

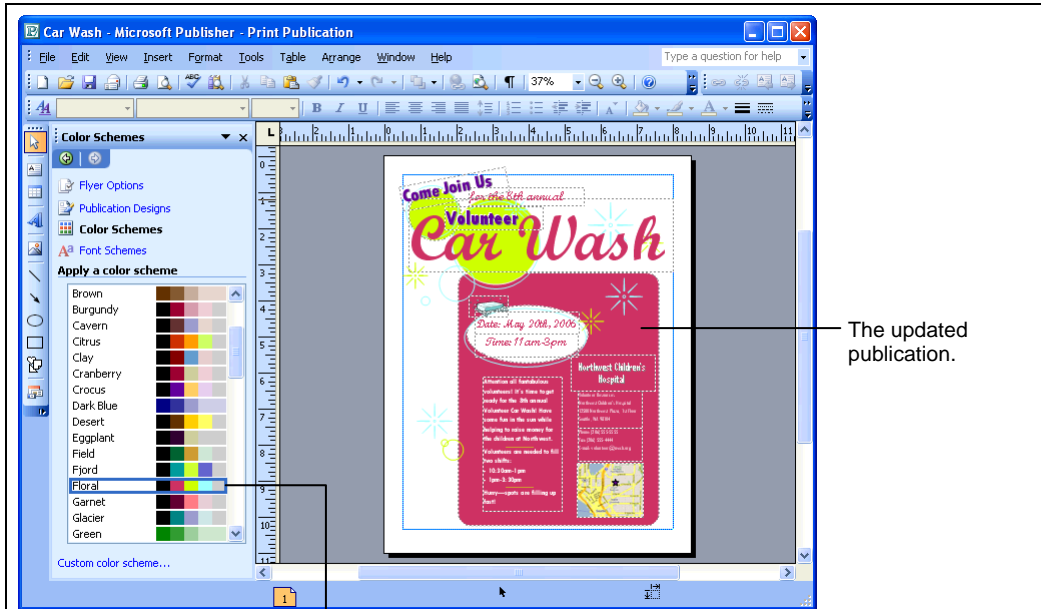
# Lesson 5-2: Working with Color Schemes

**Figure 5-3**

Selecting a new color scheme.

**Figure 5-4**

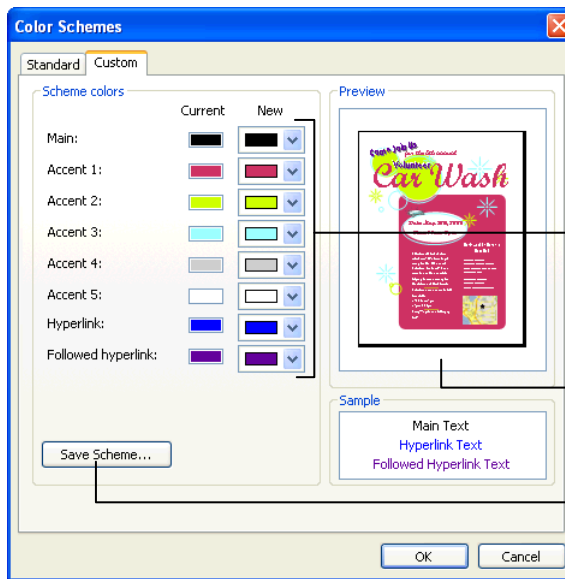
The Color Schemes dialog box.



**Figure 5-3**

Select the color scheme you want to apply to your publication.

The updated publication.



**Figure 5-4**

Click the list arrow of the color you want to change, and select a new color from the list.

A preview of the selected color scheme appears here.

Click the **Save Scheme** button to save the selected colors as a new color scheme.

Does your publication look a little dreary? If so, you're in luck! This lesson shows you how to add vibrant color to your publications by using a *color scheme*—Publisher's very own interior decorator. A color scheme is a set of eight coordinated colors you can use as the main colors in a publication. A color scheme determines the text, line, shadow, and fill colors in your

publication. Color schemes are convenient and easy to use—instead of having to choose from more than 16 million colors, you can use a coordinated color scheme that was carefully put together by design professionals.

If you think you have better taste in color than Microsoft, you can always change one or more of the colors used in a color scheme, or you can create your own custom color schemes altogether. Let's get started!

**1. Open the Microsoft Publisher program.**

**2. Navigate to your Practice folder, open the Lesson 5A publication, and save it as Car Wash.**

If you don't know where your practice files are located, ask your instructor for help. This publication needs some help. Let's start by selecting a new color scheme.

**3. Select Format → Color Schemes from the menu.**

The Color Schemes task pane appears. Scroll through the list of available color schemes until you find one that you like.

**4. Click the Floral color scheme.**

The color scheme changes, as shown in Figure 5-3.

You can also create your own color schemes by modifying existing ones.

**5. Click the Custom color scheme link at the bottom of the task pane.**

The Custom tab of the Color Schemes dialog box appears, as shown in Figure 5-4. The colors in the currently applied scheme appear in the Scheme colors section of the dialog box. To change a color in a color scheme, select a new color in the New column.

**6. Click the New list arrow for the Main color and select the Yellow color from the list.**

The Main color of the Floral color scheme will now be yellow. If you are satisfied with your adjustments, you can click the OK button. You could also click the Save Scheme button to save a new color scheme based on your selections.

Let's save this as a new color scheme.

**7. Click the Save Scheme button.**

The Save Scheme dialog box appears. Here you can enter a new name for your custom color scheme.

**8. Type Delete and click OK.**

The dialog box closes. Let's make sure your new color scheme has been saved. To view a complete list of color schemes, click the Standard tab in the dialog box.

**9. Click the Standard tab.**

Tada! There's your new color scheme! You really don't need this color scheme after all, so let's delete it.

**10. Make sure the Delete Scheme button is selected, and click Yes in the dialog box that appears.**

We're finished with this dialog box, so let's close it without saving any changes.

**11. Click the Cancel button.**

The dialog box closes and you return to your publication.

Flyer Options

**Task pane heading**

Other Ways to Open the Color Schemes Task Pane:

- Click the task pane heading and select **Color Schemes** from the menu.

 **Quick Reference**

To Change the Color Scheme of a Publication:

1. Select **Format → Color Schemes** from the menu.
2. In the Color Schemes task pane, click the color scheme you want to apply.

To Change a Color in a Color Scheme:

1. Click the **Custom color scheme** link in the Color Schemes task pane.
2. Click the list arrow of the color(s) you wish to change, select a new color, and click **OK**.

To Create a Custom Color Scheme:

1. Click the **Custom color scheme** link in the Color Schemes task pane.
2. Click the list arrow of the color you wish to change, select a new color, and click the **Save Scheme button**.
3. Enter a name for your new scheme and click **OK**.