

## CHAPTER 11 THEMES

**INFocus**

WPL\_V510

A **theme** is a co-ordinated set of colours and effects that you can apply to create professional-looking drawings with a consistent design.

Visio includes many built-in themes that you can apply or you can create your own custom themes.

### In this session you will:

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme to a drawing
- ✓ learn how to create custom theme colours
- ✓ learn how to create custom theme effects
- ✓ learn how to copy a custom theme from one drawing to another
- ✓ learn how to delete custom themes.

# UNDERSTANDING THEMES

A **theme** is a collection of complementary colour schemes and formatting effects that you can apply to create professional, high-quality drawings. With a single mouse click, you can

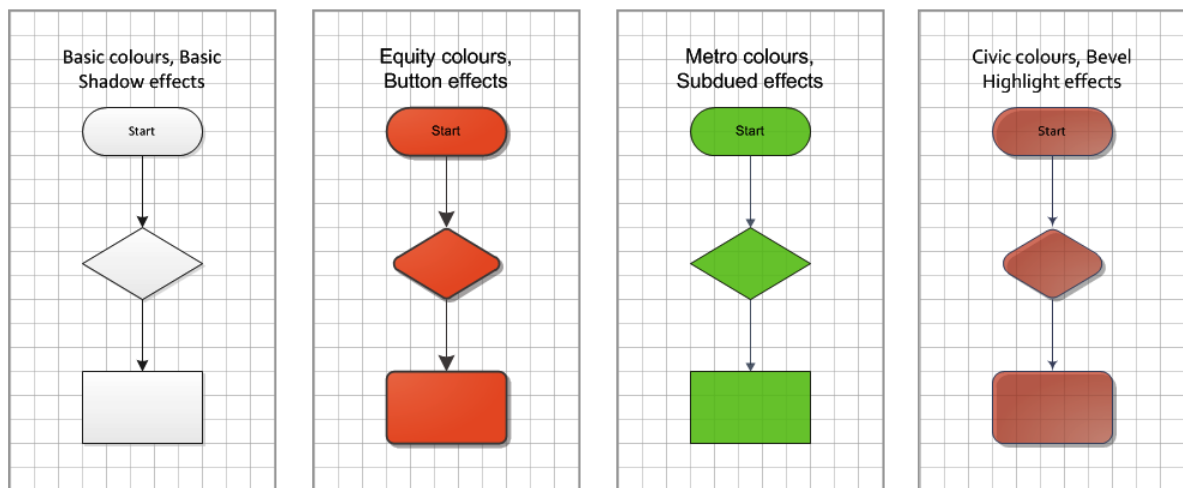
select a theme that will apply the work of professional designers to your drawing. The built-in theme colours match the theme colours available in other Microsoft Office applications like Word.

## What Is A Theme?

A **theme** is a coordinated set of colours and effects that enable you to create well-designed and professional-looking drawings in just a single click! Each theme includes a set of **theme colours** which have been designed to work well together and **theme effects** which will be applied to the fonts, fills, shadows, lines and connectors.

Every drawing has an underlying theme. For example, a new drawing based on the **Basic Flowchart** template has the **Basic colours, Basic Shadow effects** theme applied to it by default. This means that every element of your new drawing – be it the text you insert or a background you apply – is controlled by a theme.

Visio 2010 includes more than 30 built-in themes in the **Themes** gallery. But, if you need more you can create a custom theme.



## Why Use Themes?

There are several advantages to using themes.

- To save time! Instead of spending copious amounts of time formatting every aspect of your drawing, such as text formatting, shape fills, colour backgrounds, shadows, connector formatting and the rest, graphic designers have done the work for you. By choosing a theme, you can create professional, high-quality drawings with a coordinated set of colours, fonts and backgrounds.
- To keep it consistent! The 30+ built-in theme colours are also available in other Office applications like Excel and Word. This means that you can maintain a consistent look, if desired, across all of your organisational documents. For example, you can create your annual report with a similar design to your brochures, monthly newsletters, year-end financials, presentation to the Board, website and so on.

## Applying A Theme

When you create a new drawing in Visio, a default theme is applied to it automatically. But you'll rarely be satisfied using the default theme with so many other dazzling themes to choose from! You can easily apply a different theme in a just a few mouse clicks.

