

Creating Color Themes

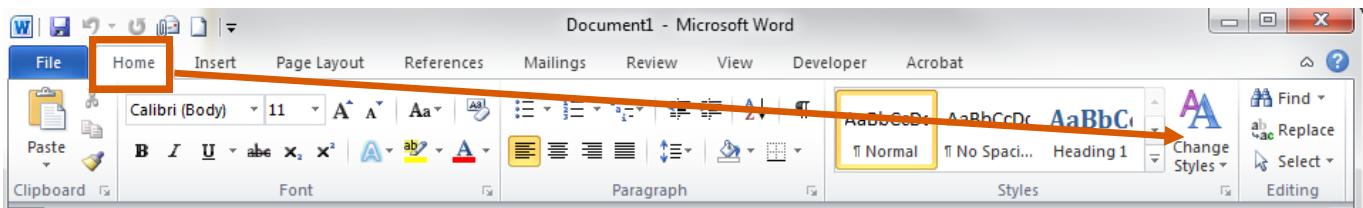
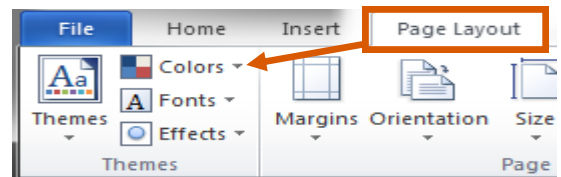
Office 2010

If you have created documents, newsletters and presentations, you have probably adjusted fonts and colors. You may have also noticed that Office has created a variety of default color themes. But what if you wanted to create a document using OSU colors?

Creating color themes can be done in Microsoft Office, PowerPoint and Publisher; however, the location is slightly different in each program.

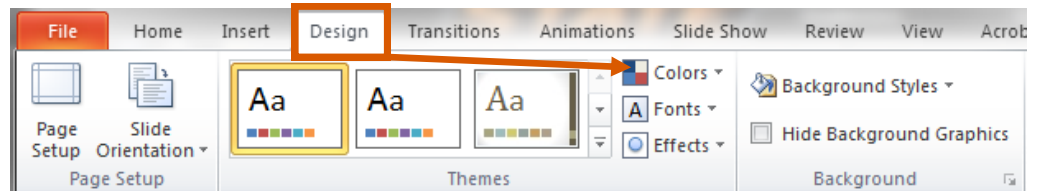
Office:

Look for *Change Styles* (under the Home tab on the Ribbon) or *Colors* (under Page Layout Tab).



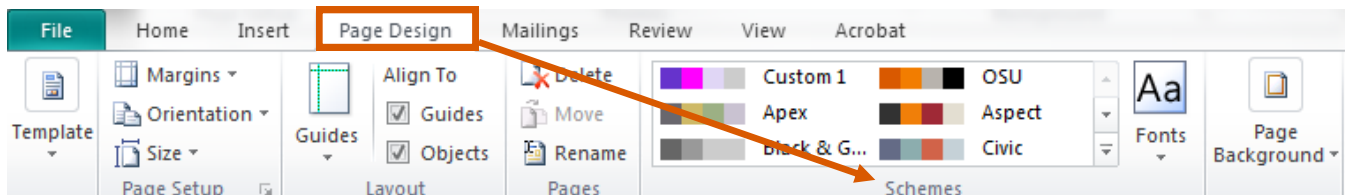
PowerPoint:

Colors is located under the design tab.

