

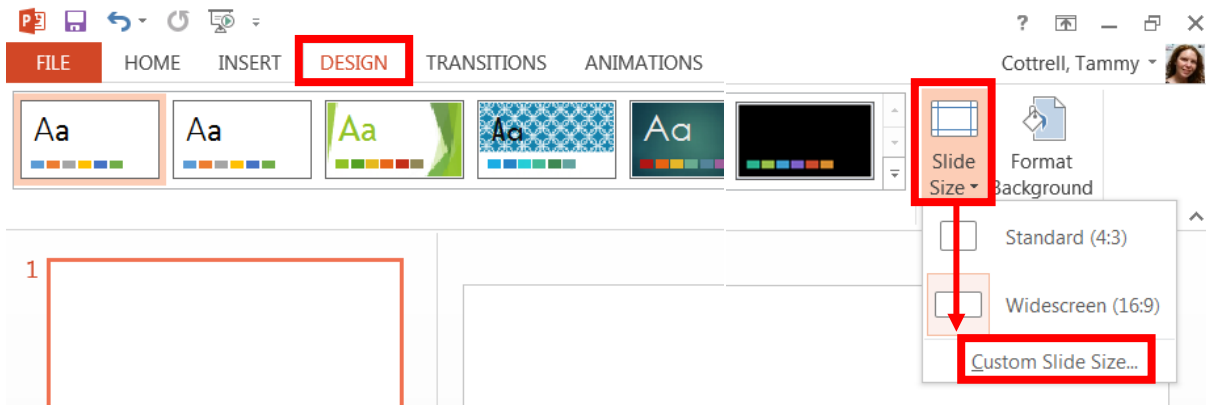
# CREATING A COURSE BANNER

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, [DistEd@sac.edu](mailto:DistEd@sac.edu)

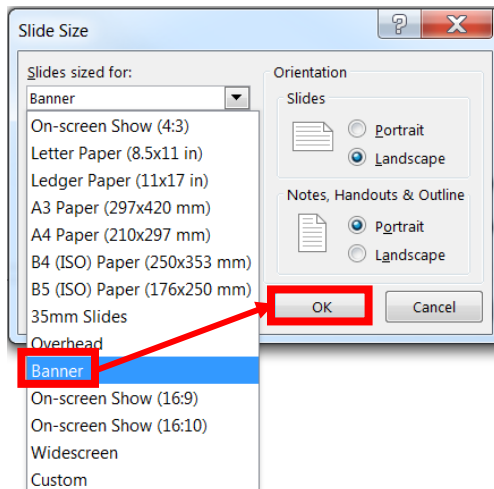
## CREATE A COURSE BANNER USING POWER POINT

### Create a Course Banner:

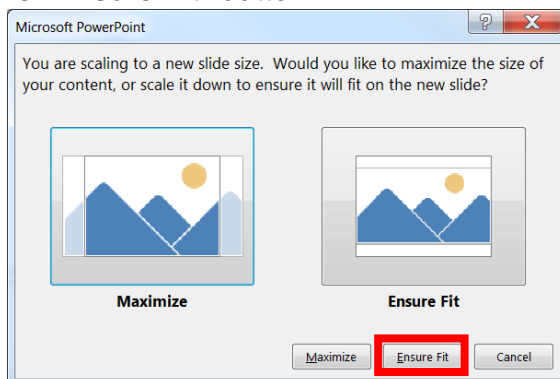
1. Open a new Power Point presentation. Click the “Design” tab on the top tool bar, and select “Slide Size” from the menu bar. Click “Custom Slide Size.”



2. In the Slide Size box, click the pull down menu and select “Banner.” Then, click the “OK” button at the bottom to save the selection.



3. Click the “Ensure Fit” button.



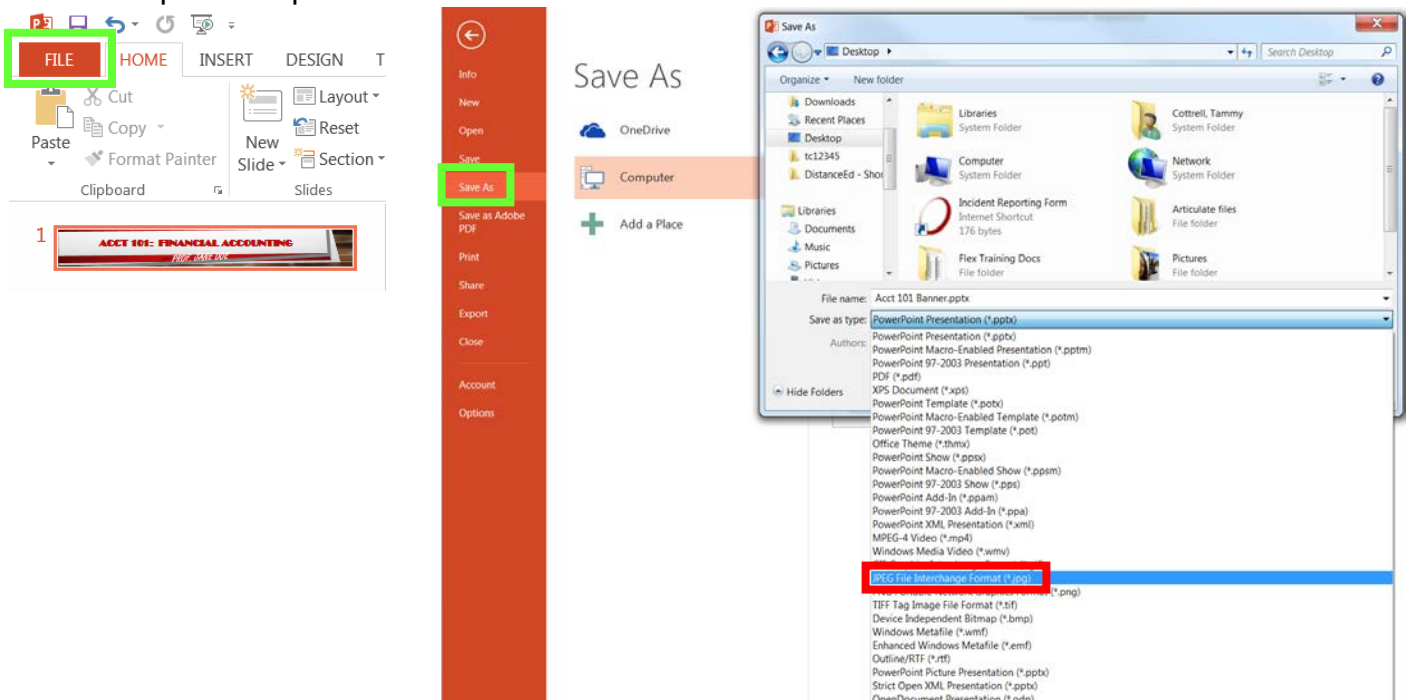
- In the upper space, type the text to appear on the banner (e.g. the name of the course). Adjust the text style, color and size to achieve the desired look. There is a second line where an instructor name can be added, if wanted.



- Background colors and designs can be changed using the “Design” tab on the top menu.



- Once the banner is complete, click the “File” tab on the top tool bar, select “Save As” from the left side menu. Select the location to save the file. In the “Save As” box, enter the file name. Click the pull down menu next to “Save as Type,” and select \*.jpg as the file type. Click “Save” to complete the process.



- In the system box, click “Just This One” to save only the banner slide.