# APPLYING A THEME

Microsoft Visio comes complete with a set of colours and effects that you can apply to your drawings with a single click. By applying a theme, you can quickly achieve a professional finish and

ensure consistency in multiple-page drawings. All of the built-in themes are displayed in the **Themes** gallery.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *V510 Themes\_1.vsd...*

**1**

Click on the **Design** tab

The themes are located in the **Themes** group...

**2**

Click on **More** for **Themes** to open the **Themes** gallery

Currently, the **Basic Colours** and **Basic Shadow Effects** are applied...

**3**

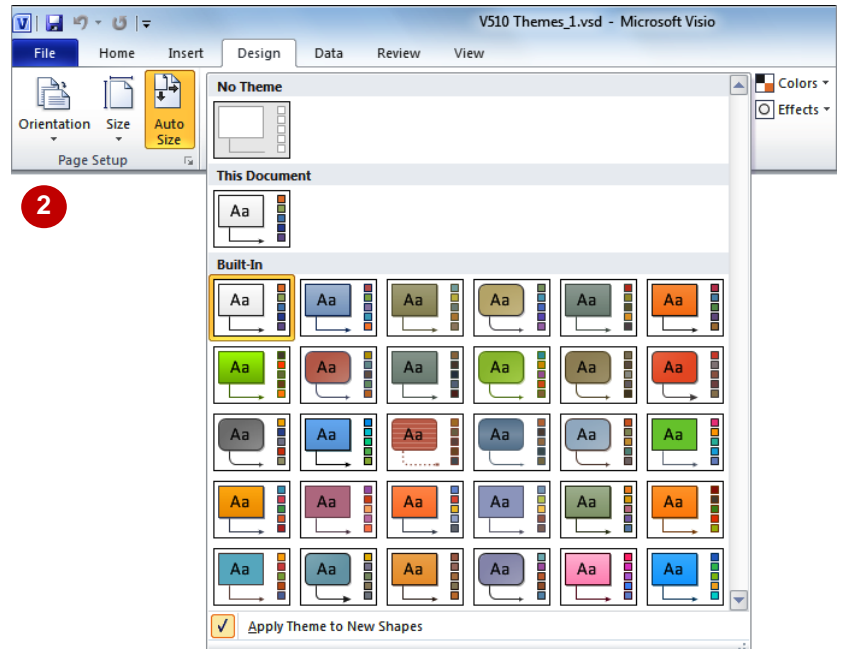
Point to the various theme thumbnails to see the drawing in Live Preview

Here we have previewed the **Equity** colours, **Button** effects theme. Note that the themes are listed alphabetically in the gallery....

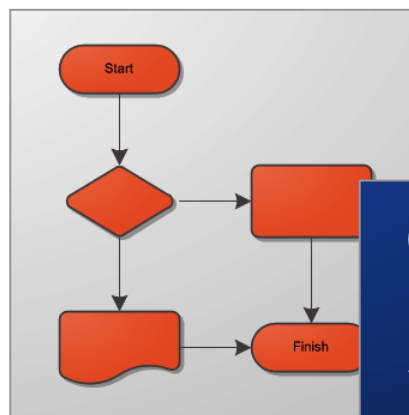
**4**

Right-click on the **Executive colours, Simple Shadow effects** theme thumbnail and select **Apply to Current Page**

The objects on the page will be instantly updated. Because this theme contains a background colour, it will also automatically apply the colour to the background even though you selected **Apply to Current Page** only

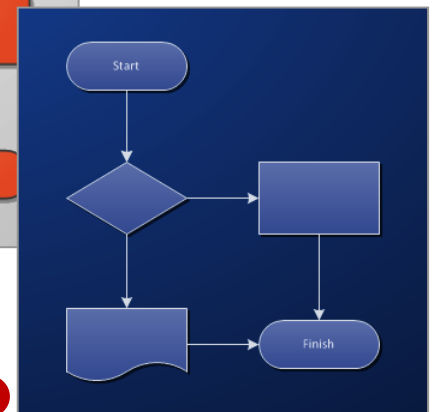


**3**



After applying a theme, it will be applied to any new shapes you add. To temporarily disable this, deselect **Apply Theme to New Shapes** in the **Themes** gallery.

**4**



## For Your Reference...

To **apply a theme**:

1. Click on the **Design** tab
2. Click on the **More** button for **Themes**
3. Right-click on a theme thumbnail and select **Apply to Current Page** or **Apply to All Pages**

## Handy to Know...

- You can left-click on a theme thumbnail. This method will apply the theme either to the current page or to all pages in your drawing, depending on what you did last.
- Some themes include a background colour. To apply it, click on **Backgrounds** on the **Design** tab and select a background.