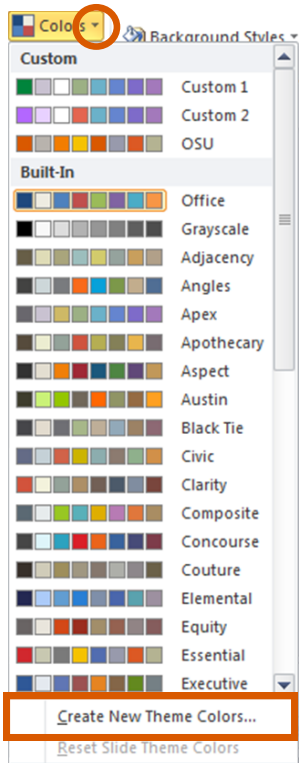
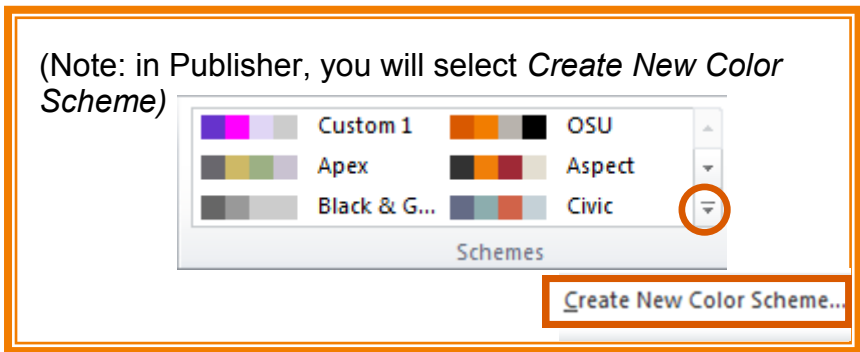


Publisher:

Schemes are found under *Page Design* in Publisher.

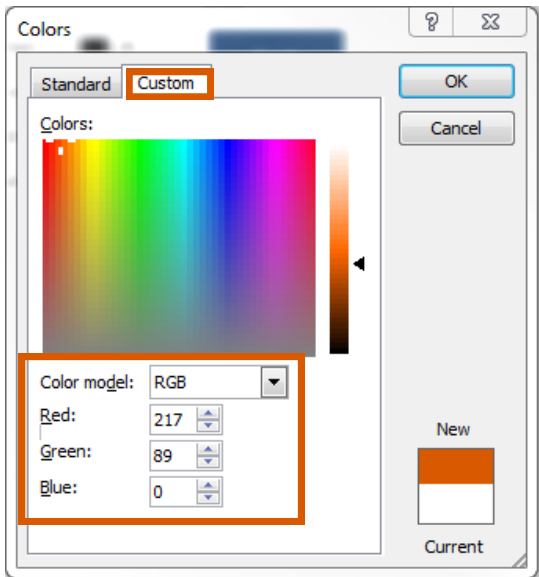
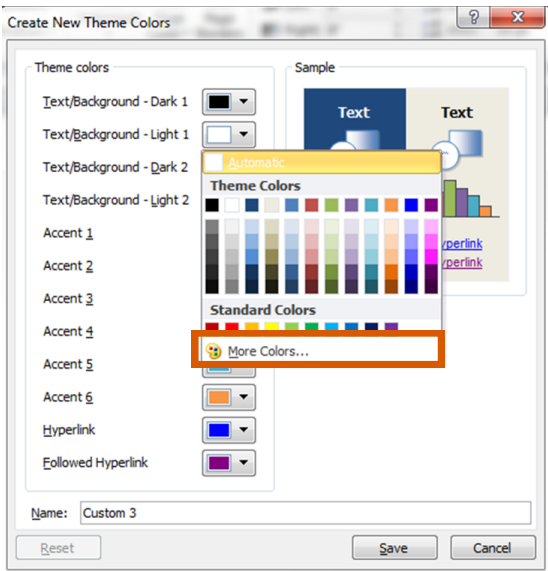


Once you have found where the colors and schemes are located, it is time to start creating your OSU theme. In each of the places, there is a small arrow for you to access a dropdown. Then select *Create New Theme Color...*



Selecting *Create New Theme Color* will open a window. From there you can change your theme colors. You can choose a color or create your own.

If you are wanting to create a theme using an formal color design such as OSU's Official Color Palette, simply select *More Colors*. This will open a another window where you can enter the RGB Color combination. Below is the combination for OSU Orange.



This chart displays the combination for the other OSU colors:

	OSU	OSU Light	OSU Silver	Black
Red	217	242	184	51
Green	89	125	179	53
Blue	0	0	173	36

For more information on OSU colors visit: <http://www.osuokc.edu/communications/colors.aspx>