

Creating a Course Banner Using PowerPoint

Because the course banner is the first thing students see when they enter your course, it's worth spending a bit of time making it attractive and distinctive, while at the same time providing the necessary information so students can easily tell they're in the right place. Course banners should also conform to certain school-wide requirements so that SPS students have a consistent educational experience. We ask that **all SPS banners be roughly 10 x 2 inches, width by height, and that the course number and title appear on a plain background for easy legibility** (i.e. don't place text directly on top of an image). This guide will show you how to easily create a banner using PowerPoint.

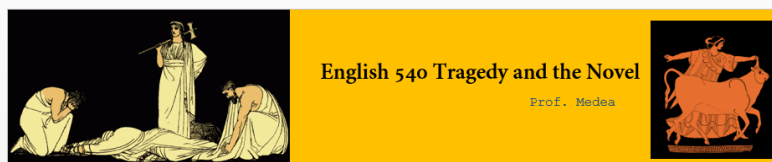
Banner Images

Please note, this guide assumes that you have already found images for the banner and saved them to your computer. When choosing images, make sure that you abide by copyright restrictions and provide attribution for any images that require it (remember that you can't just use any image you find on the internet!). A good option is to use open-source images, which do not require attribution, for example on Google:

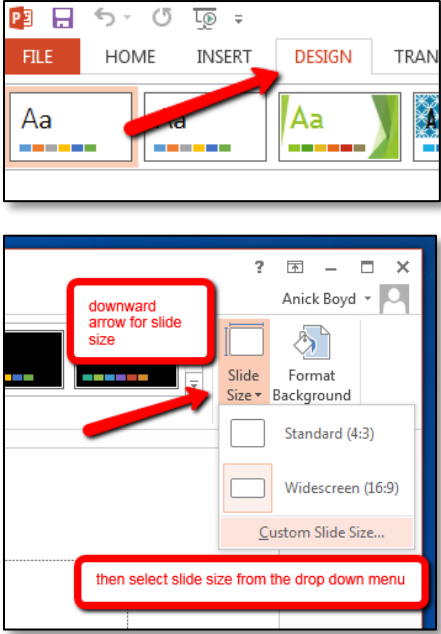
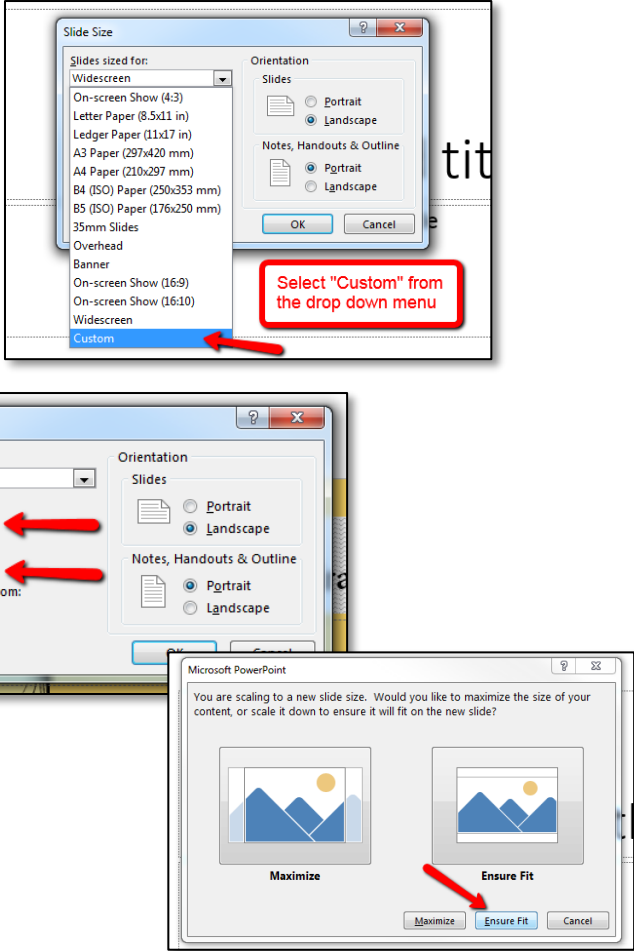
1. Go to google.com and enter your search term
2. Click on **Images > Usage rights**
3. Select "Labeled for reuse"