# CREATING CUSTOM THEME COLOURS

After applying a built-in theme, you can apply a different set of theme colours to your drawing while retaining the original theme effects. Visio offers 56 theme colours in the **Theme Colours**

gallery, but if you can't find what you require, you can create your own set of custom theme colours. The secret here is to apply the theme colour that is the closest to what you require before you begin.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V510 Themes\_2.vsd...*

1 Click on **Colours** in the **Themes** group to open the **Theme Colours** gallery

Currently, the *Executive* colour scheme is applied to the drawing...

2 Point to the various thumbnails to see them in Live Preview, then click on **Concourse Light**

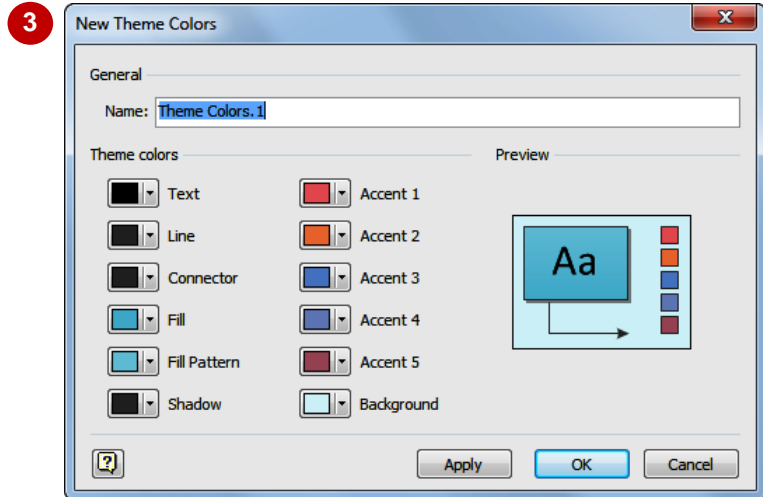
3 Re-open the **Theme Colours** gallery and select **Create New Theme Colours** to open the **New Theme Colours** dialog box

4 Type **My Colour** in **Name**, then select the **Theme Colours** as shown

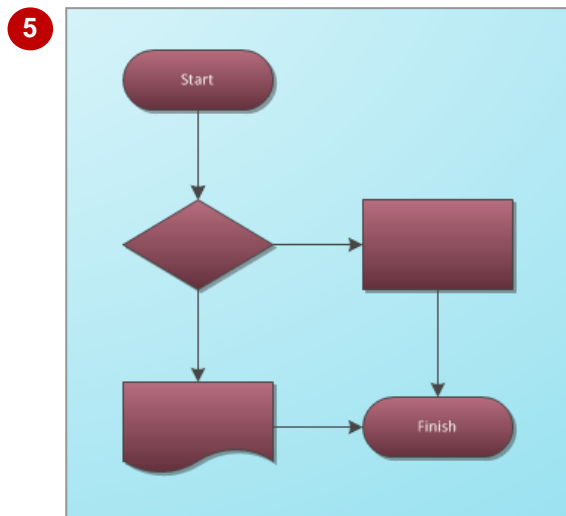
The preview thumbnail will change as you make each selection...

5 Click on **[OK]** to create the custom theme colour

The *My Colour* thumbnail will appear in the **Theme Colours** gallery under **Custom**



4 **Text** White  
**Fill** Accent5, Darker 50% (row 6, col 10)  
**Fill Pattern** Accent5 (row 1, col 10)



## For Your Reference...

To create a set of custom theme colours:

1. Click on **Colours** in the **Themes** group (**Design** tab) and select the most appropriate colour
2. Re-open the **Theme Colours** gallery, select **Create New Theme Colours** and set the desired options

## Handy to Know...

- You can edit custom theme colours and effects. To do this, click on **Colours** or **Effects** in the **Themes** group and right-click on the desired thumbnail under **Custom** and select **Edit**.

