

Using PowerPoint to make banner for your website

Creating a banner

<u>Creating banner from Microsoft Themes</u>	<u>Creating a banner from a blank slide.</u>
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 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>
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

<u>Inserting a customizable banner from Diocese.</u>	<u>Insert one of your own graphics.</u>
1. Visit https://www.eriecd.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.)

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.