

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 from a present presentation.

1. Click **File** and choose **New**
2. Select a design from the extensive list of presentations and themes.
(Presentations will generate multiple slides you will have to delete.)

Creating a banner from a blank slide.

1. Open **PowerPoint** and click **Design**.
2. Delete the pre-set/empty text boxes.
3. Choose **Slide Size** and click **Custom Slide Size**. (**Diocese websites**, use Width 1170 px and Height 525 px.)
4. Click **OK** and then click **Ensure Fit**.

Changing the background for blank slides

Using one of the free PowerPoint templates.

1. Click **Design**.
2. Choose a **Theme** from the list.
3. Choose a **Variant** from the list.

Selecting a solid background color for blank slides

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 a customizable banner from the Diocese.

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.

Insert one of your own graphics.

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.)

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.