# CREATING CUSTOM THEME EFFECTS


As well as defining custom theme colours, you can also create new sets of custom theme effects. After applying a built-in effect that is similar to what you want, you can then edit the

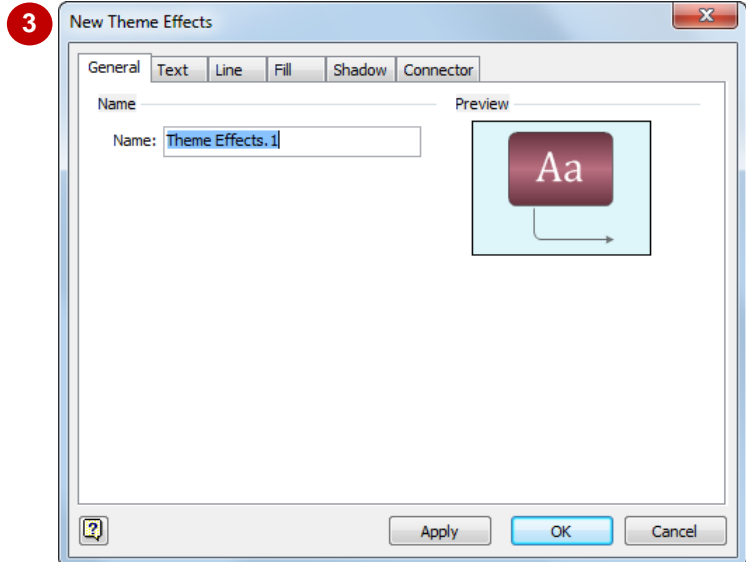
text font; line weight, transparency and corner roundness; fill transparency and pattern; shadow style, position and direction; connector weight, ends and corners and more.

## Try This Yourself:

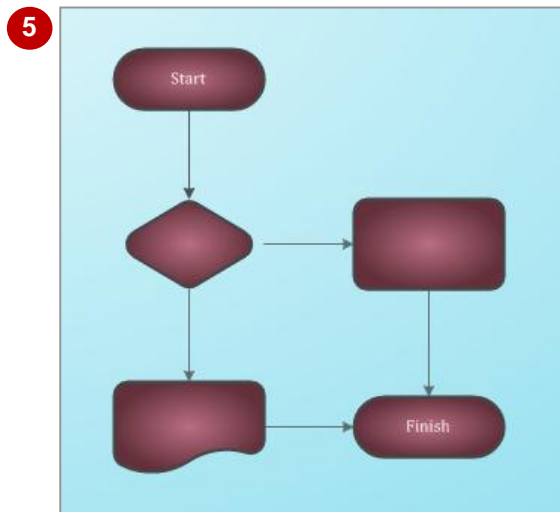
**Same File**

Continue using the previous file with this exercise, or open the file V510 Themes\_3.vsd...

- 1 Click on **Effects**  in the **Themes** group to open the **Theme Effects** gallery  
*Currently, the Simple Shadow theme effect is applied to the drawing...*
- 2 Point to the various thumbnails to see them in Live Preview, then click on **Pillow**
- 3 Re-open the **Theme Effects** gallery and select **Create New Theme Effects** to open the **New Theme Effects** dialog box
- 4 Type **My Effects** in **Name**, then change the settings as shown  
*The preview thumbnail will change as you make each selection...*
- 5 Click on **[OK]** to create the custom theme effect  
*The My Effects thumbnail will appear in the Theme Colours gallery under Custom*




- 4 **Line** tab      **Weight**      1½ pt  
                         **Transparency**      0%
- Fill** tab      **Pattern**      40
- Connector** tab      **End Size**      Small



## For Your Reference...

To create a set of custom theme effects:

1. Click on **Effects**  in the **Themes** group (**Design** tab) and select the most appropriate effect
2. Re-open the **Theme Effects** gallery, select **Create New Theme Effects** and set the desired options

## Handy to Know...

- You cannot edit a built-in theme. Instead, you must duplicate it and then edit the duplicate. To duplicate a theme, right-click on the theme colour/effect thumbnail and select **Duplicate**. A copy of the thumbnail will be placed under **Custom**. Right-click on it and select **Edit** to rename and edit it.

