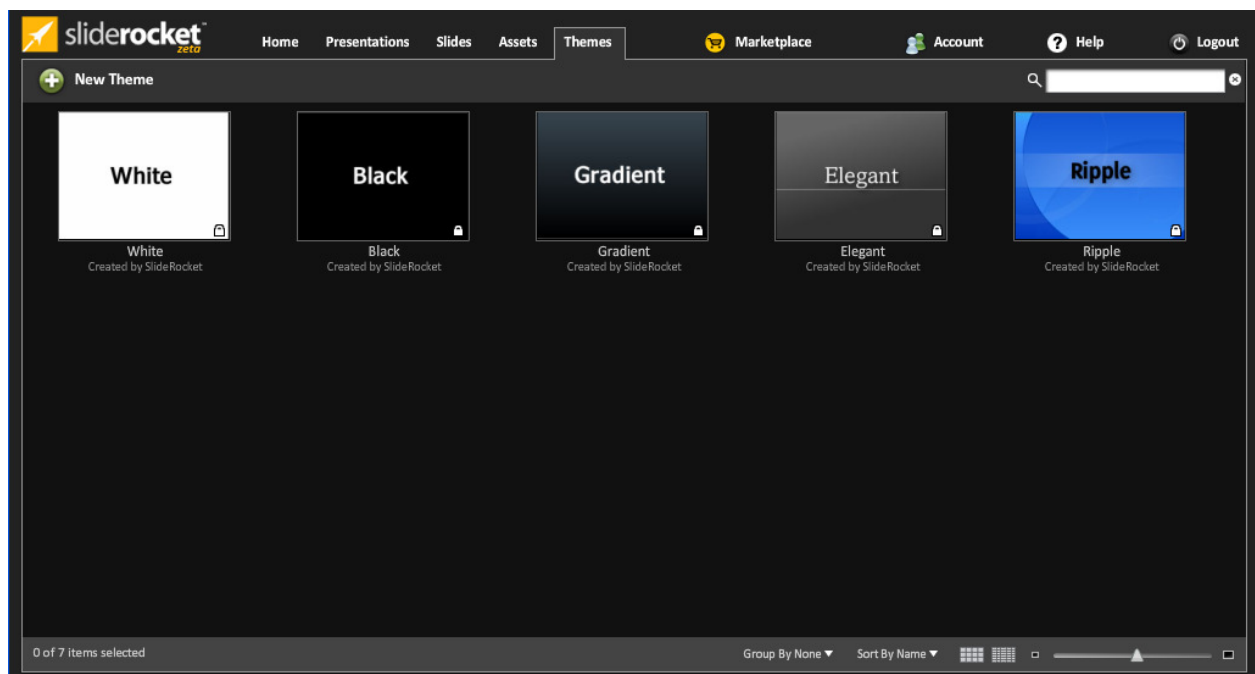


Creating and Editing Themes

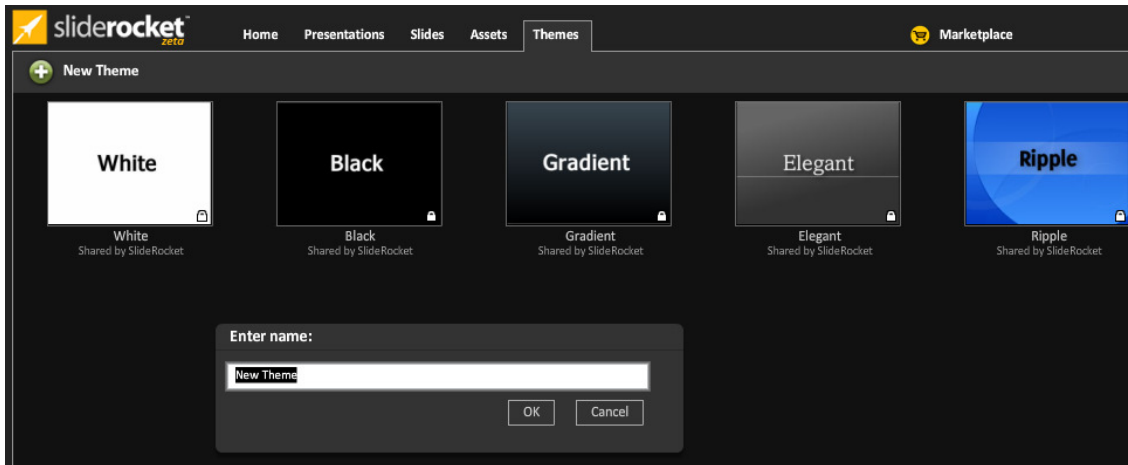
Themes provide a customizable set of layouts, backgrounds and default styles that can be used to define a style guide for your presentations. Choose from professionally-designed default themes or create personalized themes to match the look and feel of your brand. Users can share personalized themes with members of their SlideRocket company or any other SlideRocket user and set permissions to restrict who can use or edit them.

