PRODUCTIVITY

Modify and Save Design Theme Colors and Fonts

You might find the available **design themes** in PowerPoint 2007 not quite fit for your taste. Rather than reinvent the wheel, you have the option to modify the colors and fonts of the design theme to suit your liking. You can then save this *"new"* design theme so you can use it repeatedly.

Click here to know how to modify and save a new design theme in PowerPoint 2007.

PowerPoint

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Modify and Save Design Theme Colors and Fonts

A. Modify and Save PowerPoint 2007 Design Theme Colors

1. Click on the *Design* tab of the ribbon.
2. Click on the drop down arrow, to the right of the last design theme showing on the ribbon. Microsoft calls this the "More" button.

3. Choose the option to *Save Current Theme...*

4. Type a name for this new design theme in the file name box.
5. Click the *Save* button.

Note: The new design theme will be saved in the *Document Themes* folder and will be available for future presentations. You will see the theme located in the *Custom* section of the PowerPoint design themes when you want to apply it at a later date.
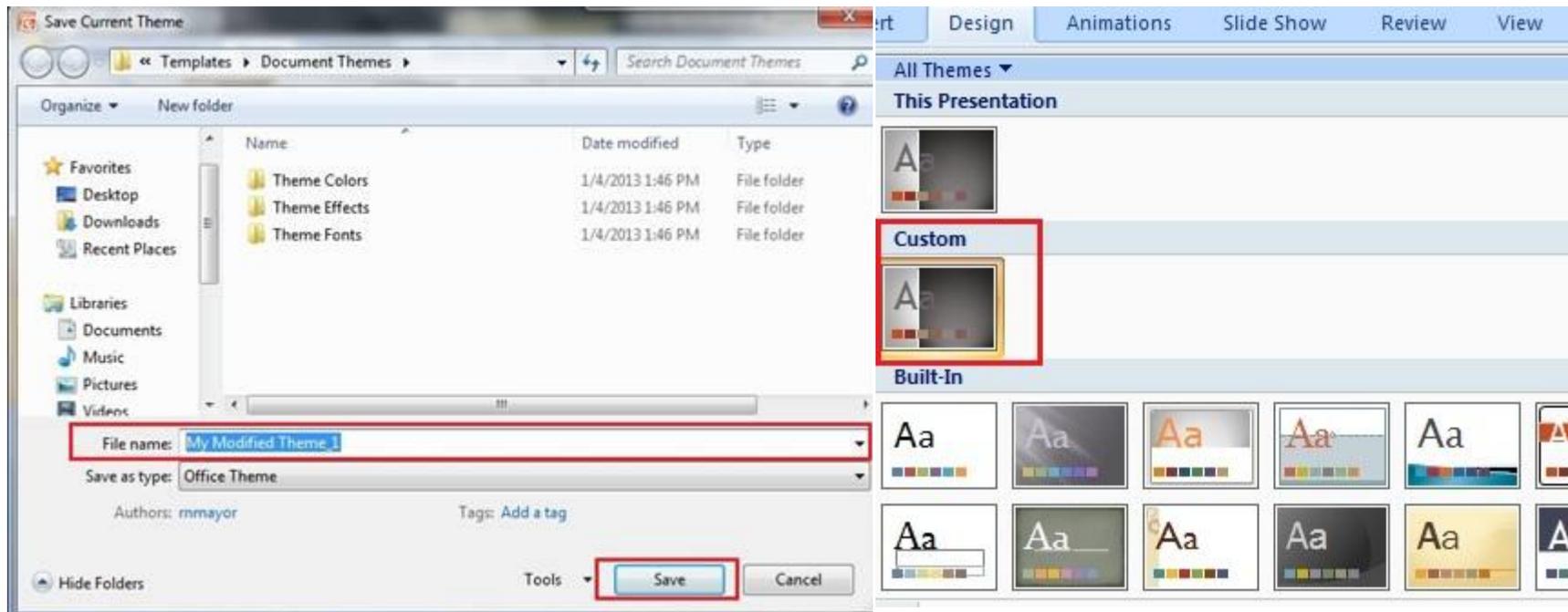
B. Customize PowerPoint 2007 Design Theme Fonts

