

Custom Color Themes – User Guide

This download package contains 150 separate XML files that you can input directly into Microsoft Office. Each XML file defines a custom color theme.

In order to be found and apply these custom color themes into your MS office documents, these XML files must be copied to the **'Theme Colors'** folder on your computer.

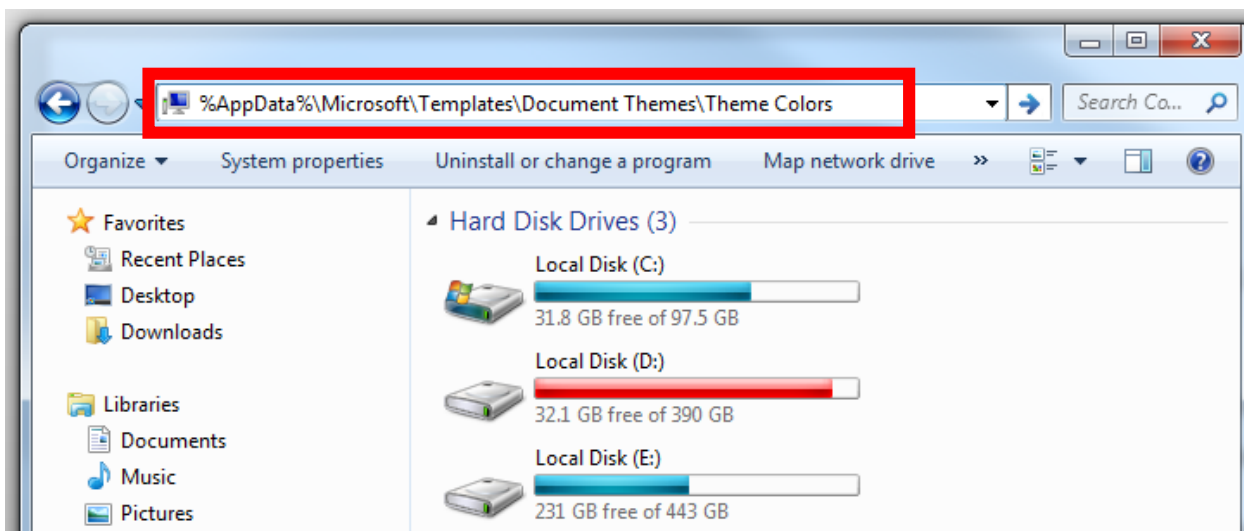
They are compatible with both Windows (PC) and OSX (Mac), but the locations of the **'Theme Colors'** folder on each system differs.

*Note: Color theme installation is a one-time process. You **DO NOT** need to repeat it for each MS Office application.*

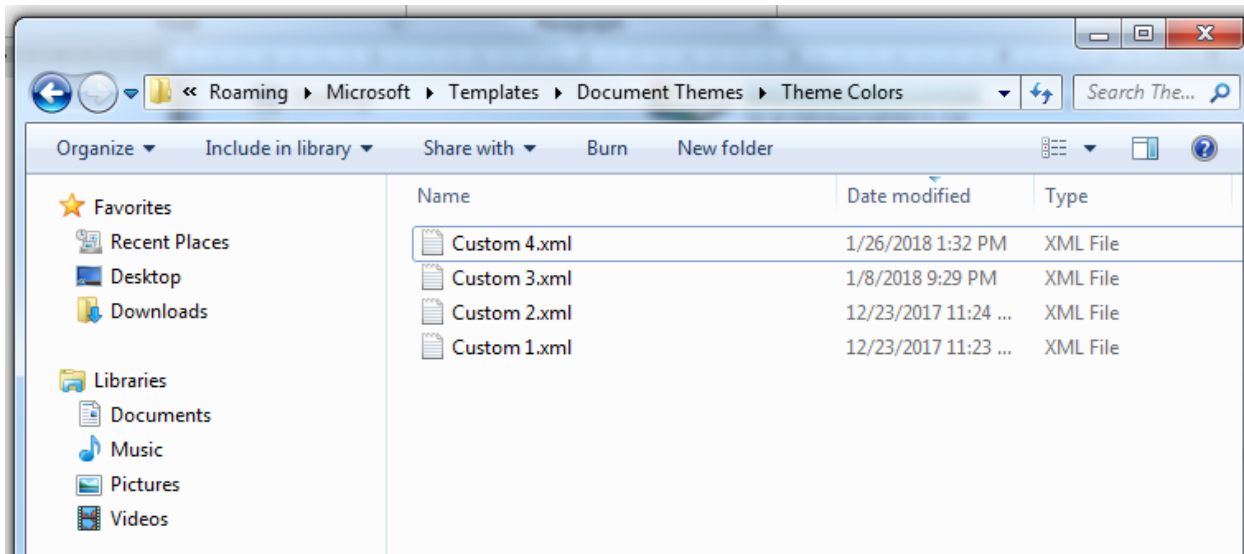
Installing on Windows

The easiest way to locate the **Theme Colors** folder in Windows is to open an **Explorer** window and enter the following text in the **location pane** at the top:

