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:

<table>
<thead>
<tr>
<th></th>
<th>OSU</th>
<th>OSU Light</th>
<th>OSU Silver</th>
<th>Black</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>217</td>
<td>242</td>
<td>184</td>
<td>51</td>
</tr>
<tr>
<td>Green</td>
<td>89</td>
<td>125</td>
<td>179</td>
<td>53</td>
</tr>
<tr>
<td>Blue</td>
<td>0</td>
<td>0</td>
<td>173</td>
<td>36</td>
</tr>
</tbody>
</table>

For more information on OSU colors visit: [http://www.osuokc.edu/communications/colors.aspx](http://www.osuokc.edu/communications/colors.aspx)