1. Click on the *Design* tab of the ribbon (Refer to Figure above, A-1).
2. In the *Themes* section, at the right end of the ribbon, click the drop down arrow beside *Fonts*.
3. You have two options:
   a. select one of the font families listed to apply to your presentation
   b. click on **Create New Theme Fonts...**
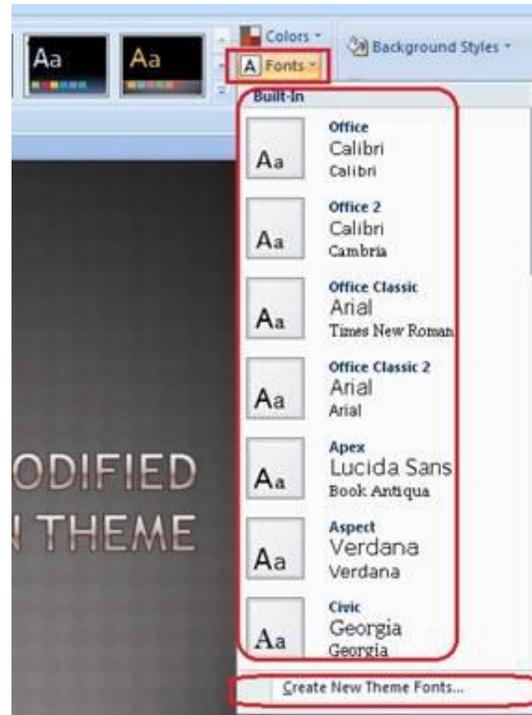
4. Once you have selected the option above to create new theme fonts, the *Create New Theme Fonts* dialog box opens.
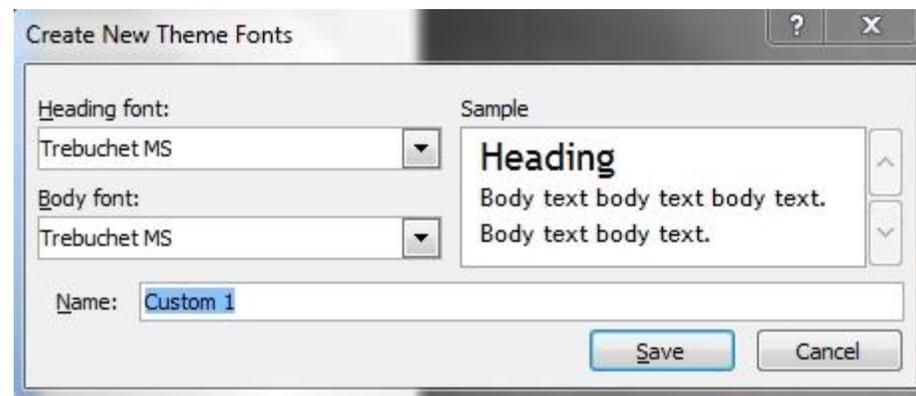
5. Select a new *Heading font* from the drop down list. Note the font style change is shown in the *Sample* window.
6. Select a new *Body font* from the drop list. Note the font style change is shown in the *Sample* window.
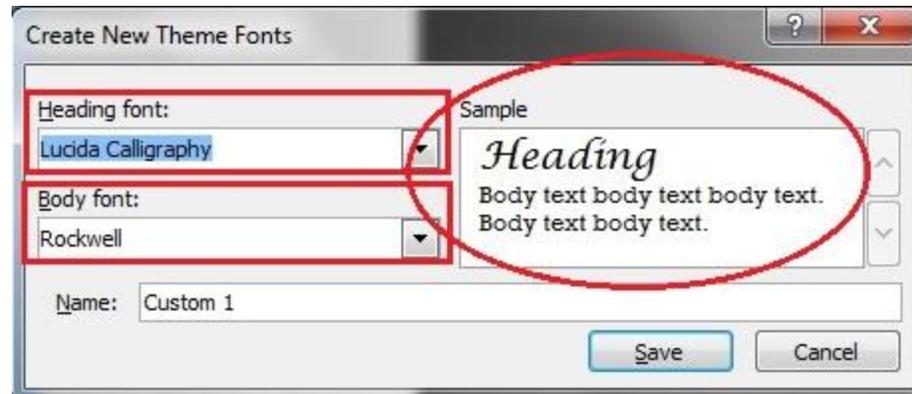
7. Type a name for this font family in the *Name* text box.
8. Click on the *Save* button to apply these changes.

Note: This new font family will appear at the top of the font family list, in the *Custom* section, to be applied to any design theme in future presentations.

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