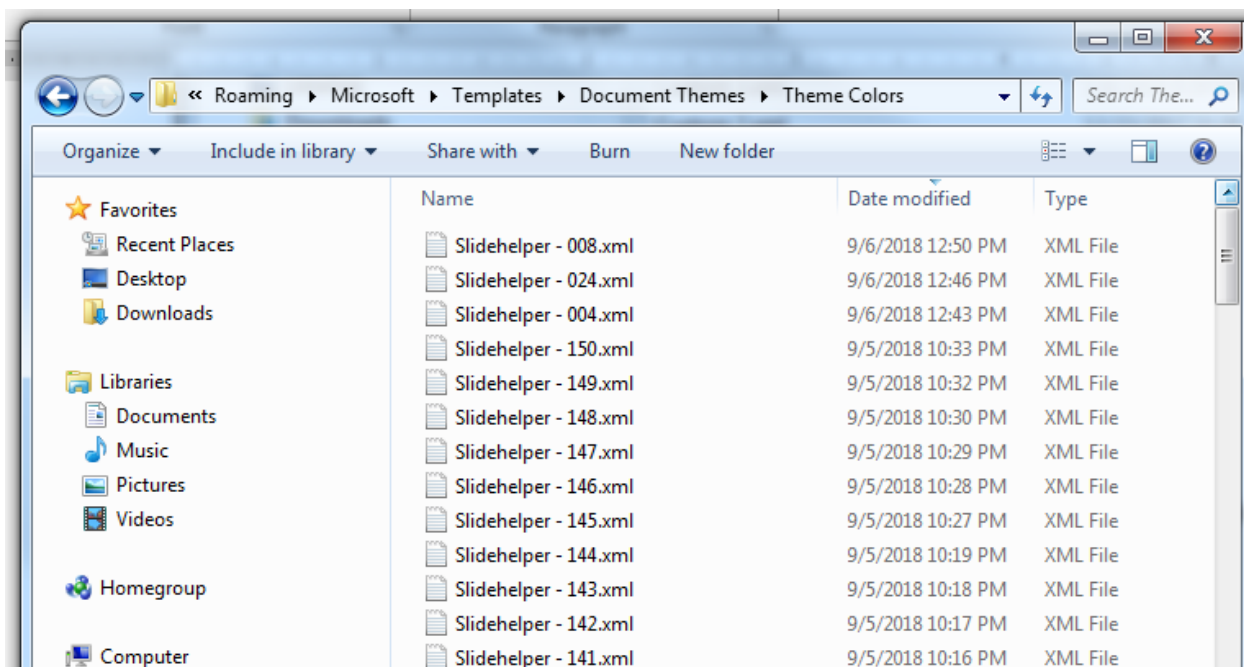
%AppData%\Microsoft\Templates\Document Themes\Theme Colors



Press Enter. This will open the **Theme Colors** folder where the custom color theme files live.



Copy all the XML files from the downloaded package to the **Theme Colors** folder (as pictured below)



Installing on OSX

In OSX , MS Office template files are stored inside the user's home folder in:

<user>/Library/Application Support/Microsoft/Office/User Templates/My Themes/Theme Colors

By default, the **Library** folder is hidden in OSX Lion (and newer), but you can reveal it by holding down **Option** while clicking the **Go** menu in the **Finder**, then selecting **Library**.

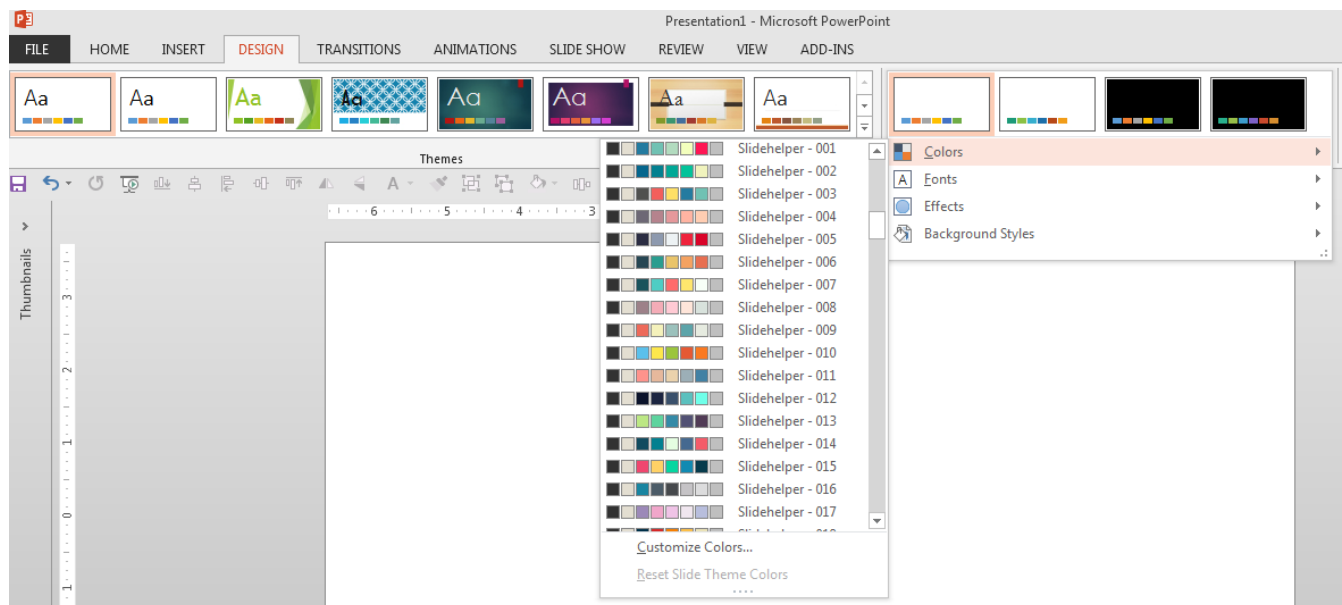
Navigate to the **Theme Colors** folder and copy all the XML files from the downloaded package into the Theme Colors folder.