# COPYING A CUSTOM THEME TO ANOTHER DRAWING

When you create a custom set of theme colours and/or theme effects, they are saved to the appropriate gallery in the drawing where you created them. When you open another drawing

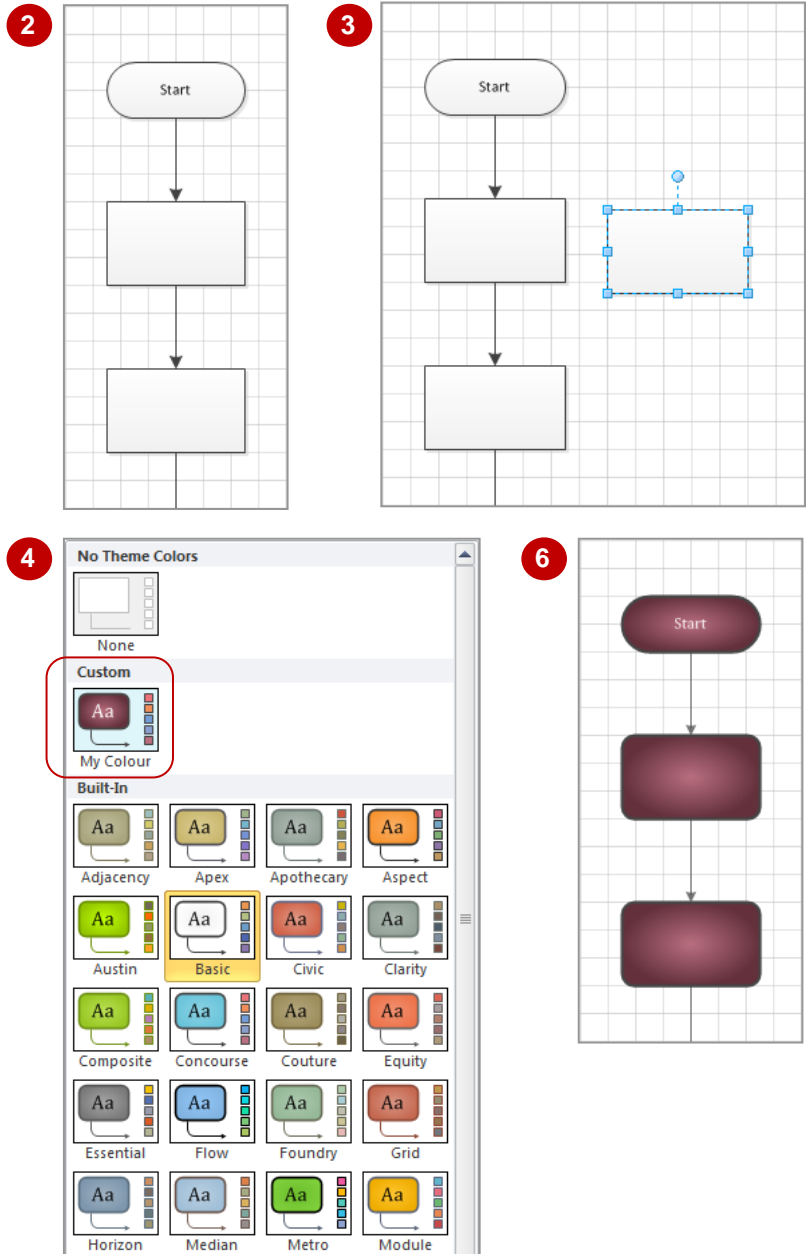
or create a new drawing, your custom themes will not appear in the themes galleries. You can access them, however, by copying a shape with the desired theme into the second drawing.

## Try This Yourself:

**Same File**

Continue using the previous file with this exercise, or open the file *V510 Themes\_4.vsd*...

- 1 Select a shape and then press **Ctrl** + **C** to copy it to the clipboard
- 2 Open **V510 Themes\_5.vsd**  
This drawing has the **Basic colours, Basic Shadow effects** theme applied to it...
- 3 Press **Ctrl** + **V** to paste the shape into the drawing  
The paste function also pastes the custom theme colours and effects into your Themes galleries...
- 4 Click on the **Design** tab, then click on **Colours** in the **Themes** group to open the **Theme Colours** gallery  
The **My Colour** thumbnail will appear under **Custom**...
- 5 Click on **My Colour** – a message may appear letting you know that you can apply a background if desired – and click on **OK** to apply the theme colour
- 6 Repeat steps 4 and 5 to apply the **My Effects** custom theme effect, and then delete the pasted shape



## For Your Reference...

- To copy a custom theme to another drawing:
1. Copy a shape with the custom theme applied
  2. Open the second drawing and press **Ctrl** + **V** to paste the shape
  3. Click on the custom theme colour/effect to apply it to the drawing, then delete the pasted shape

## Handy to Know...

- You cannot copy to Visio a theme from another Microsoft Office program like Word or PowerPoint. And the reverse is also true – you cannot copy a theme from Visio to another Microsoft Office program.

