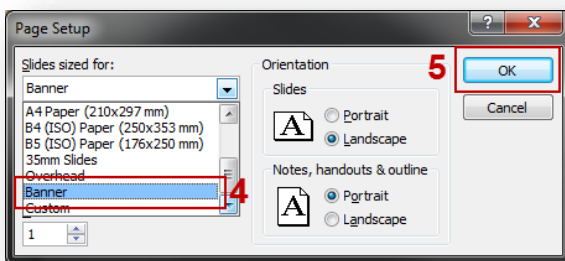


1. Open **PowerPoint**.
2. Select the **Design Tab**.
3. Select **Page Setup**.



4. Select **Banner** from Slides sized or: selection.
5. Select **OK**.

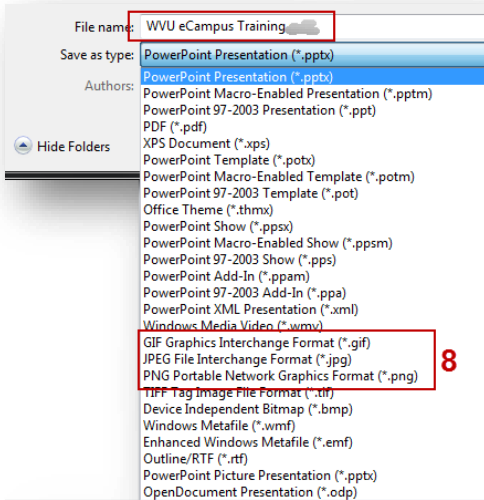


6. On the Presentation Slide, type your course name, add an image or apply any Themes or Background color you desire.

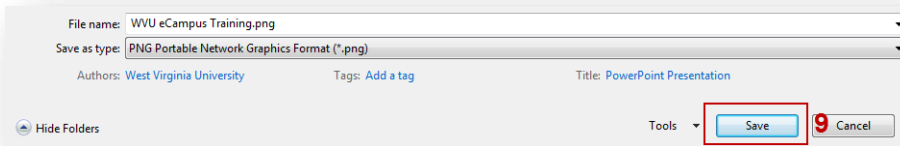
**WVU eCampus Training**

7. Select **File**, then **Save As**.

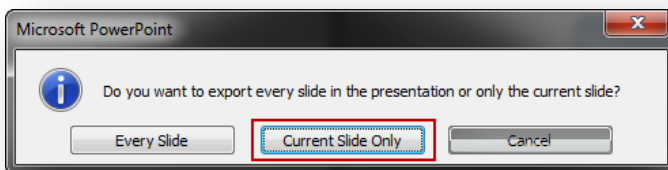
8. Give your file a name, then select **GIF, JPEG or PNG** file format from Save as type.



9. Select **Save**.



10. Select **Current Slide Only**.



If you need instructions on adding a course banner to your course review the document, [How to Add a Course Banner](#).