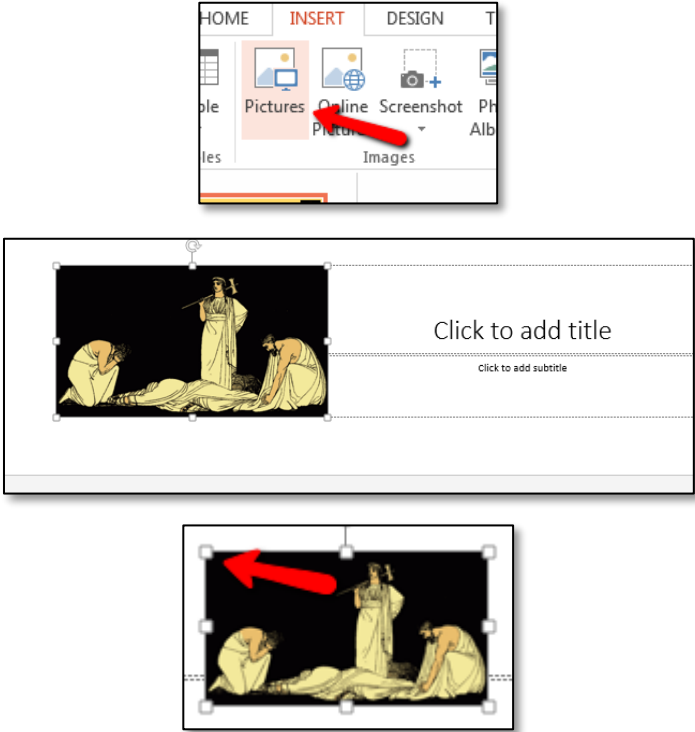

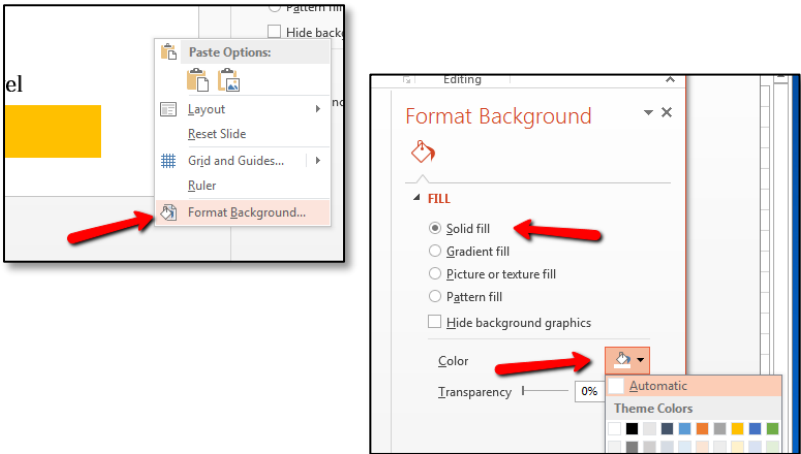
For more details and alternative image sources, please see [this resource](#).