# DELETING CUSTOM THEMES


If you decide that you no longer want a custom set of theme colours and/or theme effects, you can delete them. If the custom theme is currently applied to the drawing, deleting it will leave the

drawing with no theme applied at all. You can then apply a different theme to the drawing if desired. If you've copied a custom theme to other drawings, it will not be deleted from them, only the current one.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file V510 Themes\_6.vsd...


- 1 Click on the **Design** tab, then click on **Colours**  in the **Themes** group to open the **Theme Colours** gallery

The **My Colour** custom theme is currently applied to the drawing...


- 2 Right-click on **My Colour** under **Custom** and select **Delete**

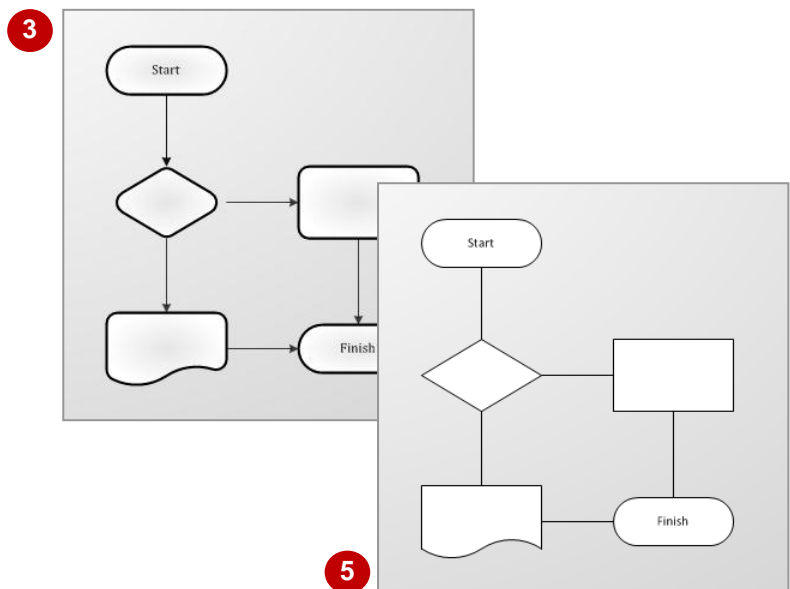
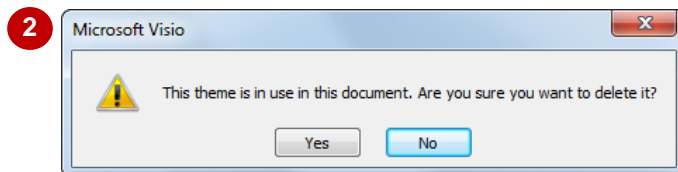
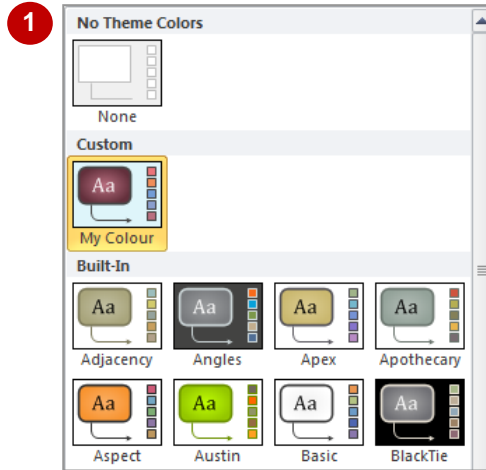
A message will display...

- 3 Click on **[Yes]** to delete the theme colour from the drawing

- 4 Click on **Effects**  in the **Themes** group to open the **Theme Effects** gallery



- 5 Right-click on **My Effects** under **Custom**, select **Delete**, then click on **[Yes]**

The custom theme will be deleted from the drawing. The drawing will now have **No Theme** applied to it at all, which you could check by clicking on **More**  for **Themes** to open the **Themes** gallery. Notice, however, that the background is still applied to the drawing




## For Your Reference...

To delete a custom theme:

1. Click on **Colours**  and/or **Effects**  in the **Themes** group (**Design** tab)
2. Right-click on the desired thumbnail under **Custom**
3. Select **Delete**

## Handy to Know...

- If you want to remove a custom theme from a drawing, rather than deleting it, you can click on **More**  for **Themes** and click on **No Theme**.
- If you want to remove a theme from a specific shape, right-click on it and select **Format > Remove Theme**.

