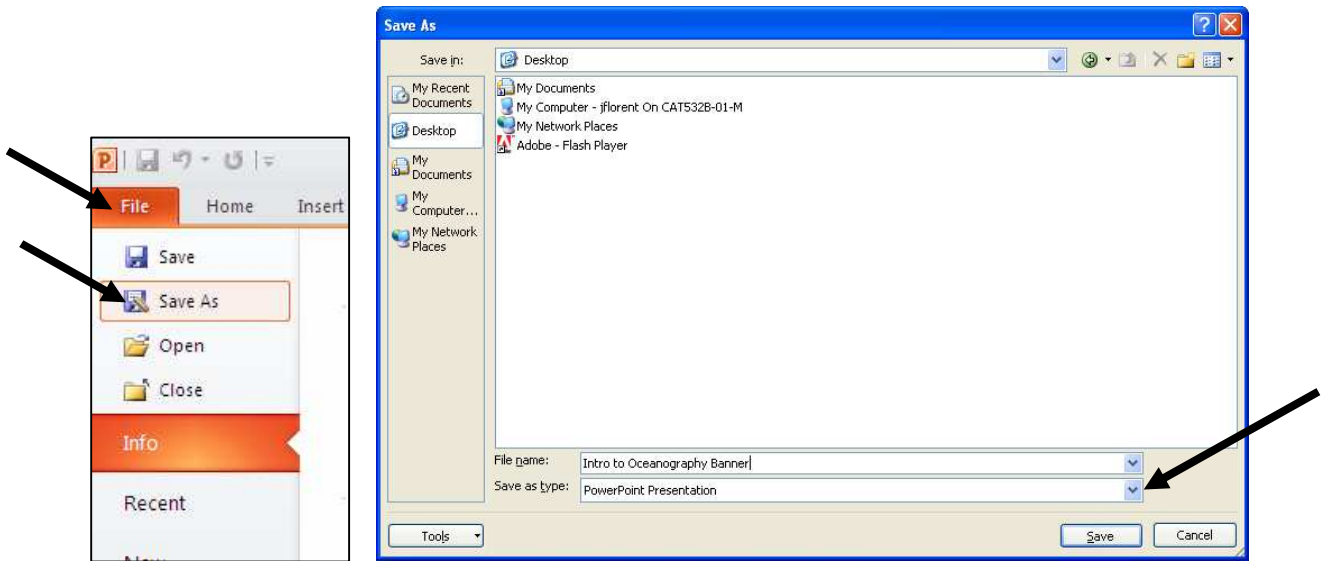Select theme and/or background style with these buttons and options

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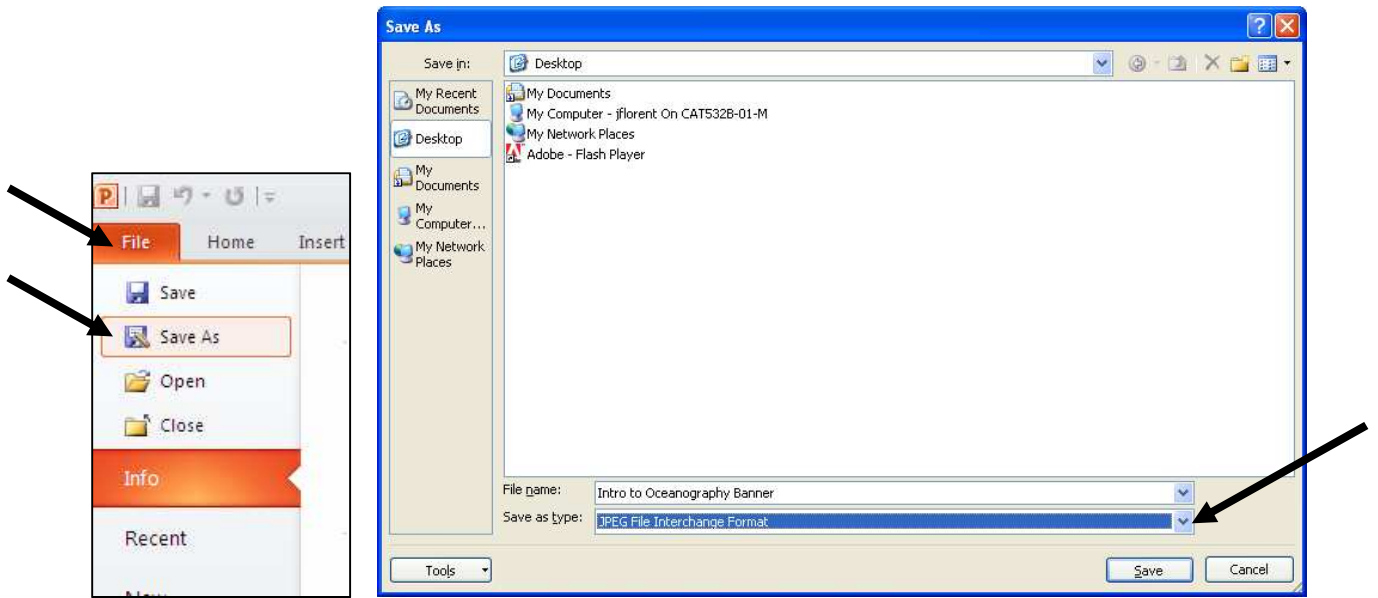
7. From the **Insert** menu, you can insert clip art, pictures and/or other objects on your banner.

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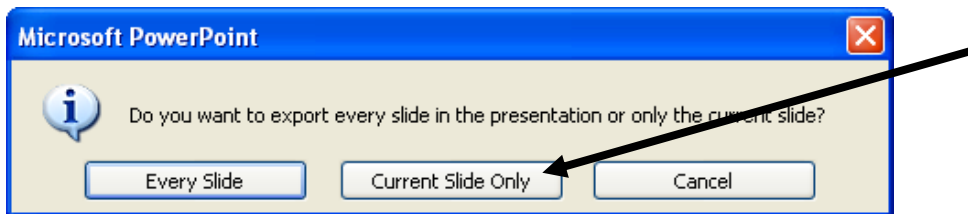
9. Now save your banner as a **JPEG** file so that you can use it as your course banner in Blackboard.

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

10. You will be prompted to indicate which slide(s) you want to export. Choose **Current Slide Only**.

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