

## CHANGING COLOR SCHEMES

Color schemes are sets of professionally selected colors that compliment each other. These schemes may be used as the primary colors for a presentation. Each of these schemes controls the background, lines, text, shadows, and other items in a presentation. Using these schemes insures that a presentation looks appealing and professional. A color scheme and background may be selected for the Slide Master, the current slide, or for all the slides in the presentation. It is also possible to customize the color scheme by changing individual colors in a color scheme.

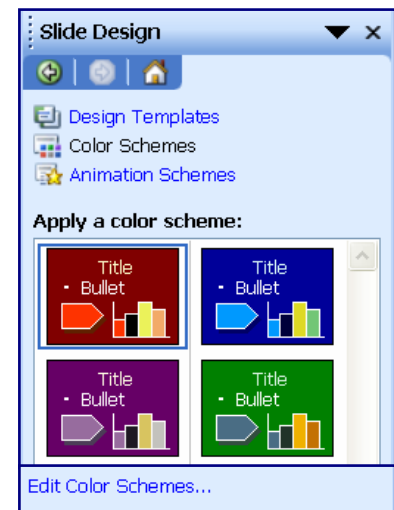
### Choosing What Color Scheme to Use

When choosing a Color Scheme, it is important to keep the following in mind:

- ❖ For onscreen viewing, choose a dark background and light text.
- ❖ For printing on a color printer, choose a light background and dark text.
- ❖ For printing on a one-color printer, choose a black-and-white color scheme.
- ❖ For displaying on the Web, choose a light background with dark type.

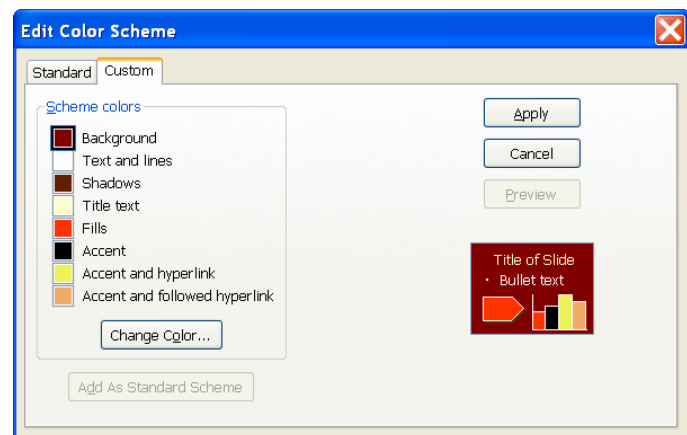
### Selecting a Color Scheme

There are several variations of a color scheme. All the basic colors of the color scheme are used in a template. However, the colors in each one are arranged differently. To select a color scheme, complete the following steps:

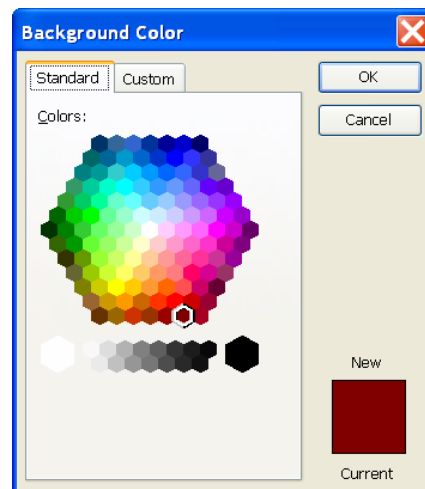


### Changing the Slide Color Scheme

- ❖ Click the **Color Schemes** button on the **Slide Design Task Pane**.
- ❖ If the **Slide Design Task Pane** is not displayed, click the **Design** button on the **Formatting** toolbar.
- ❖ A gallery of possible **Color Schemes** will be displayed.
- ❖ Click the **Edit Color Scheme** link at the bottom of the **Task Pane**.
- ❖ The **Edit Color Scheme** dialog box will appear (see illustration).
- ❖ Click the **Standard** tab, if necessary.
- ❖ A list of the different parts of the **Slide Design Template** will appear.
- ❖ Click in the box on the left side of the **Scheme** color that is to be changed.
- ❖ Click the **Change Color** button at the bottom of the **Scheme Colors** list.
- ❖ The **Background Color** dialog box will appear.
  - The **Standard** Gallery of Colors provides a pallet of colors to choose from.
  - The **Custom** Gallery of Colors allows you to change the colors in the color pallet to different shades.
- ❖ Click the **Standard** tab, if necessary.



- ❖ After selecting a color in the **Background Color** dialog box, click **OK** to return to the **Slide Color Scheme** dialog box.
- ❖ After making all the changes you would like to, choose one of the following:
  - **Apply** – This option applies the changes to the whole presentation. If specific slides have been selected, the changes will be applied to just those slides.
  - **Cancel** – To cancel all the changes and return to the presentation, choose this option.
  - **Preview** – This option is used to see what the Color Scheme will look like.
  - **Add as Standard Scheme** – To make this scheme available in the Slide Design gallery, use this option.



### Color Scheme Components

Component	Description
<b>Background Color</b>	This is the fundamental color of a PowerPoint slide. Other colors can be placed over top of this color, but it still remains as the fundamental color of the slide. Anywhere that an object is not displayed, this color will display.
<b>Text and Lines Color</b>	These colors contrast with the background color of the slide. The background color and the text and line color set the tone for the presentation.
<b>Shadow Color</b>	This color is applied when an object is colored. Usually this color is a darker shade of the background color.
<b>Title Text Color</b>	This color contrasts with the background color in a similar way as the text and line color does. Title text is the information that displays in the title text placeholder on a slide.
<b>Fill Color</b>	This color contrasts with the background color and the text and line color. This color is used for graphs and charts.
<b>Accent Colors</b>	These colors are designed as colors of secondary features in a slide. They are also used as colors on graphs.

### Copying a Color Scheme to Another Slide

It is possible to change the Color Scheme for an individual slide and then copy those changes to several other slides in the presentation. This process may be used when several slides, but not all slides, are to be changed. To copy a slide's color scheme, complete the following steps:

- ❖ Display the presentation in **Slide Sorter** view.
- ❖ Select the slide the **Color Scheme** is to be copied from.
- ❖ Click the **Format Painter** button on the **Standard** toolbar (see illustration at right).
- ❖ Click the slide that is to receive the color scheme.
  - Double-click the **Format Painter** to apply the design to several slides.
  - Click each slide to apply the formatting.
- ❖ Click the **Format Painter** button again to turn the feature off.

