# B) How to *create* a banner image for your Announcements page

## **Creating** your banner image

**1.** Open any one of the following banner PowerPoint template files. Each template contains a different image. But you will also be able to use your own image if you wish:

|  |  |  |
| --- | --- | --- |
| * [Carving](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/carving.pptx) * [City at night](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/city_night.pptx) * [Floor tiles](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/floor_tiles.pptx) * [Lanterns](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/lanterns.pptx) * [Leaves 01](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/leaves_01.pptx) * [Leaves 02](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/leaves_02.pptx) | * [Lighting (blue)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/lighting_blue.pptx) * [Lighting (flared)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/lighting_flared.pptx) * [Lighting (spotlights)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/lighting_spots.pptx) * [Pencils](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/pencils.pptx) * [People (in field)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/people_in_field.pptx) * [People (silhouettes)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/people_silhouettes.pptx) | * [Petri dish](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/petri_dish.pptx) * [Reflections](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/reflections.pptx) * [Sky (blue)](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/sky_blue.pptx) * [Wooden panels](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/wood_panels.pptx) * [Wools](https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/celt/Documents/BB_banner_templates/wools.pptx) |

**2.** Replace the ‘Programme Title’ placeholder text by the name of your own programme.

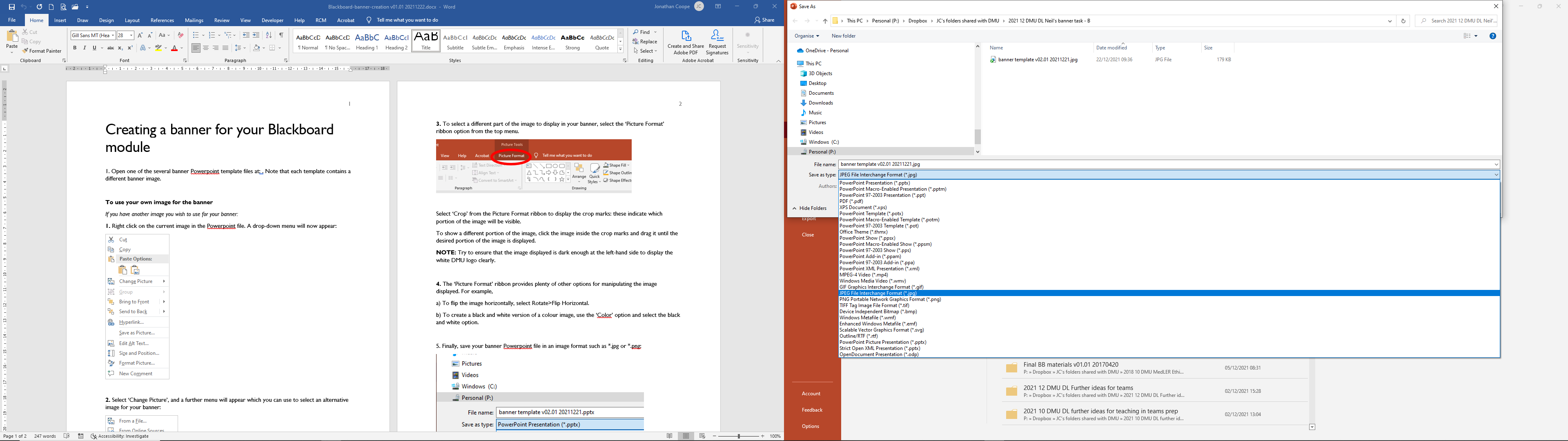
Note: if the template opens as ‘Read Only’ – as shown below – you will first need to click ‘Edit Presentation’ to replace the text and edit your template.



**3.** Replace the ‘Module Title’ placeholder text by the name of your module.

**4.** Now save your banner file as an image file. To do this, select File>Save As. Select ‘Browse’ to choose an appropriate destination for the saved file (eg your Desktop).

