

*Create*

**Introduction to Themes**  
**Use IT+**

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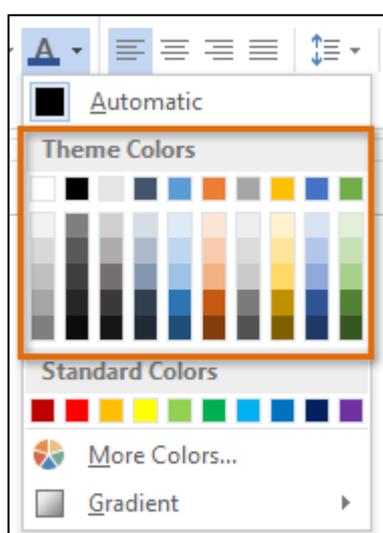
## Introduction

A **theme** is a set of **colours**, **fonts**, and **effects** that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

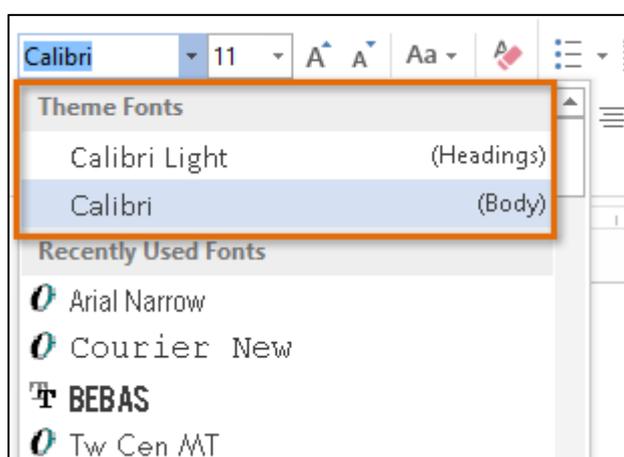
### 1 Themes

All documents in Word 2013 use a theme. In fact, you've already been using a theme, even if you didn't know it: the default **Office** theme. Every theme—including the Office theme—has its own **theme elements**:

- **Theme colours:** There are **10 theme colours**, along with darker and lighter variations, available from every **Color** menu.

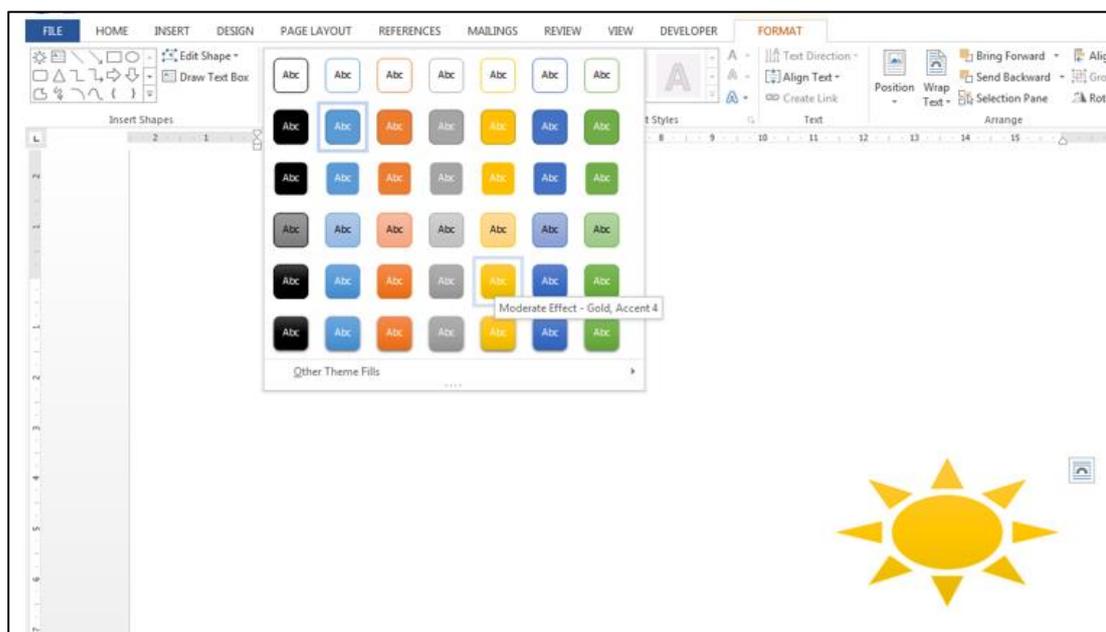


- **Theme fonts:** There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.



