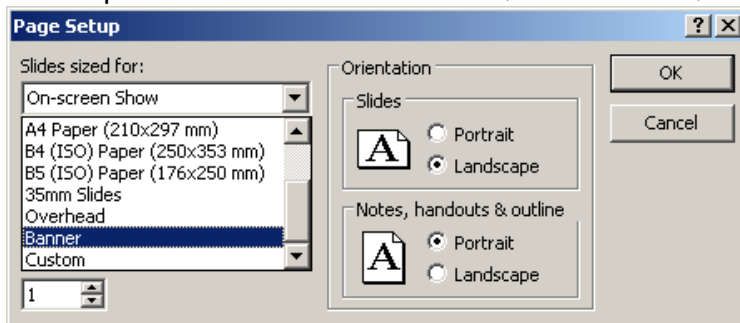


Welcome to “ITS Technology Tips,” where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

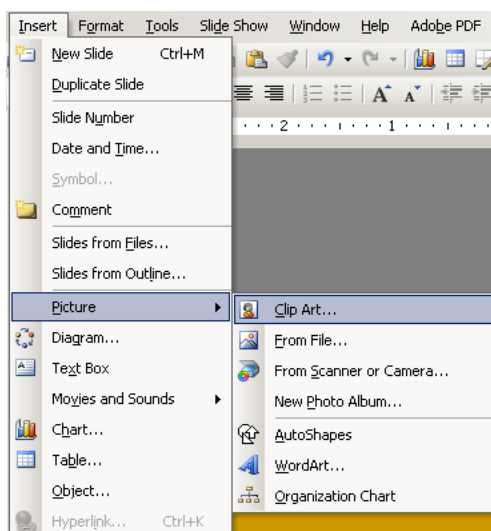
Creating a Web Banner in PowerPoint

If you are looking for a quick, easy way to make a banner for your Blackboard site, or for any Web site, you need look no further than Microsoft PowerPoint.

1. Open PowerPoint.
2. Click **Format > Slide layout** and select a **Title Only** layout.
3. Click **File > Page Setup**.
4. Drop the **Slides sized for** box down, select **Banner**, and click **OK**.



5. Click in the text box and type a banner title.
6. Add color or fill effects to the banner background:
 - a. Click **Format > Background**.
 - b. Select a color or fill effect from the drop down box.
 - c. Click **Apply**.
7. Change the font, size or color of the title by highlighting and editing the text, if necessary.
8. Insert an image on the banner by clicking **Insert > Picture > Clip Art** or **Insert > Picture > From File** if you have a scanned or saved image from the Web.



9. Resize the image, if necessary, by clicking once to select it and dragging the image size from one of the corners.
10. Move or rearrange the title and image(s) by clicking, holding and dragging them to the desired location. Drag the title by the border (anywhere but on the resize handles on the sides and corners) and drag an image from its center. If you find it difficult to place objects precisely because they keep “snapping” to the invisible grid on the slide, hold down the **Alt** key while you drag, and release the mouse before the **Alt** key.
11. Save the slide as an image file.
 - a. Click **File > Save As**.
 - b. Enter the name of the banner for the file name.
 - c. Under **Save as type** drop down the list and select *.jpg (you will have to scroll to see this choice).
 - d. Click the **Save** button and answer “No” to the question “Do you want to save every slide in the presentation?” (This will save only the first slide as the image.)
12. Close PowerPoint.

To upload your banner to your Blackboard site:

1. Go to the **Control Panel** of your course.
2. Go to **Course Design** under the **Course Options** heading.
3. Click the **Course Banner** link.
4. Use the **Browse...** button to locate the banner file and click **Open**.
5. Click **Submit**.
6. Return to the Announcements Page of your course site to view the banner.

That’s our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you’d like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.

Resources

<http://www.icc.edu/>

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ITS Academic Technology Services



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