

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=gM1lliFyxuY>

Creating a banner

<u>Creating banner from Microsoft.</u>	<u>Creating a banner from a blank slide.</u>
<ol style="list-style-type: none">1. Open PowerPoint2. Click File and choose New3. Select a design from the extensive list of presentations and themes.4. Delete extra unneeded slides.	<ol style="list-style-type: none">1. Open PowerPoint and click Design.2. Delete the pre-set/empty text boxes by clicking border of the textbox so that it shows as a solid line rather than dots. Then click Delete.

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.) They will change to inches. This is fine.
- C. Click **OK** and then click **Ensure Fit**.

Spicing up blank slides (Two options to choose from)

<u>Changing the background for blank slides</u>	<u>Setting background color for blank slides</u>
<ol style="list-style-type: none">1. Click Design to select from free templates2. Choose a Theme from the list.3. Choose a Variant from the list.	<ol style="list-style-type: none">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.<ol style="list-style-type: none">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

<u>Inserting a customizable banner from Diocese.</u>	<u>Insert one of your own graphics.</u>
<ol style="list-style-type: none">1. Visit https://www.eriercd.org/ParishPlaceGraphics.html2. 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.	<ol style="list-style-type: none">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.)

Note: If a graphic covers a text box you inserted on the slide, right click the graphic and choose **Send to back**.

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.