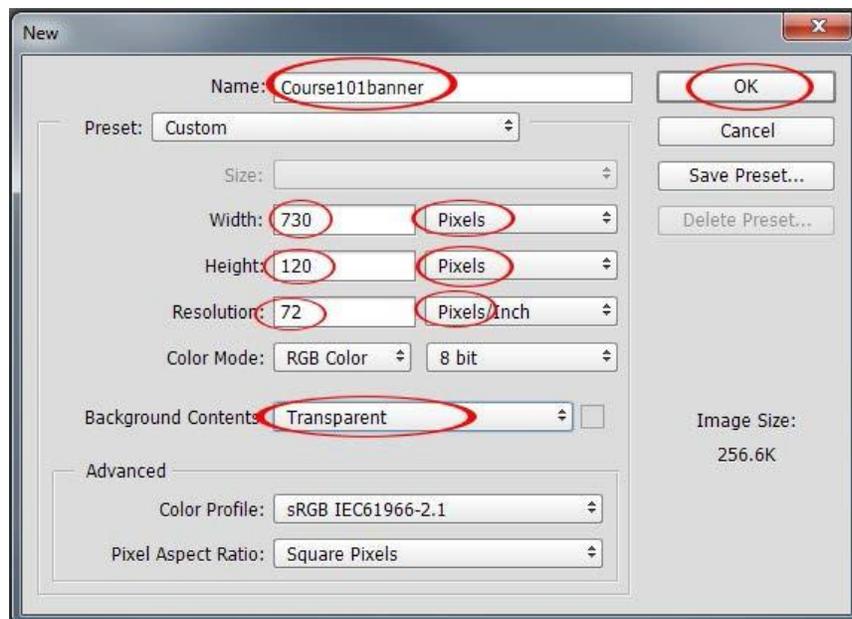


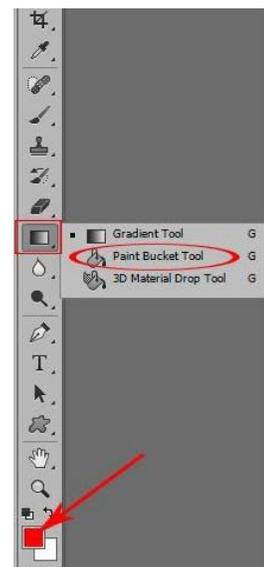
Creating a D2L Banner in Photoshop CC for PC

1. Click the Start button and search “Photoshop.” Once the application appears, double-click to open Adobe’s Photoshop CC 2014.
2. Click “File,” then click “New”. Give your banner a name (don’t use spaces). Fill in the presets as shown below. Pay attention to fill in each field just as shown below. You want to use a width of 730 pixels, height of 120 pixels, resolution of 72 pixels/inch, and a background that is transparent.

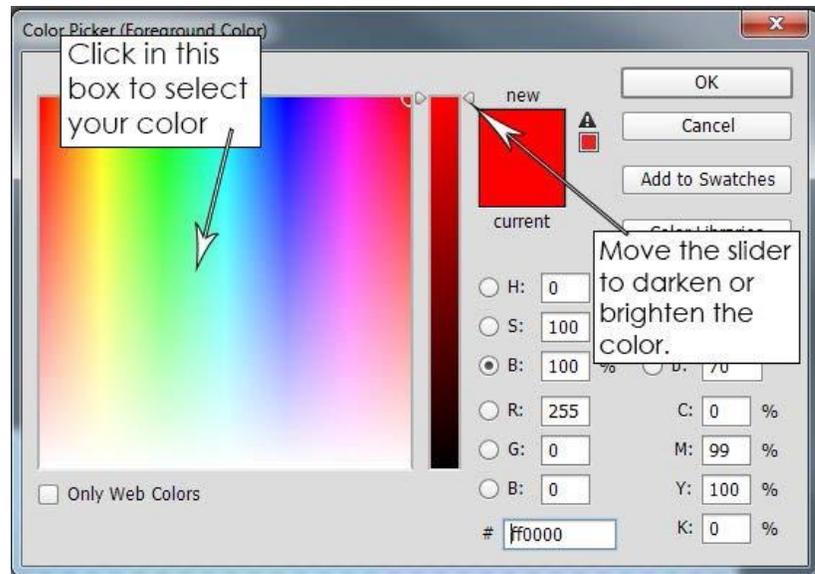


3. When you are finished click **OK**.
4. Now your blank canvas will appear. It will look like a grey and white checkerboard: this is to show that it is transparent. The checkerboard will not appear on your final image. Any place that the checkerboard appears in your Photoshop canvas will be transparent space on your image.

