Using PowerPoint to make banner for your website

Video demonstration (this demonstration doesn't cover the instructions inside the boxes):
https://www.youtube.com/watch?v=gM1IliFyxuY

Creating a banner

Creating banner from Microsoft.	Creating a banner from a blank slide.
1. Open PowerPoint 2. Click **File** and choose **New** 3. Select a design from the extensive list of presentations and themes. 4. Delete extra unneeded slides.	1. Open **PowerPoint** and click **Design**. 2. Delete the pre-set/empty text boxes.

Setting the size to work for banners

    A. Click the Design ribbon.
    B. Choose **Slide Size** and click **Custom Slide Size**. (**Diocese websites**, use Width 1170 px and Height 525 px.)
    C. Click **OK** and then click **Ensure Fit**.

Spicing up blank slides

Changing the background for blank slides	Setting background color for blank slides
1. Click **Design to select from free templates** 2. Choose a **Theme** from the list. 3. Choose a **Variant** from the list.	1. Click **Design**. 2. Click **Format background**. 3. Choose a color from the preset drop down select of colors or from the full palette by selecting **More Colors**. 4. Place a dot next to **solid** or **gradient**. a. If you chose gradient, choose a direction from the **Direction** drop down menu.

Adding Text.

    1. Click **Insert** and choose **Text box.**
    2. Drag the box to desired height and width and add necessary text. (You can change the font size, color or style as needed.)

Inserting graphics

Inserting a customizable banner from Diocese.	Insert one of your own graphics.
1. Visit https://www.eriercd.org/ParishPlaceGraphics.html 2. Click on a quick link for the season/holiday. 3. **Right click** a banner and choose **Copy Image**. 4. Switch back to your PowerPoint and paste the graphic on the slide.	1) Click **Insert** and choose **Pictures**. 2) Choose **This device** and browse to find your saved picture and click **Select**. 3) Using the CORNER handles, size the graphic as needed. (Note: You can also copy/paste a graphic from another location.) b.

Saving file for the web.

    1. Save the PowerPoint for future use. (you can reuse this file for other templates as needed)
        a. Click **File** and choose **Save As.**
        b. Click **Browse** to find desired folder and choose **Save**.
    2. Save the file for the web.
        a. Click **File** and choose **Save As.**
        b. Click **Browse** and choose **Desktop.**
        c. Key in a name for the file. (Avoid using spaces in the file name.)
        d. From the **Save As Type** drop, choose **PNG Portable Network Graphic Format (.png)** as required by your software.
        e. Click **Save** and click **Just this One**.
        f. Import the banner into your website as you would normally.