- **Theme effects:** These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.

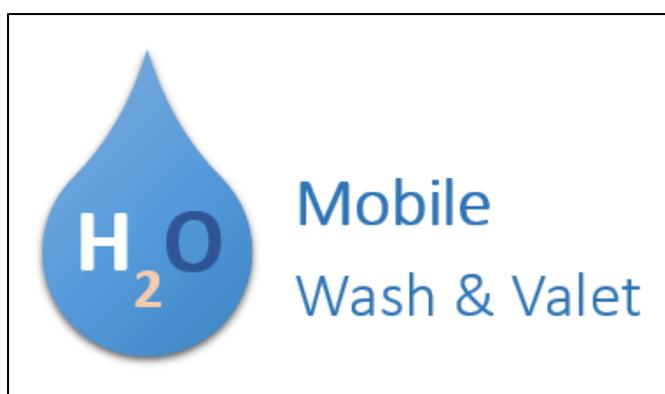
- Open a new blank document, go to the **Insert tab** and insert a Shape or SmartArt, run the mouse over Shape Styles and see the different affects.



## 2 Why use Theme Elements?

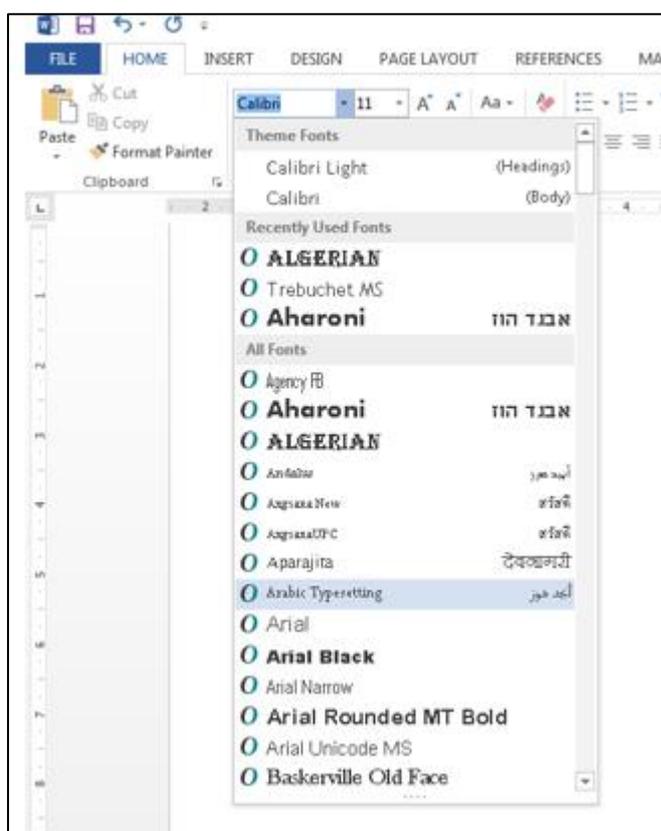
If you're using **theme elements**, you'll probably find that your document looks pretty good and that all of the colours work well together. But there's another great reason to use theme elements: When you switch to a different theme, all theme elements will **update** to reflect the new theme, allowing you to quickly change the look and feel of the entire document.

In the images below, you can compare the **default Office theme** and the **Organic theme**.