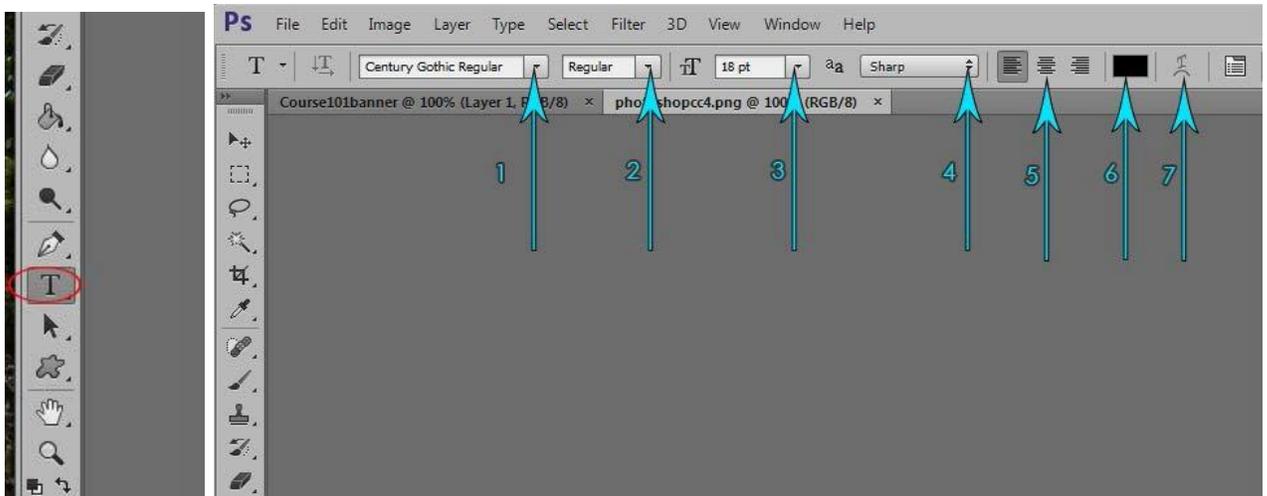
If you want to trade your transparency for a background color, select the paint bucket tool on the left-hand side of your screen (if you don’t see a paint bucket like the one circled, right-click the gradient button marked by the small red box and then click the paint bucket).



Then select the color palette at the bottom left side of the toolbox (where the arrow is pointing). A color box will appear. Select a color from the color wheel and then click OK. Now click on your canvas to paint it.



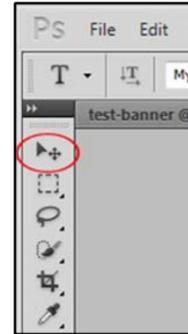
- Let's add text to this image. Select the Text button icon (in the red circle below) on the left hand toolbar. This will automatically create a new layer for you.



Once you click the Text button, you will see a toolbar at the top of the screen for your text.

- #1 marks the spot for changing the font.
- #2 shows where you can click to make your font bold or italicized.
- #3 is where you can change the size.
- #4 is the anti-aliasing option -- make sure you click an option **other** than "None." This makes your text look smooth rather than pixelated. "Crisp" or "Sharp" are the best choices most of the time. #5 allows you to align your text to the left, right, or center.
- #6 allows you to change the text color.
- #7 marks the text shaping option. You can use this to warp text so that it slants, waves, looks inflated, makes an arc, looks squished in the middle, or makes other shapes. This is good for a single word or short phrase that you might want to emphasize, but it works best with a plain background (skip to step 12 afterwards if you choose to warp your text).

Now click on the canvas to begin adding your text. A blinking cursor should appear where you clicked. Begin typing. If the cursor did not appear exactly where you want, no fear! **You can move the text once you have completed your typing.** Simply click on the move tool as shown to the right. Then click on the text and hold it, dragging the text to your desired position.