ADVANCED NOTE: Unlike PowerPoint, when multiple presentations use the same theme, a single instance of that theme is referenced. If a user edits the theme, any presentations that use that same theme will be updated automatically.



Creating a New Theme from the Theme Library

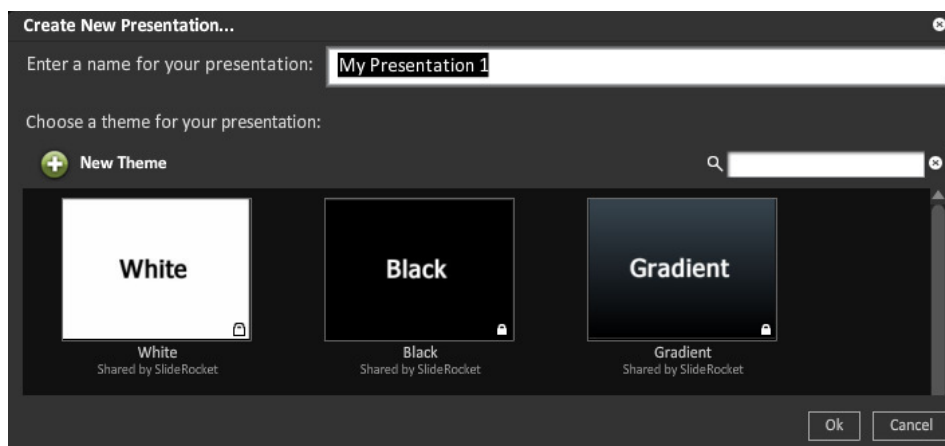
1. Click on the **Themes** tab
2. Click on **New Theme**
3. Enter the new theme name
4. Click **OK**



ADVANCED NOTE: Users can edit the theme from inside the presentation.

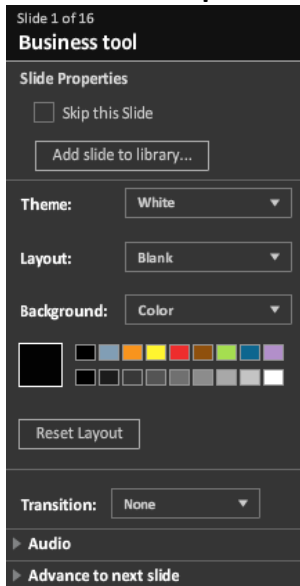
Creating a New Theme for a New Presentation

1. Click on the **Presentations** tab
2. Click on **New Presentation**
3. Click **New Theme**
4. Enter the new theme name
5. Click **OK**



Creating a New Theme within the Presentation

1. In the **Slide Properties Panel**, click on the down arrow by the name of the theme



2. Click on the **New Theme** button
3. Enter the new **theme** name
4. Click **Ok**
5. The new **theme** will now be applied to all the slides within the presentation

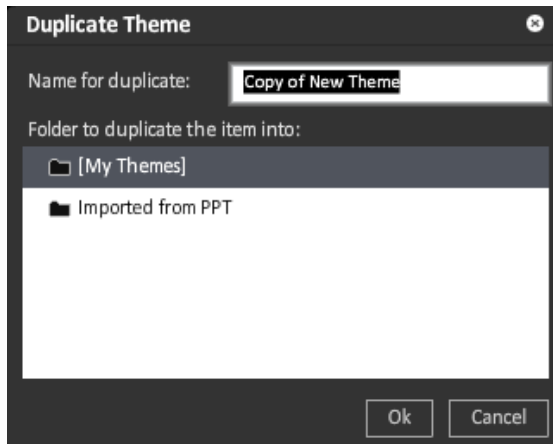
Duplicate an Existing Theme

Themes can easily be duplicated and will retain all the properties of the original theme.

