

Instruction for OWP themes, fonts, styles, and colors install process

1. Copy OWP theme to your computer.
Please contact IT department if you have difficulty.

OWP themes and elements for Word and Excel

OWP themes, fonts, styles, and colors

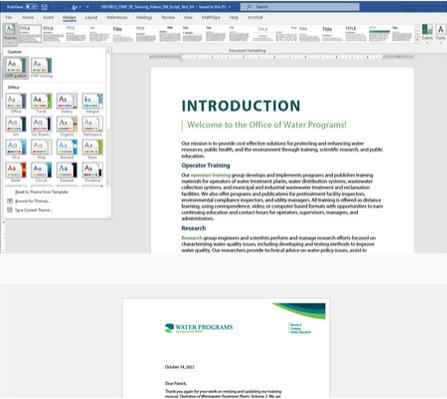
 [Get OWP theme package for Word and Excel](#)

This is the OWP theme package designed in our 2022 series. It allows convenient access to OWP colors and fonts through theme panels in Word and Excel programs.

[Installation instruction](#)

OWP letterhead template for Word

 [Get OWP letterhead template for Word](#)



2. Unpack ZIP file.
3. **Font installation.**

Open Office Theme Font folder.

C:\Users**your first name.last name**\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Fonts
For example:

C:\Users**hanna.benedychuk**\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Fonts

Copy OWP publish and OWP sharing **XML** files from OWP theme package to the Office Theme Font folder.

 OWP publish	7/13/2022 9:46 AM	XML File	1 KB
 OWP sharing	11/29/2022 3:22 PM	XML File	1 KB

4. **Themes installation.**

Go one level up in the directory to the folder Document Themes.

C:\Users**your first name.last name**\AppData\Roaming\Microsoft\Templates\Document Themes

Copy OWP publish and OWP sharing **Themes** files from OWP theme package to the Office Theme folder.

 OWP publish	9/9/2022 10:00 AM	Microsoft Office Theme	34 KB
 OWP sharing	11/29/2022 3:22 PM	Microsoft Office Theme	34 KB

5. **Colors installation.**

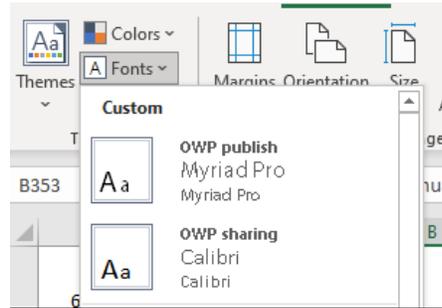
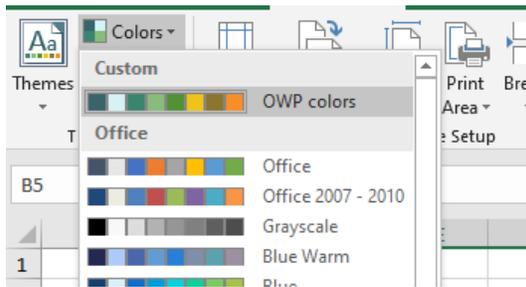
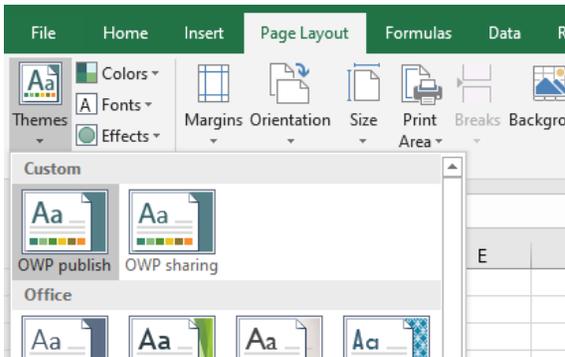
In Document Themes folder select Theme Colors folder.