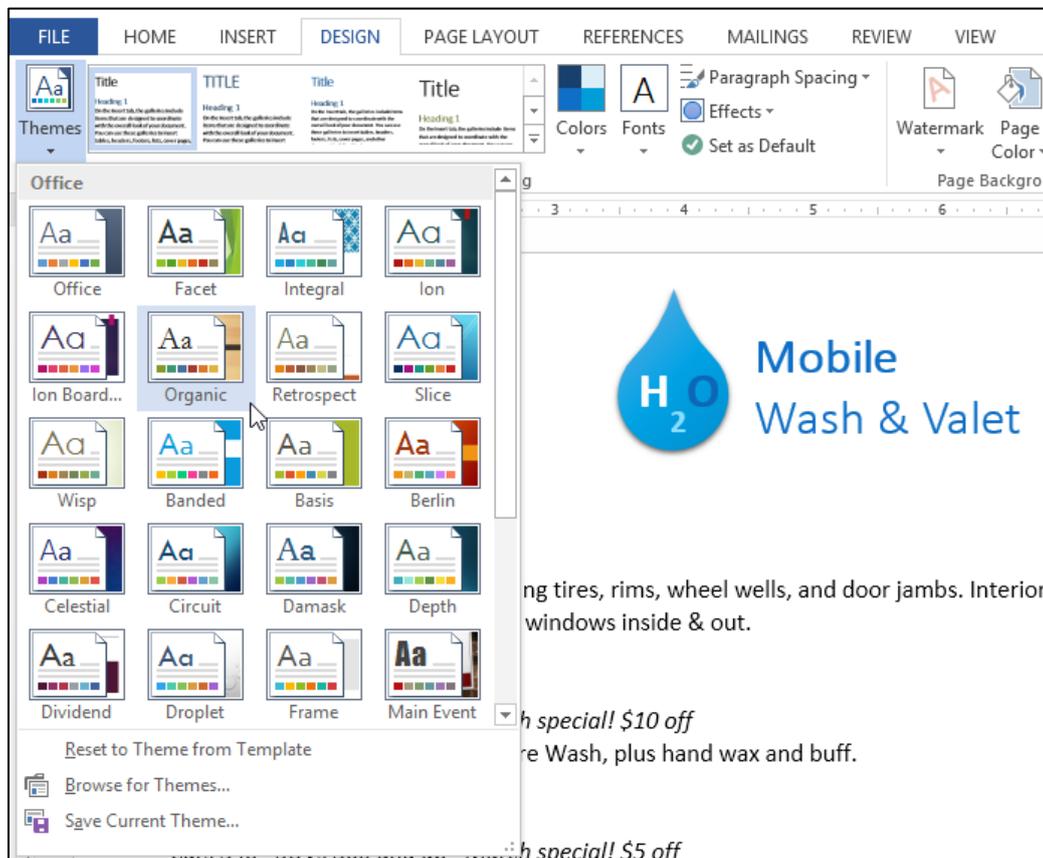
Remember, the colours and fonts will only update if you're using **theme fonts** or **theme colours**. If you choose colours that are not **theme colours** or any **fonts** that are not **theme fonts**, your document will not change when you apply a new theme.



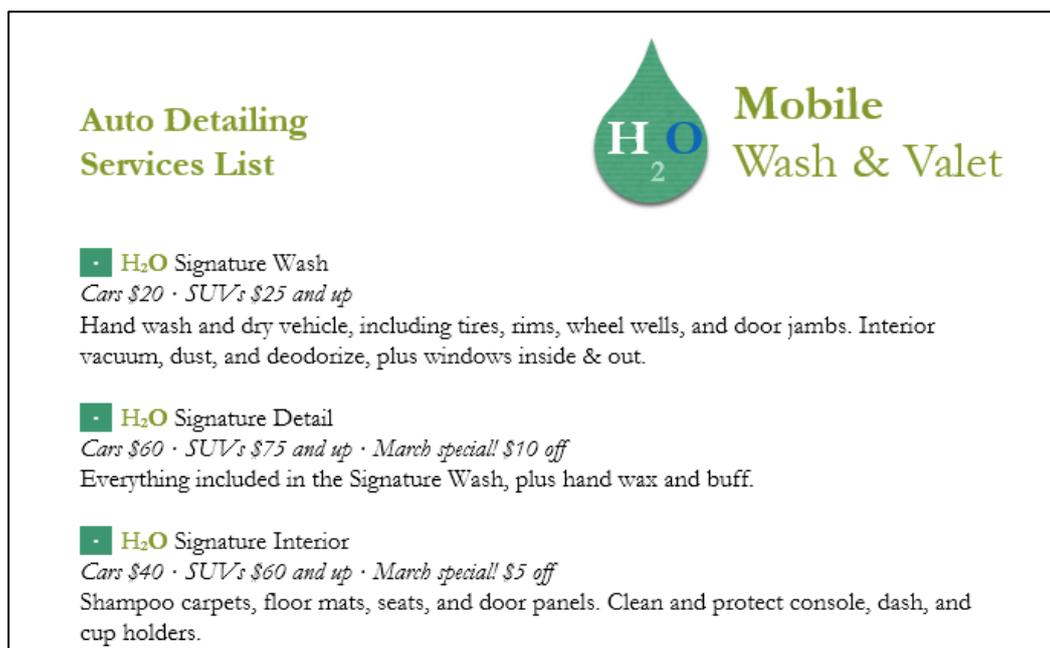
If you're using built-in **styles**, you may notice that the fonts for these styles change when you select a different theme. This is because all of the built-in styles are based on the **theme fonts**. If you don't want the styles to change, you'll need to create **custom styles** (refer back to the Styles worksheet).