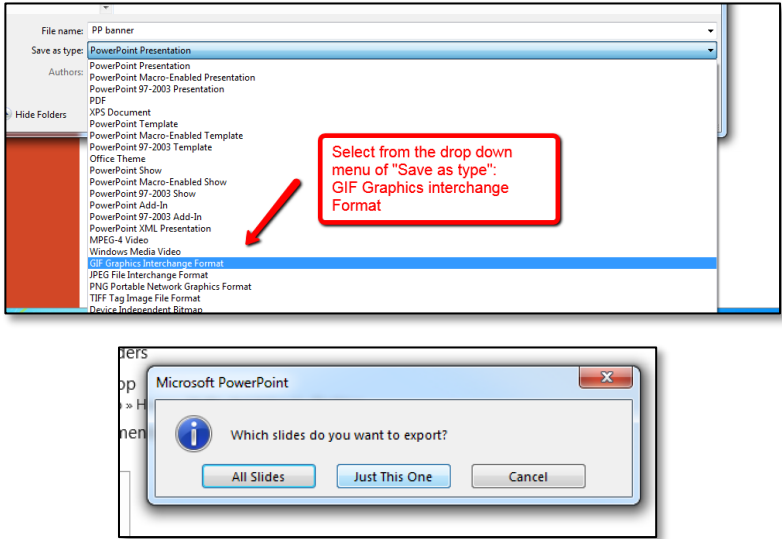
Here is a finished example of a course banner created using the process described below.



Step Number and Description	Screenshot
<p><u>Step 1</u></p> <p>Open PowerPoint and select "Blank Presentation."</p>	

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<p style="text-align: center;"><u>Step 2</u></p> <p>Click on the “Design” tab. Then, click on the downward facing arrow that appears next to “Slide Size” in the design toolbar. Select “Custom” from the drop-down menu that appears.</p> <p><i>Note: If you are using the 2007 version of PowerPoint, click on the “Design” tab and then click on the “Page Setup” button.</i></p>	
<p style="text-align: center;"><u>Step 3</u></p> <p>A pop-up window entitled “Slide Size” will appear. Click on the downward facing arrow below “Slides sized for:” and select “Custom” from the drop-down menu.</p> <p>Then adjust the size of the banner by changing the width to “10 in” and the height to “2 in.” Click OK.</p> <p>In the following pop-up window, click on “Ensure Fit” in the lower right hand corner.</p>	

Step Number and Description	Screenshot
<p><u>Step 4</u></p> <p>Back in the main PowerPoint screen, you are ready to add images. To add your images, click on the “Insert” tab at the top left of the PowerPoint page and select “Pictures.” Select the image file that you have already saved to your computer.</p> <p>Move the image into place by clicking on it and dragging it with your mouse to where you want it. Adjust the size by dragging the boxes that appear in the corners of the image until it fits the banner’s height and width.</p>	
<p><u>Step 5</u></p> <p>Click on the text “Click to Add Title” and “Click to add subtitle” to add your course information and, optionally, your name. You can change the font style, color, and size by changing the options in the “Font” section of the “Home” tab.</p>	
<p><u>Step 6</u></p> <p>To change the color of your banner, right click in your text box and click on “Format Background” in the pop up menu that appears.</p> <p>A “Format Background” menu will appear to the right of your screen. Select “Solid Fill” and select the desired color by clicking on the paint can icon that appears next to “Color.”</p>	

Step Number and Description	Screenshot
<p><u>Step 7</u></p> <p>Repeat Steps 5-7 for any images you want to include, to add color, or to change the text of your banner. Remember to leave the area with your course name clear and legible.</p>	
<p><u>Step 8</u></p> <p>Save your Banner by clicking the "File" tab on the top left. Select "Save As" and save it to the desired folder.</p> <p>In the pop-up screen, click on the "Save as type" drop-down menu and select "GIF Graphic interchange format" (this appears as just "GIF" on a Mac).</p> <p>Click the "Save" button and in the following pop-up screen, select "Just This One."</p>	
<p><u>Step 9</u></p> <p>Now, when you go to your Blackboard course site, you can upload the banner by choosing "Teaching Style" in the "Customization" area of the Control Panel.</p> <p>"Select Banner" is towards the bottom of the page. Click "Browse My Computer," select your banner image, and click Ok. Don't forget to click "Submit" after uploading the banner. It will now appear on the Announcement page of your course.</p>	