

Creating a Course Banner

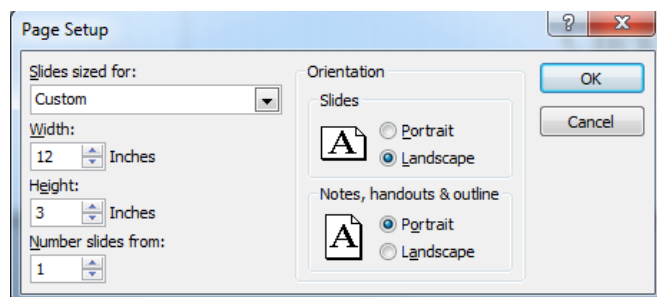


With MS PowerPoint 2007



Create Your Banner

1. Open PowerPoint
2. Go to page setup area
 - Design Tab > Page Setup
3. Under the **Slides sized for** enter the following:
 - Width: 12 Inches
 - Height: 3 Inches
4. Design your banner with tools available in PowerPoint -- background colors, slide designs, text, images, clip art, word art, etc.



Saving Your Banner

1. Save your file.
 - **Office Button > Save As > Other Formats.**
2. Choose the location where you would like to save your file.
3. Name the file.
Remember that spaces in Blackboard file names is not recommended!
4. In the **Save as type** dropdown list choose GIF or JPEG.
 - Choose **PNG**

Uploading Your Banner

1. Go to the **Control Panel** of the course you wish to add the course banner.
2. Under **Customization**, click on **Teaching Style**.
3. Scroll down to item 7 **Select Banner**.
4. Click the **Browse My Computer** button, select your file, and click **Open**.
5. Click **Submit** to add the banner to your course.
6. To view your banner, go the front of your course. You may need to refresh your browser and your clear your history for the image to appear.