### 3 To Change the Theme:

1. From the **Design** tab, click the **Themes** command.
2. Select the **desired theme** from the drop-down menu.



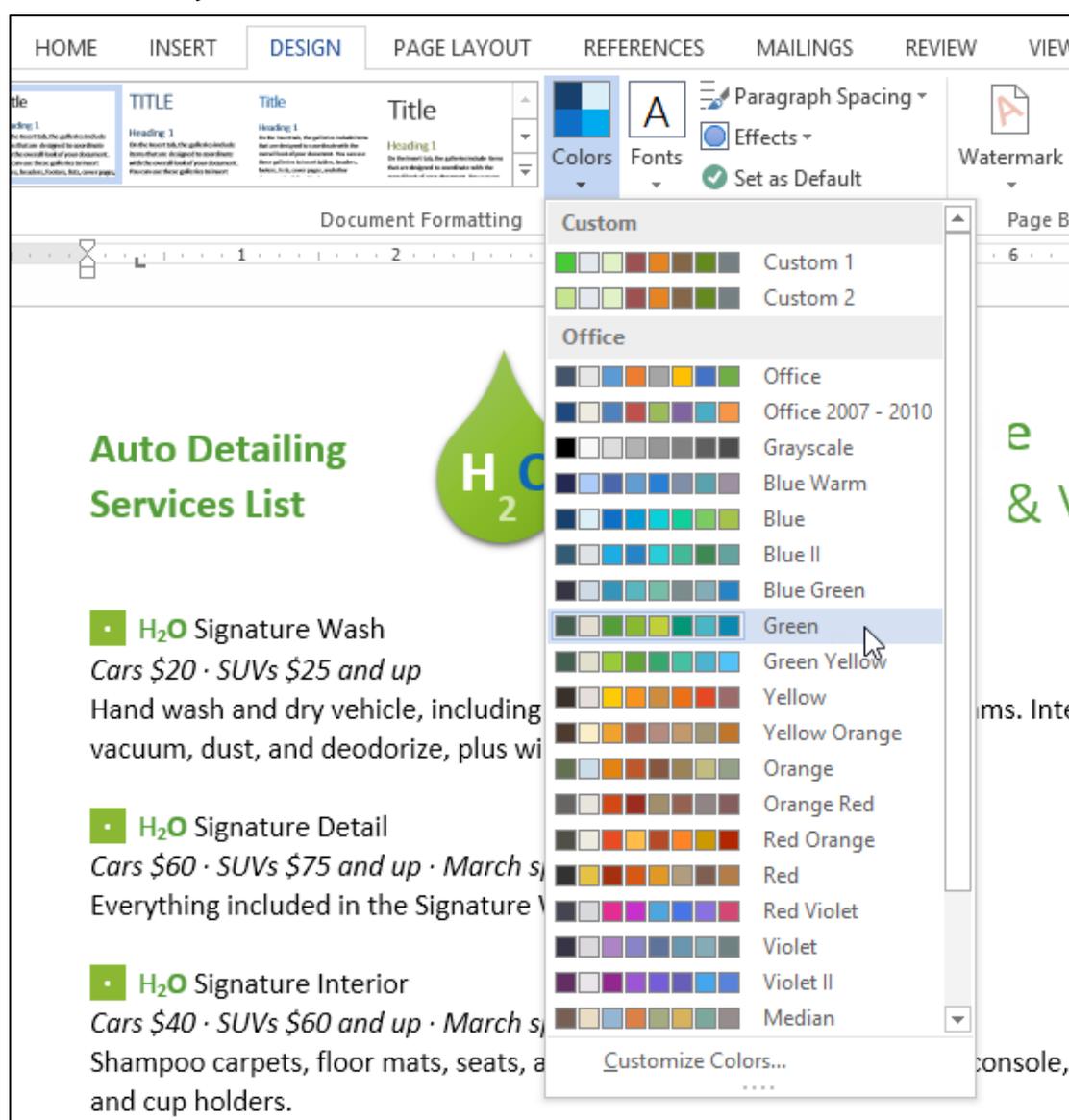
3. The selected theme will appear.