Then, in the ‘Save as type’ option area, select from the dropdown menu the \*.jpg option:

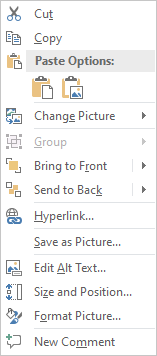


When you have selected the \*.jpg option, click ‘Save’. When you click Save, a dialog box will ask whether you wish to save ‘All Slides’ or ‘Just This One’: choose the ‘Just This One’ option to save the file.

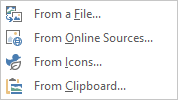
## How tHoo **edit** the image or select your own image for the banner

*If you have another image you wish to use for your banner:*

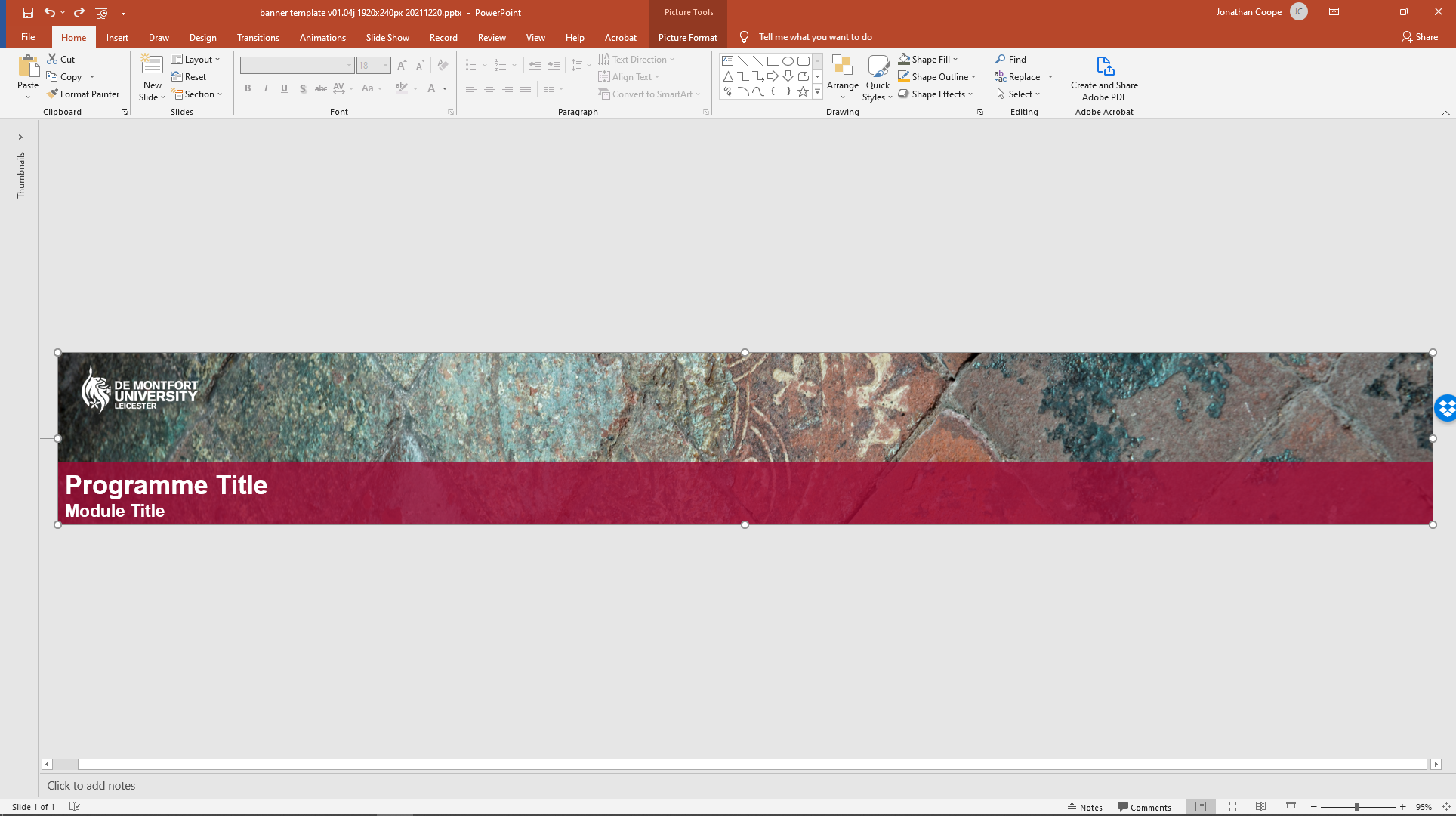
**1.** Right click on the current image in the PowerPoint file. A drop-down menu will now appear:



