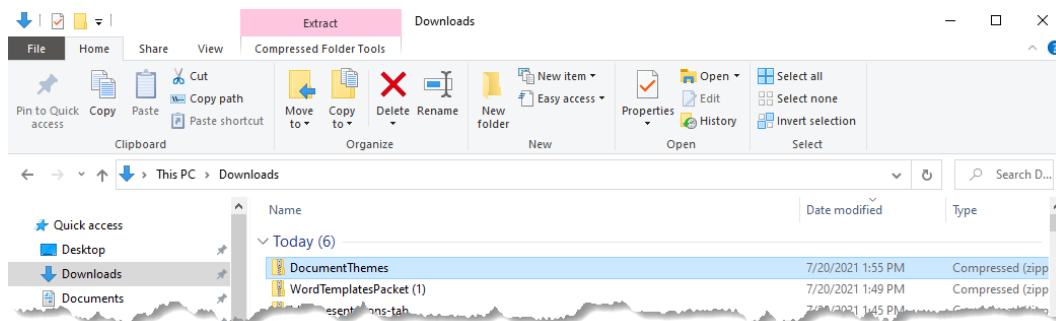


Downloading and Installing Document Themes

A document theme is a set of colors and fonts that determines the overall look of your document. You only need to download and install themes once, unless there is a system or application update.

Download Instructions

1. Click on the **Office Document Themes [ZIP archive]** link.
2. A dialog box appears in your web browser window. Click on the **Open** button.
3. A File Explorer window will appear with your downloads.



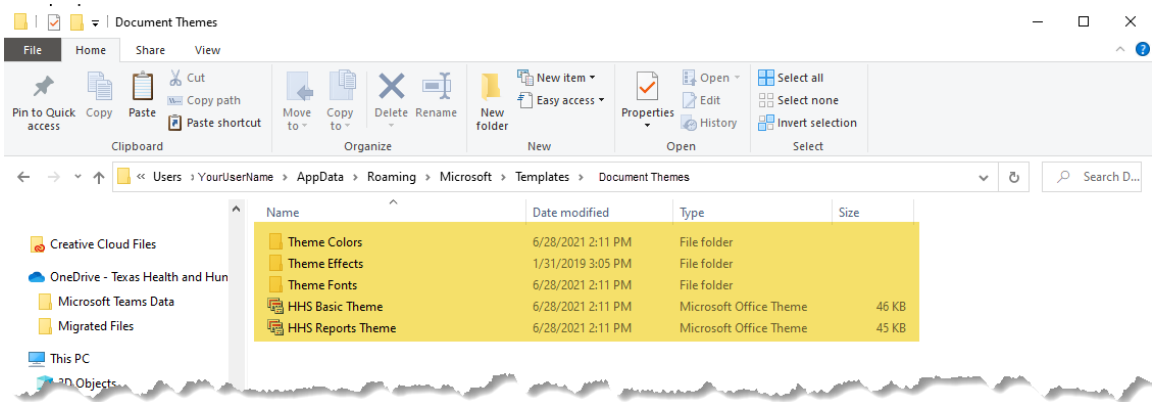
You are ready to install the themes.

Installation Instructions

Save the downloaded document themes to a specific folder on your workstation.

1. Double-click to get in to the **[ZIP archive]** file.
2. Double-click to get into the **Office Document Themes** folder.

3. Select all files that are in the folder.

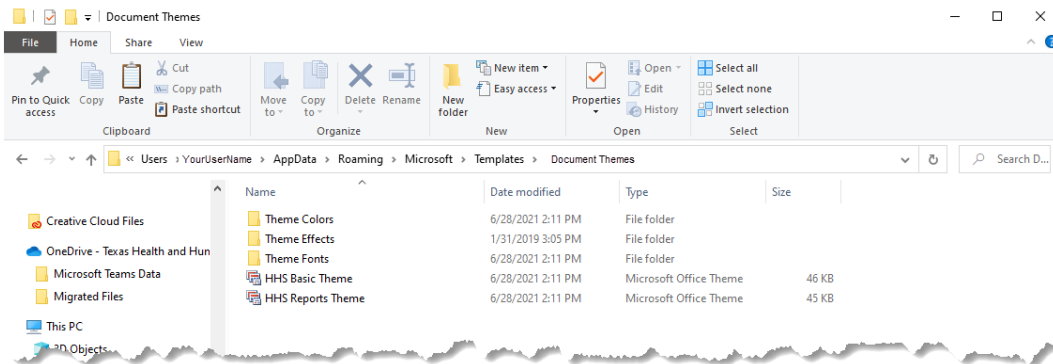


4. Right-click and copy the selected files.

5. Follow this folder path in File Explorer:

C:\Users\YourUserName\AppData\Roaming\Microsoft\Templates\Document Themes

Note: If you do not see an **AppData** folder, type in the above pathway using your actual username in the "cookie crumb" navigation bar.



6. Paste the files.