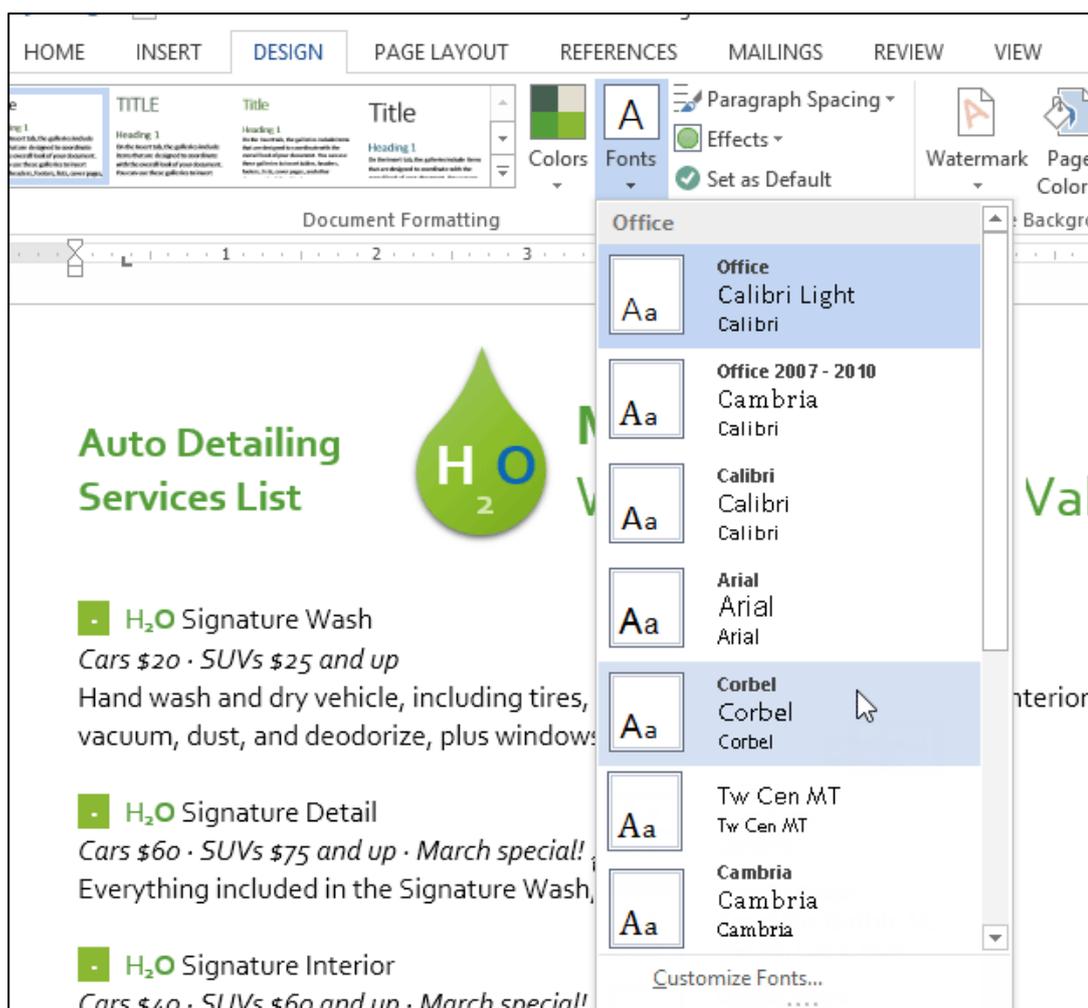
## 4 Customising Themes

Let's say you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. Word allows you to mix and match the **colours, fonts, and effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **theme colours, fonts, and effects** from the **Design** tab.