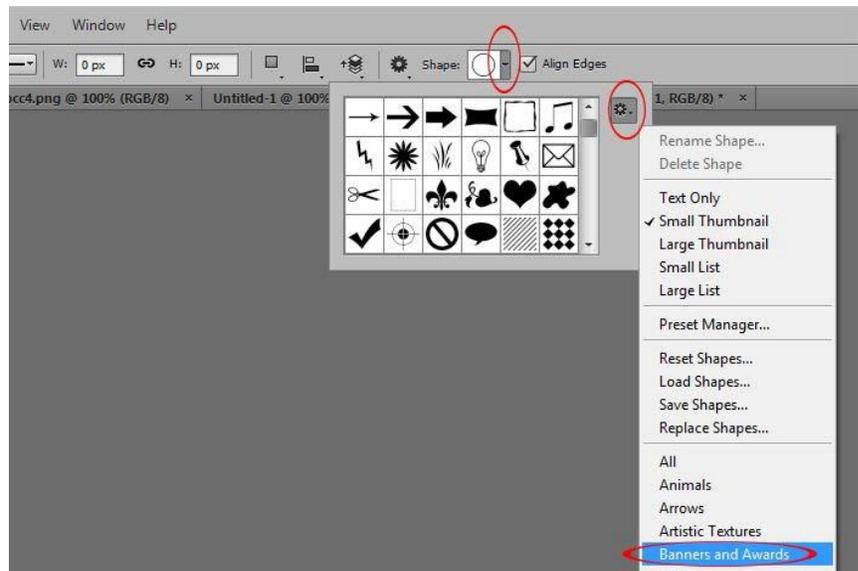
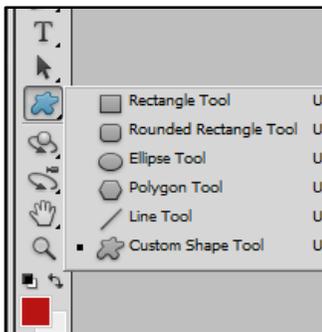


- If you want to add independent pieces of text, click on the move tool and then click on the type tool again. As long as where you type is not on top of the text you already have, this will create a new layer of text. Then, if you want to edit one layer or the other, look to the right of your screen under “Layers” and click on the layer you want to edit before clicking on the place you want to edit. If you want a very simple banner with squared edges, skip to step 12.



- If you want your banner to look like an actual banner, click on the squiggly shape two buttons below the “T” – this is the custom shape tool. If you don’t see this icon, right click on whatever icon is two steps below the “T” and choose the squiggly icon from the side menu.

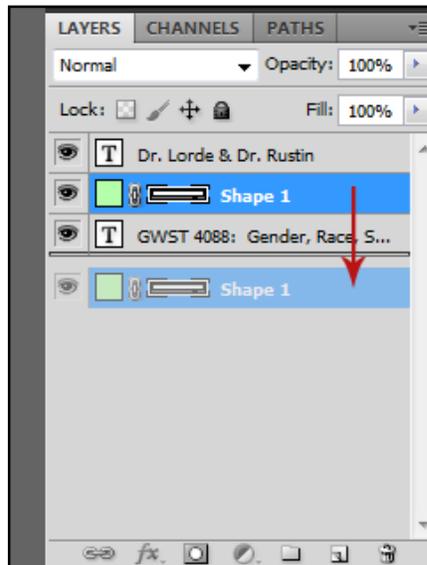
Next, look at the top menu. Next to the word “Shape” you’ll see a shape and a drop-down arrow. Click this to choose a different shape. The default set of shapes does not include all the banners, so to choose a banner you need to click the arrow at the right of this new menu. Scroll down and click “Banners and Awards.” You will get a pop-up message asking if you want to *replace* this set or *append* it (append will add it to the end of the current list). Either is fine. “Film” and “Talk Bubbles” also make shapes that work well for this.



- Once you have chosen a shape, click on it, then click just inside the top left corner of the checkerboard space and hold as you drag to fill the space with the shape. If you want this to look polished, you need to leave a little bit of space all the way around, like below.



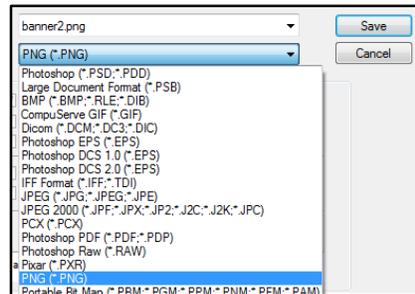
- You may need to re-order your layers if you have the wrong one on bottom, like you can see here. Look to the far right, and choose which layer needs to be on bottom. Click on that layer and drag it below the others. You will also use this menu to choose the layer you are currently editing – just click on the layer name to switch to it.



Note: if you are using a shape like this, it will look most polished if you keep all the text inside the shape.