C:\Users**your first name.last name**\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Colors

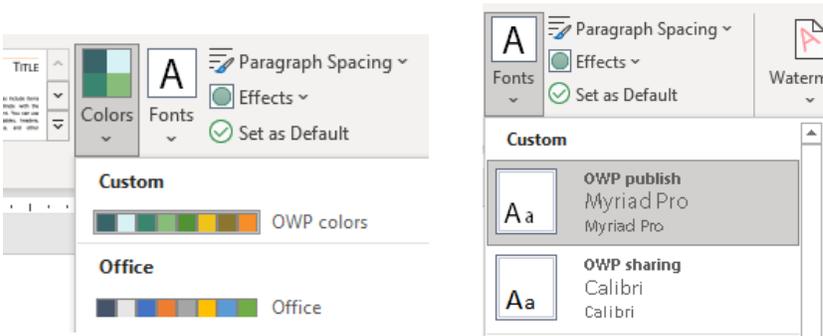
Copy OWP color XML file from OWP theme package to the Office Theme Colors folder.

 OWP colors	9/6/2022 8:31 AM	XML File	1 KB
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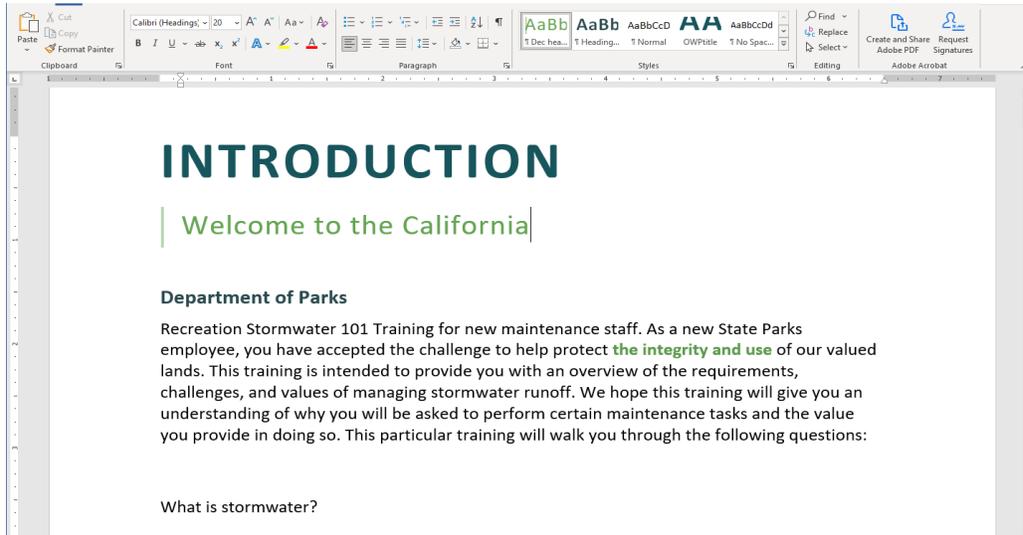
6. Check if OWP themes, fonts, and colors were properly installed in Word and Excel.
7. Excel: Page Layout tab → Themes.



8. Word: Design tab → Themes.



9. Preset custom Word text theme installation.



Open Office QuickStyles folder.

C:\Users**your first name.last name**\AppData\Roaming\Microsoft\QuickStyles

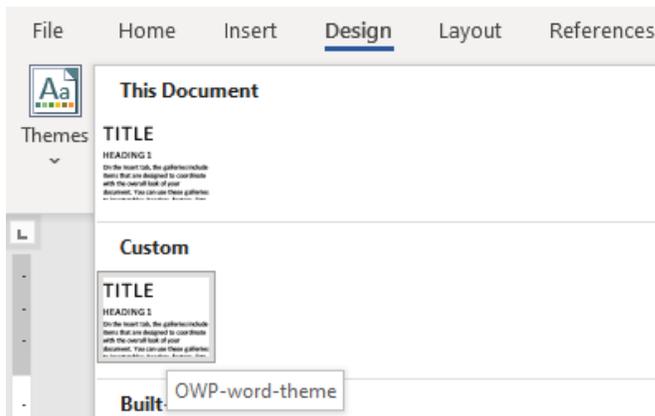
For example:

C:\Users\hanna.benedychuk\AppData\Roaming\Microsoft\QuickStyles

Copy OWP-word-theme file from OWP theme package to the QuickStyles folder.



The theme will be available from Design → Themes → Custom



For the proper result please select one of OWP themes.