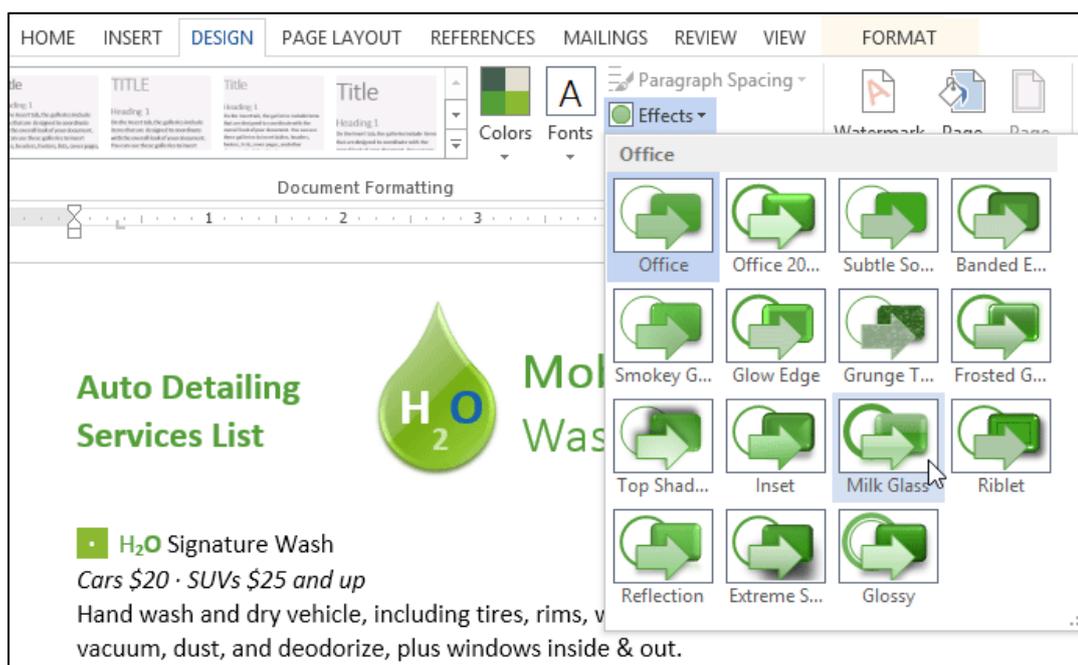
- To change the theme colours, click the **Colours** command. A drop-down menu will appear. Select the **desired colours** or select **Customize Colours...** to customize each color individually.



- To change the theme fonts, click the **Fonts** command. A drop-down menu will appear. Select the **desired font** or select **Customize Fonts...** to customize each font individually.



- To change the theme effects, click the **Effects** command. A drop-down menu will appear. Select the **desired effect** from the menu.