To duplicate a theme from the **Themes Library**:

1. Click on the **Themes** tab
2. Select the theme to be duplicated
3. Right-click on the thumbnail
4. Select **Duplicate**
5. Enter a new name for the duplicated theme
6. Select a folder in which the theme should be saved

7. Click **Ok**

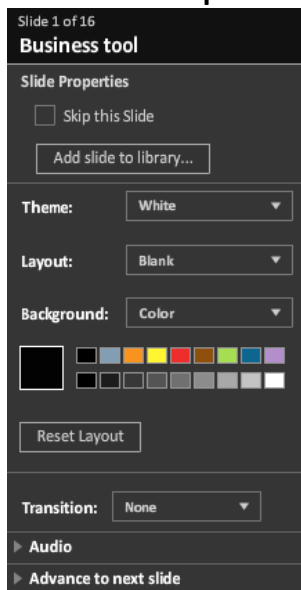


A theme can be duplicated in this same way when creating a new presentation or from within an existing presentation. The new copy will have all of the same layouts, backgrounds and default styles as the original. Any edits made to the duplicate will not affect the original theme.

Changing a theme

Themes can be changed to update a presentation. This will update or remove the backgrounds, layouts and default styles depending on the differences in the themes.

1. In the **Slide Properties Panel**, click on the down arrow by the name of the theme



2. Select the new theme

3. Click **Ok**

Sharing a Theme

Themes can be shared with other people in your SlideRocket Company or other SlideRocket users. For more information on how to share a theme please refer to the **Collaboration and Folders** documentation at: <http://www.sliderocket.com/support/documentation.html>

Customizing a Theme

Customizing a theme allows users to create slide templates with unique layouts and backgrounds. The **Layout** determines how elements or assets are arranged on a slide, while the **Background** provides a canvas or backdrop for the content of the layout.

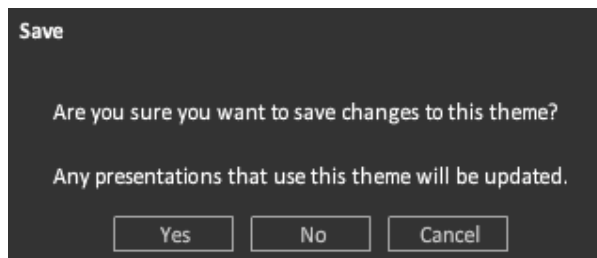
Layouts



Layouts define how elements or assets are arranged on a slide. For example: A user can create a slide with a placeholder text box for the title across the top, another placeholder text box for bullet points in the middle and an image across the bottom.

Editing Existing Layouts

1. Click on the presentation library tab then double click a presentation where you have permission to edit the theme
2. Click on **File**, click **Edit Theme**
3. Click the **Layouts** button
4. The **slide sorter** will show users all the available layouts for the theme
5. Click on **File**, then click **Save** to save the changes as edits are being made
6. Once all of the edits have been completed, select **Return to Slides**



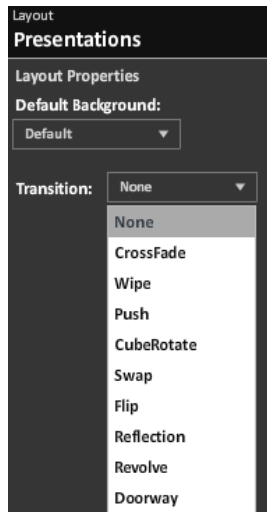
7. Click **Yes** to save changes and update all of the slides in the presentation

Creating New Layouts

1. Open a presentation that you have permission to edit the theme
2. Click on **File**, then click **Edit Theme**

3. Click on **Add Layout**

- a. Add Items to the layout **Backgrounds**: Set the background from the following theme options: **No fill**, **color fill**, **gradient fill** or **image fill** (To design a new background, see [below](#))
- b. **Transitions**: Animates the way the slide will appear when moving from the previous slide