Usage

With the downloaded XML files in place, the custom color themes are now available to MS Office applications.

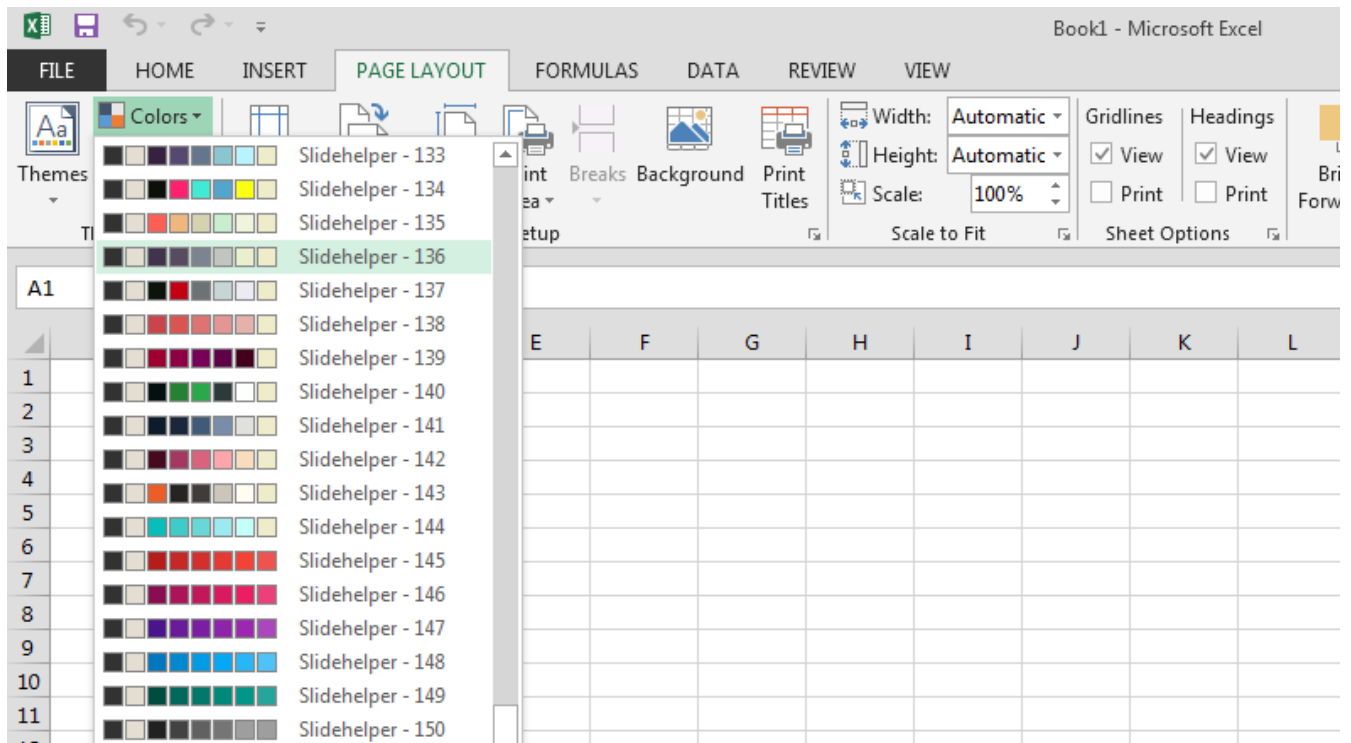
PowerPoint & Word

On the **Design** tab, click **Colors**. Click a custom color theme that you want.



Excel

On the **Page Layout** tab, click **Colors**.



Questions?

Email support@slidehelper.com