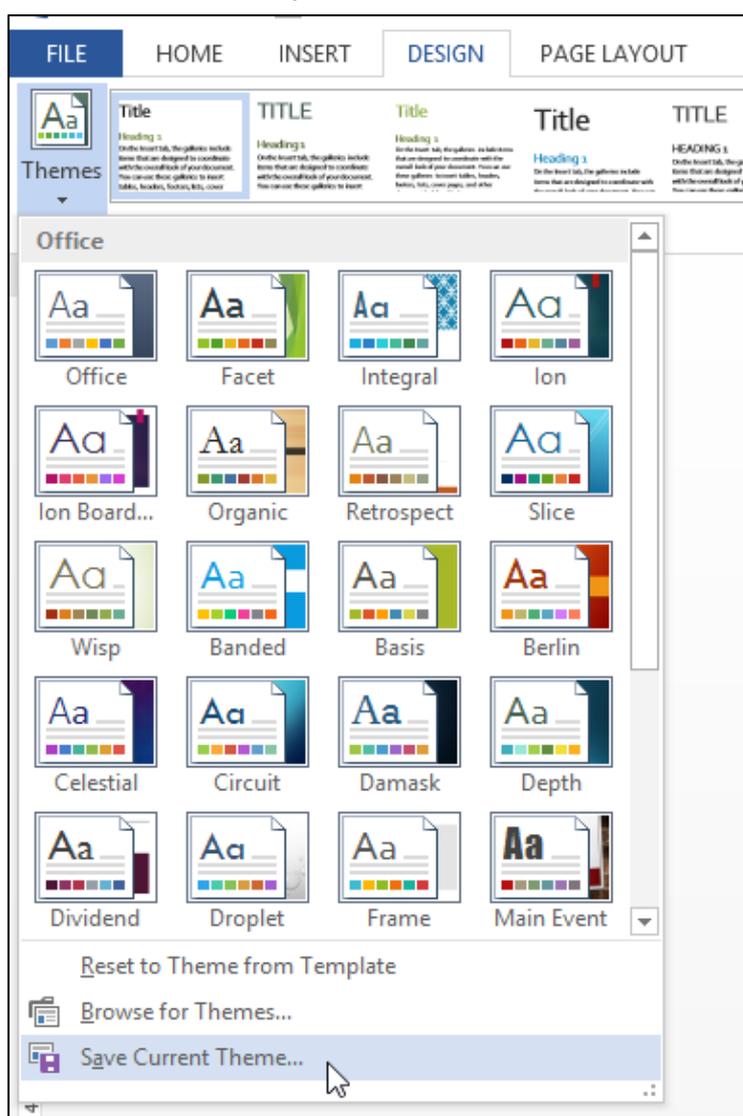


When choosing theme colours, try to find a part of your document that uses several colours, or make changes, to get an idea of how the colours will look together.

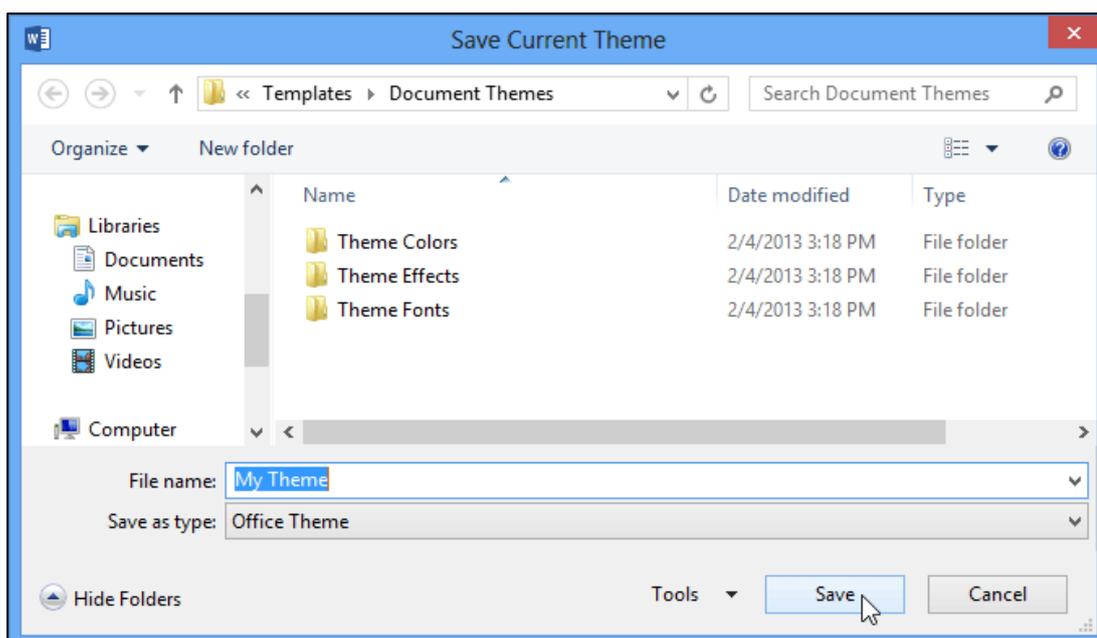
## 5 To Save a Theme

Once you've found settings you like, you may want to save the theme so you can use it in other documents.

1. From the **Design** tab, click the **Themes** command, then select **Save Current Theme...** from the drop-down menu.



2. The **Save** dialog box will appear. Type a **name** for your theme, then click **Save**.



3. The theme will be saved. You can apply it to any document by selecting it from the available themes.

