



Installing Microsoft Office Theme Files

This guide shows you how to install the three parts of a Microsoft Office theme file.

A standard Microsoft Office theme has three parts:

- A **theme** file – (in **.thmx** format) – contains theme information and points to the supporting colors and fonts files.
- A **colors** file – (in **.xml** format) – defines the color palette.
- A **fonts** file – (in **.xml** format) – defines the heading and body fonts scheme.

A theme may additionally contain an **effects** file, but this guide will focus on the three primary files described above. In order to be found and referenced by the MS Office applications, these files must be copied to the correct folders on the computer of each user who wishes to use them. They are compatible with both Windows and MacOS, but the locations on each system differs.

Installing theme files on Windows →

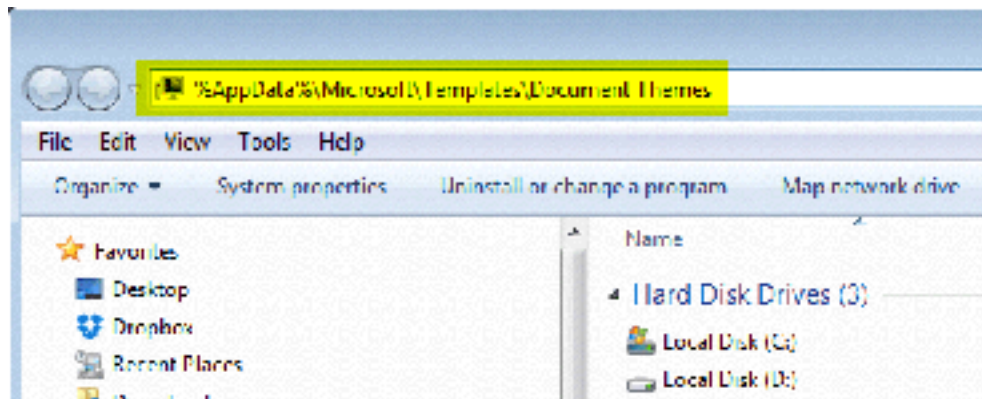
Installing theme files on MacOS →

Theme usage →

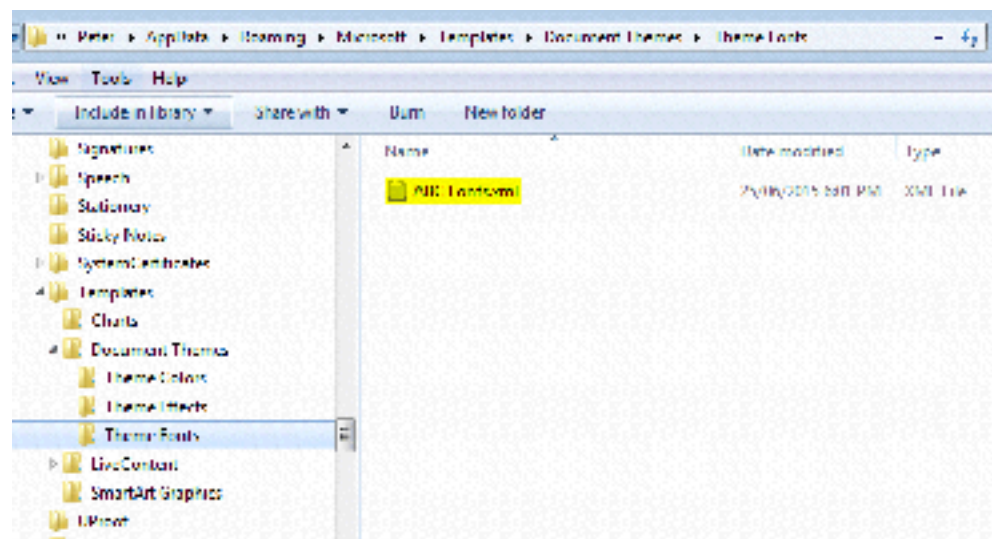
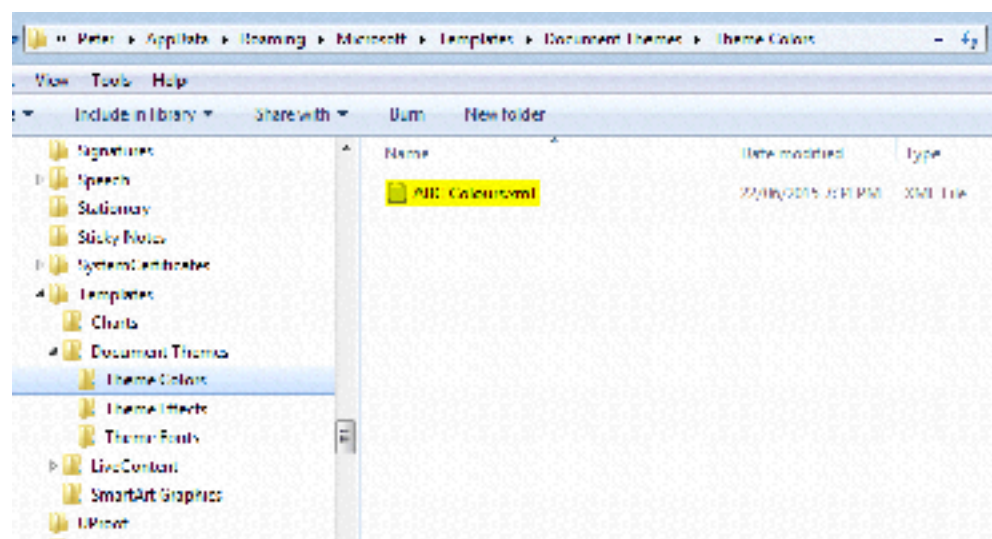
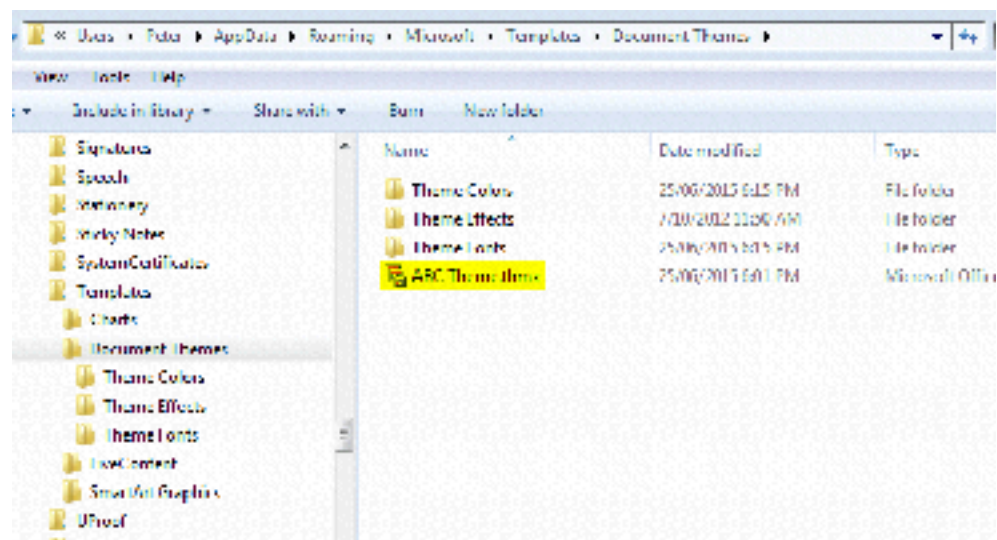
Installing theme files on Windows

The easiest way to locate the themes folder in Windows is to open a File Explorer window enter the following text in the **location pane** at the top:

- %AppData%\Microsoft\Templates\Document Themes.



- Pressing **Enter** will re-direct the window to the local **Document Themes** folder where the theme files live.
- Themes are found in the Document Themes folder.
- Copy the **[Theme].thmx** file to the **Document Themes** folder, the **[Colors].xml** file to the **Theme Colors** folder, and the **[Fonts].xml** to the **Theme Fonts** folder.



Installing theme files on MacOS

- Select **Go To Folder** from the Finder's **Go** menu.
- Copy/Paste into the field:
~/Library/Group Containers/UBF8T346G9.Office/User Content/Themes
- Copy the **[Theme].thmx** file to the **Document Themes** folder (as pictured above), the **[Colors].xml** file to the **Theme Colors** folder, and the **[Fonts].xml** to the **Theme Fonts** folder.

Theme usage

With the theme files in place, the Theme should now be available to MS Office applications. You may need to quit and restart the application if it doesn't immediately appear.

Select your theme on the **Design** tab in PowerPoint and Word and the **Page Layout** tab in Excel.

When the Theme is selected, it will apply the color palette and font scheme and effect styles to documents created by that application.

