

# Customizing the Brightspace Banner Template

**IMPORTANT:** Do not change the PowerPoint slide size or move the guides.

## Customize the Slide Text

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*Note: feel free to utilize the text placeholders in any way you like, as long as the text remains within the guides.*

1. Open the BrightSpaceBannerTemplate.pptx file.
2. Select the text within the top text box. You can use this text for the course ID and course title (e.g., ENG1010 – College Composition I).
3. Select the text within the bottom text box. You can use this text for your name, a subtitle or other text.
4. Change font attributes as needed to keep the text within the guides.

## Change the Slide Theme

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*Note: changing the theme applies to all slides & changes the background, fonts, text alignment and location.*

1. Click the *Design* tab.
2. Click the *More* button  at the end of the *Design* ribbon to view all design theme thumbnails.
3. Hover the cursor over each theme to see a preview.
4. Click the theme thumbnail to apply the theme.
5. If the text has moved, make sure to move it within the guides.

## Insert your own Image/Photo as Background

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*Note: because this template is 2400px wide, make sure your image is a similar width or larger. Avoid pictures that are busy, or your text may be difficult to read.*

1. Click the *Insert* tab.
2. Click *Pictures*.
3. Navigate to the picture location and select it.
4. Click *Open*.
5. Right-click on the picture and choose *Send to Back* to put it behind the text.
6. Using only the image's corner points, and holding down the *Shift* key, drag the corner points to enlarge the image to the full width of the slide (the Shift key locks the picture's aspect ratio to prevent distorting the image).
7. Drag the picture up or down to find the best position for maximum text legibility. Don't worry if the picture exceeds the slide height or width. That will be cropped during the *Export* process.
8. You may have to change the font, font color or size to improve readability. Using a bold style or adding a drop shadow can improve readability.

### Export the PowerPoint Slide as an Image File

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1. Save your changes to the PowerPoint slide.
2. Click the *File* tab.
3. Click *Export*.
4. Click *Change File Type*.
5. Click *PNG Portable Network Graphics*.
6. Click the *Save As* button.
7. Type a file name in that field and navigate to the destination.
8. Click the *Save* button.

### Add the Image to your BrightSpace Course

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1. Open the BrightSpace course in which the banner will be added.
2. Hover the cursor over the current banner and click the ellipsis button  in the upper-right corner of the banner.
3. Choose *Change Image*.
4. Click *Upload* in the upper-right of the window.
5. Choose *My Computer*.
6. At this step, we can either drag the banner PNG file we just created and drop it into the dotted-line area, or click *Upload*, navigate to the file, select it, and click *Open*.
7. Click the *Add* button.

*Note: reload the page to see the new banner displayed in all components.*

### Eliminate or Customize Banner Text

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*Note: By default, BrightSpace displays the course title as an overlay in the banner area. If you've created your own custom banner, it likely already contains the course title, so you can disable the course title overlay. If you prefer to keep the course title overlay, you can customize it.*

1. Hover the cursor over the current banner and click the ellipsis button  in the upper-right corner of the banner.
2. Choose *Customize Banner Text*.
3. To disable the banner text, select *None* and click *Save* – OR
4. To customize the banner text, select *Course Name*, edit the text displayed in the field above and click *Save*.