SharePoint 2010

SharePoint 2010 comes with several preinstalled themes and also allows you to create your own.

Set a base theme:

1. Log into your SharePoint site with a site collection administrator account.
2. Click **Site Actions → Site Settings**.
3. Under Look and Feel, click **Site theme**.
4. Select a theme, and click **Apply**.

Download and customize a base theme:

The preinstalled base themes provide a great jumping off point for users that want to customize a color scheme that closely matches what they would like to use. Alternatively, one can create a new SharePoint 2010 theme from scratch; the process is largely the same as modifying one.

1. Log into your SharePoint site with a site collection administrator account.
2. Click **Site Actions → Site Settings**.
3. Under Galleries, click **Themes**.
4. Click on the name of the theme you wish to download and modify, and download the file.
5. Open the downloaded .thmx theme with Microsoft PowerPoint.
6. On the Design tab of PowerPoint, select the **Colors** drop down menu and click **Create New Theme Colors**.

7. Choose the colors you wish to set, give the set of theme colors a unique name, and click **Save**.

Note: The colors depicted above are the most common colors to be changed. Depending on what features and content your SharePoint site utilizes, these colors may appear in other locations than the image above show, and color categories other than the ones shown may need to be adjusted.

8. Once the colors are set, save the template as an Office Theme (thmx) file.
9. Back in the SharePoint site, click **Site Actions → Site Settings**.
10. Under Galleries, click **Themes**.
11. Under the Library Tools heading, select **Documents**.
12. Click the **Upload Document** button.
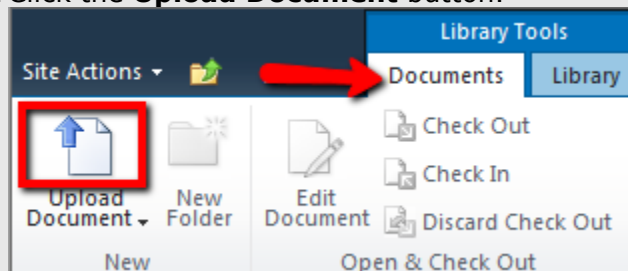
13. In the Theme Gallery - Upload Document window, click the **Browse** button, select your custom .thmx theme file, and click **Open**.
14. Click **OK**.
15. Enter a name and description for the newly uploaded document, and click **Save**.

16. The new theme can now be set by following the instructions above in the **"Set a base theme"** section.