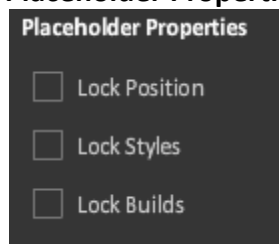


- c. **Placeholder**: Layouts use placeholders to indicate elements (**text**, **page number**) or assets (**picture**) that are going to be assigned on a slide-by-slide basis. The same layout can be used on several slides, even though each slide has different information and placeholders

i. **Placeholder Type**

1. **Text Placeholder**: Sets a text box location and styles, such as font, bullet, color and size
2. **Picture Placeholder**: Creates a location to add any image from the **Assets Library**
3. **Page Number Placeholder**: Recommended for background use, the page number layout will show how many pages are using that layout. Can set font, color and size

ii. **Placeholder Properties**



1. **Lock Position**: Prevents the placeholder from being moved, scaled, or rotated on the slide

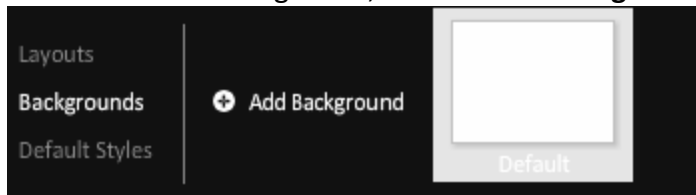
2. **Lock Style:** Prevents the placeholder from style changes such as font, bullet, color and size
3. **Lock Builds:** Prevents builds from being changed

ADVANCED NOTE: **Effects** and **Builds** can be added to any of the placeholders. If a theme is changed and the new theme doesn't contain the same placeholders those placeholders will be deleted from the slide.

Backgrounds

The **Background** provides a canvas or backdrop for the content of the layout. Users can choose from **no fill, color fill, gradient fill or image fill.**

1. Open a presentation where you have permission to edit the theme
2. Click on **File**, then click **Edit Theme**
3. Click on the **Backgrounds** button to display the default
4. To create a new background, click on **Add Background**

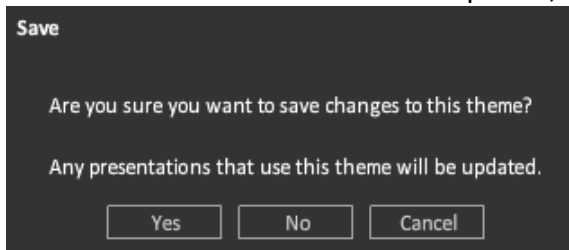


5. You can use the **Background Properties** dialog to **select from** the following:
 - a. **No Fill:** Slide will have a blank background
 - b. **Color Fill:** Using the color picker, users can select a shade to fill in the background
 - c. **Gradient:** Users can set the colors, angle or degree of the gradient and the location the gradient starts
 - d. **Image Fill:** Allows the user to pick an image asset from the library, which will then be added to the background. Under **Background Properties**, users can choose how to scale the photo, including: **Original Size, Tile, Stretch, Scale to Fit** and **Scale to Fill**



6. Click on **File**, then click **Save** to save the changes as edits are being made

7. Once all of the edits have been completed, click **Return to Slides**

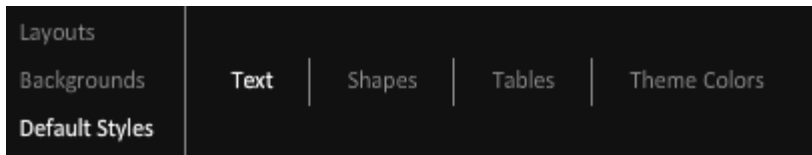


8. Click **Yes** to save changes to update all of the slides in the presentation

Default Styles

Defines how **Text**, **Shapes**, **Tables** and **Theme Colors** will appear on a slide. The following is just some of the elements and assets that users are able to manipulate.

- **Text:** Set default font, color, size, spacing, margin, alignment
- **Shapes:** Set default fill, stroke, opacity, dimensions
- **Tables:** Set default position, size, font, fill
- **Theme Colors:** Set default color options, color fill, gradient fill, image fill



ADVANCED NOTE: **Effects** and **Builds** can be added to any of the default styles.