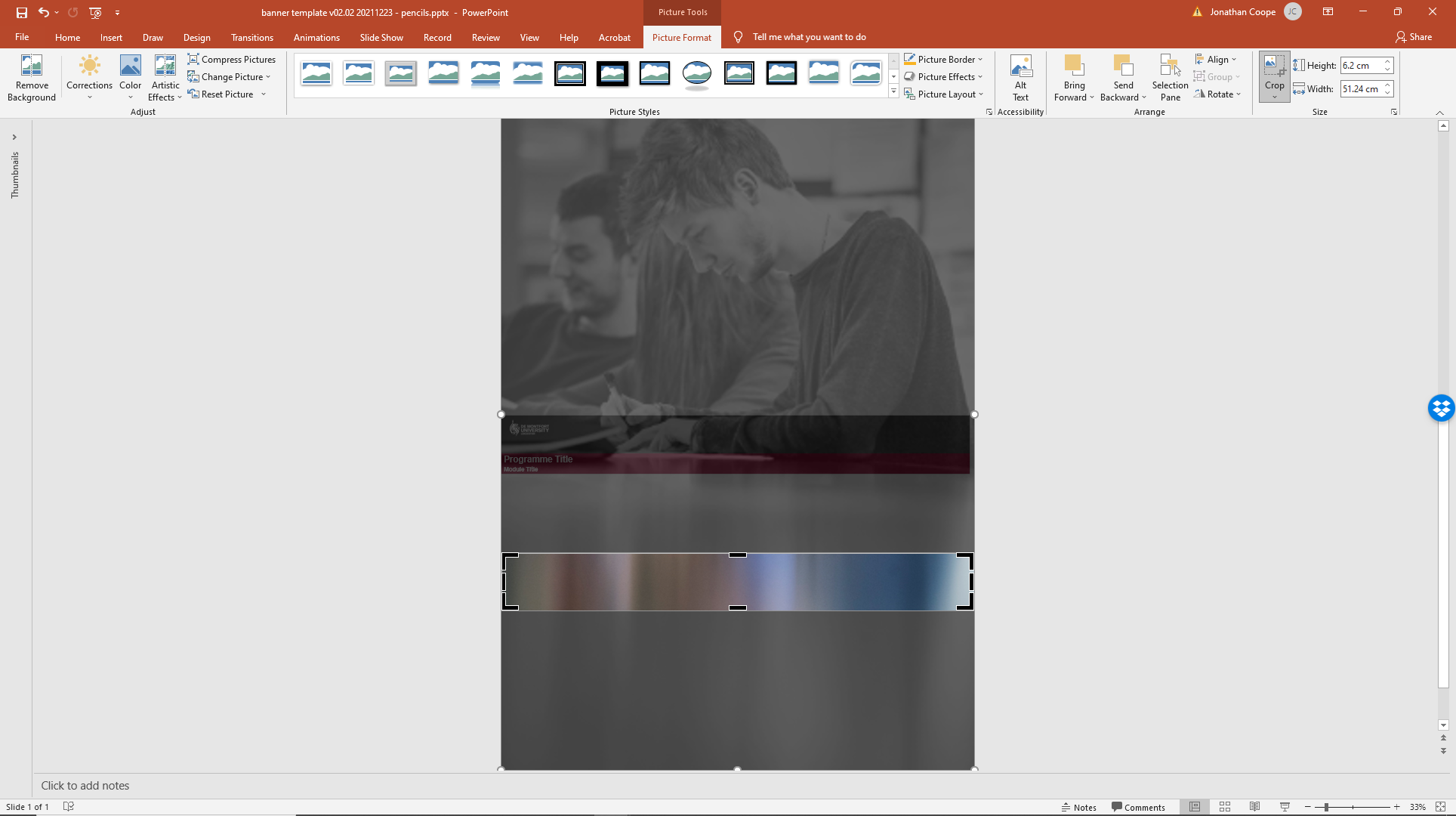
**2.** Select ‘Change Picture’ from the dropdown menu: a sub-menu will appear which you can use to select an alternative image for your banner:



**3.** To select a different part of the image to display in your banner, select the ‘Format’ ribbon option from the top menu. Note: in some versions of Powerpoint, this ‘Format’ ribbon appears as the ‘Picture Format’ ribbon:



Select ‘Crop’ from the ‘Format’ or ‘Picture Format’ ribbon. Black crop handles will appear on the corners and the edges of the selected portion of the image to be displayed:



To show a different portion of the image, click the image inside the crop handles and drag it until the desired portion of the image is displayed.

NOTE: Try to ensure that the image displayed is dark enough at the left-hand side to display the white DMU logo clearly.

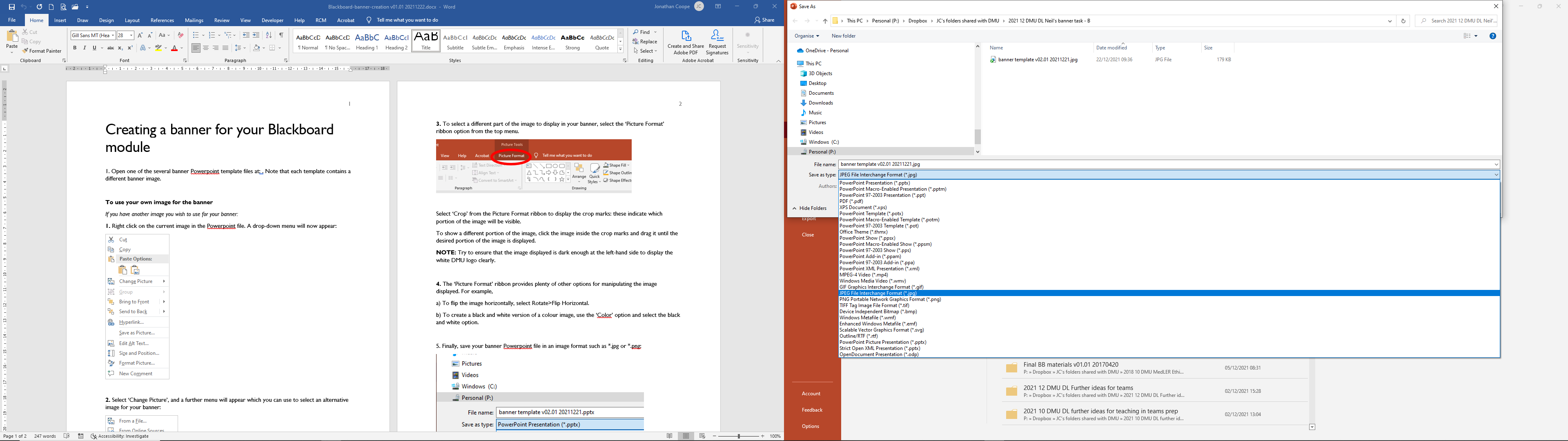
**4.** The ‘Picture Format’ ribbon provides plenty of other options for manipulating the image displayed. For example,

**a)** To flip the image horizontally, select Rotate>Flip Horizontal.

**b)** To create a black and white version of a colour image, use the ‘Color’ option and select the black and white option.

**5.** Now save your banner file as an image file. To do this, select File>Save As. Select ‘Browse’ to choose an appropriate destination for the saved file (eg your Desktop).

Then, in the ‘Save as type’ option area, select from the dropdown menu the \*.jpg option:



When you have selected the \*.jpg option, click ‘Save’. When you click Save, a dialog box will ask whether you wish to save ‘All Slides’ or ‘Just This One’: choose the ‘Just This One’ option to save the file.