

HOW DO I CHANGE THE COLOURING OF MY SITES/PAGES FROM THE OUT-OF-THE BOX “VANILLA” THEME?

PROBLEM STATEMENT

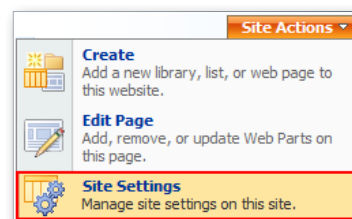
When creating your intranet certain pages may require different colouring to differentiate departments or events so that not all pages appear in the standard blue colour.

SOLUTION

SharePoint has a series of pre-defined themes available that can be applied to all sites or selected sites within your SharePoint environment. In order to apply a new theme, follow the steps below:

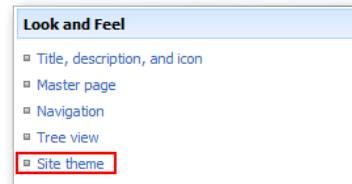
STEP 1

Navigate to the site you wish to change and from the Site Actions menu select Site Settings.



STEP 2

From the Site Setting menu select Site Theme from the Look and Feel column.



STEP 3

The next screen will display all the site theme options. To view the theme styles click on a site theme and view the colouring in the preview section. From the list select the one you wish to apply and click Apply.

Now you have chosen a theme you may wish to change the logo.

To change the logo repeat steps one and two however instead of selecting Site Theme from the Look and Feel column, select Title, description, and icon. Under the section called Logo URL and Description enter in the URL for the image.