- Once you have created your shape and sorted the text inside it, you can add effects to your shape. Right-click on the shape layer (“Shape 1” in the image shown) and click “Blending Options.” In the options menu that comes up, you can add shadows, contouring, glow effects, or outlines (called “Stroke”). If you want the image to have a natural edge and not appear cut off, keep your shadow or glow inside the edge of the checkerboard. “Stroke,” “Drop Shadow,” and/or “Bevel and Emboss” are your best options.

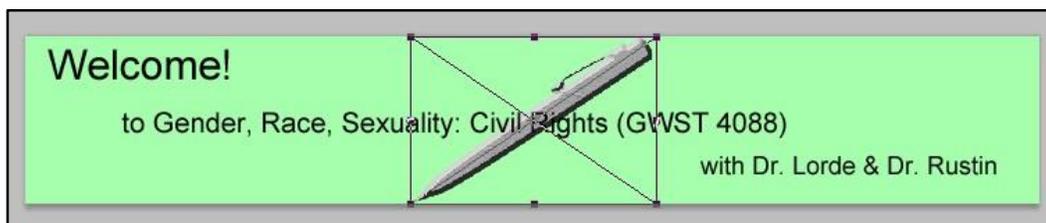
11. If you have a transparent background, you must save as a png file to keep the background clear. Choose png and click "Save." A pop-up will ask if you want to save it as interlaced: just click "none" and "OK."



12. If you want a simpler banner, fill in the background as shown in step 4 or, if you have already added text, you will need to add a background layer. You can hold down CTRL and Shift and press "N" or you can click on the "new layer" button at the bottom right of the layers box. Move your layer to the bottom as shown in step 9, and then fill in the background as shown in step 4. You can call it finished now or add an image.



13. To add an image, go to File > Place Embedded. Note: if "Place Embedded" is not clickable, go to your toolbar and choose the "move" button before trying again. Your browser window will come up. Find and select a picture from your computer and click on "Place". The image will appear like this on your canvas.

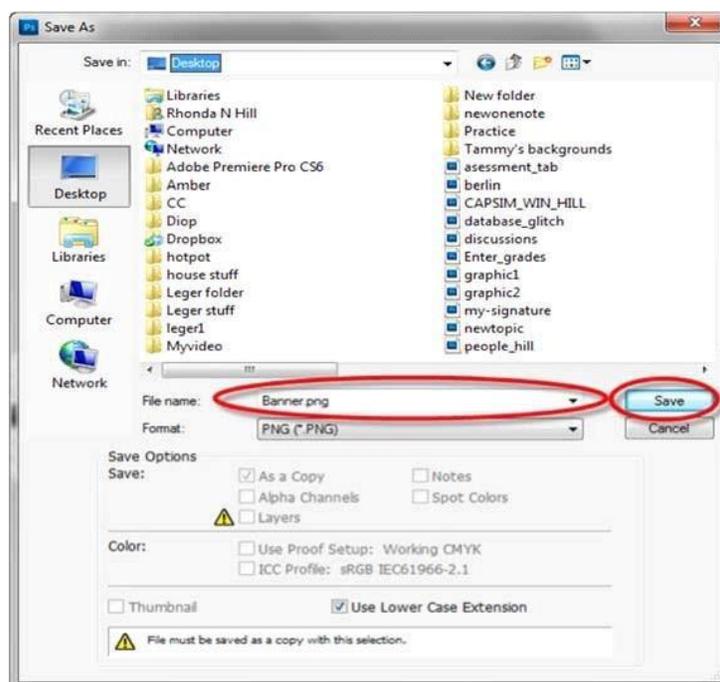


Click in the middle to drag the image to another position on the canvas. Click and drag the square end-points to resize the image. Hover near the corners to see the cursor turn to a two-way bent arrow: if you click and hold while the cursor looks like this you can rotate the image in any direction. When you are satisfied with the changes, press the "Enter" key.

14. Now let's save your work. Click "File," then "Save." The next box will ask you how you want to save this image.

If you want to use the same shape for multiple classes, save it as a .psd. This will allow you to re-open the file and edit the text to make it fit each new class. You can save it as a .psd and then save it again as a .png so that you have both an editable version and one you can upload.

If you are finished with this version, save the banner as a .png. This will allow your banner to remain transparent on the web and will look sharp and clear. Choose png and click "Save." A pop-up will ask if you want to save it as interlaced: just click "none" and "OK."



And you're done!