

# New Client Kit

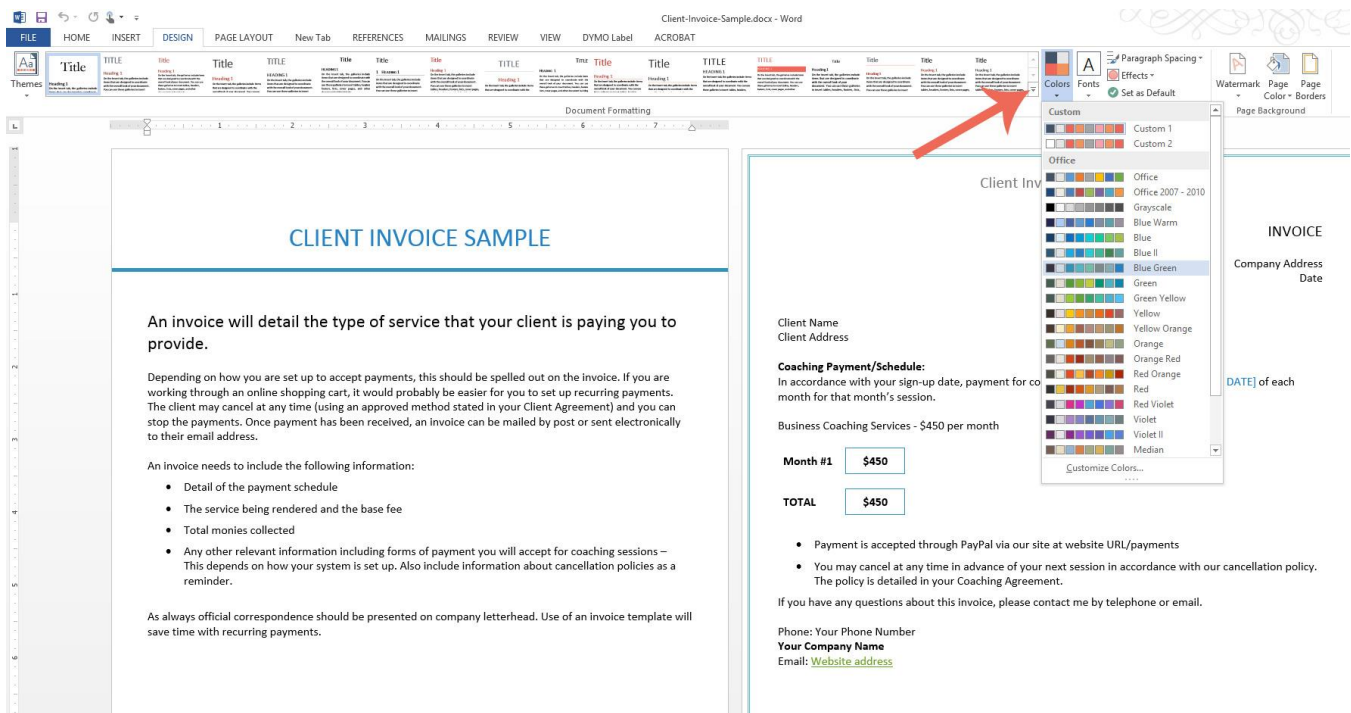
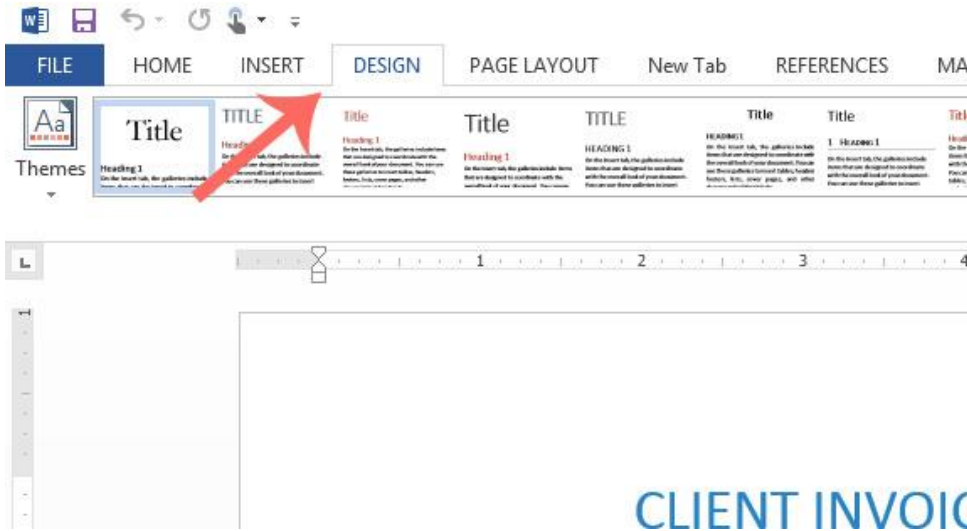
How-to Guide  
to Customizing Your  
Worksheet Colors



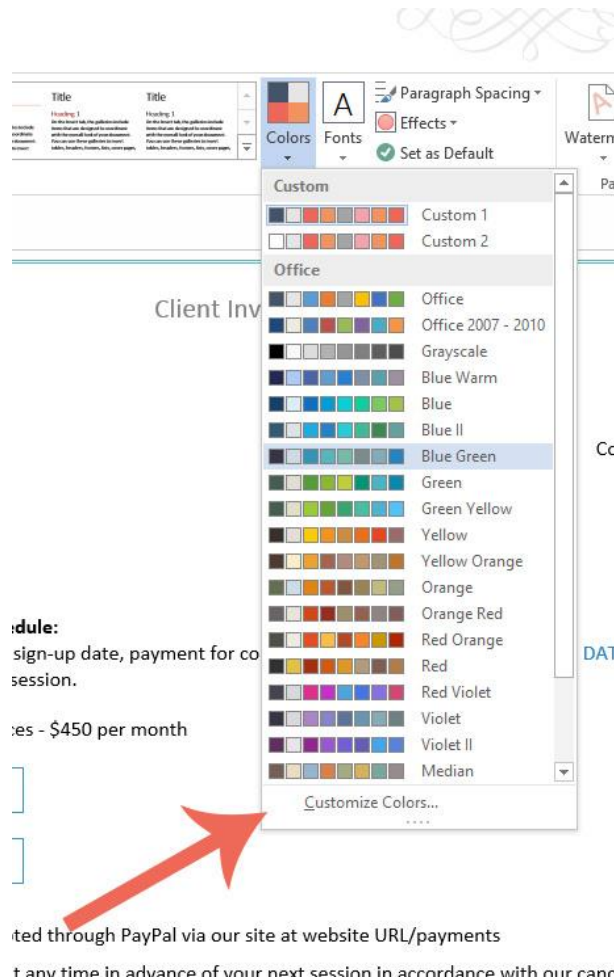
## How-to Guide: Customize Your Worksheet Colors

Customize the colors of your worksheets to match your company's branding quickly and easily!

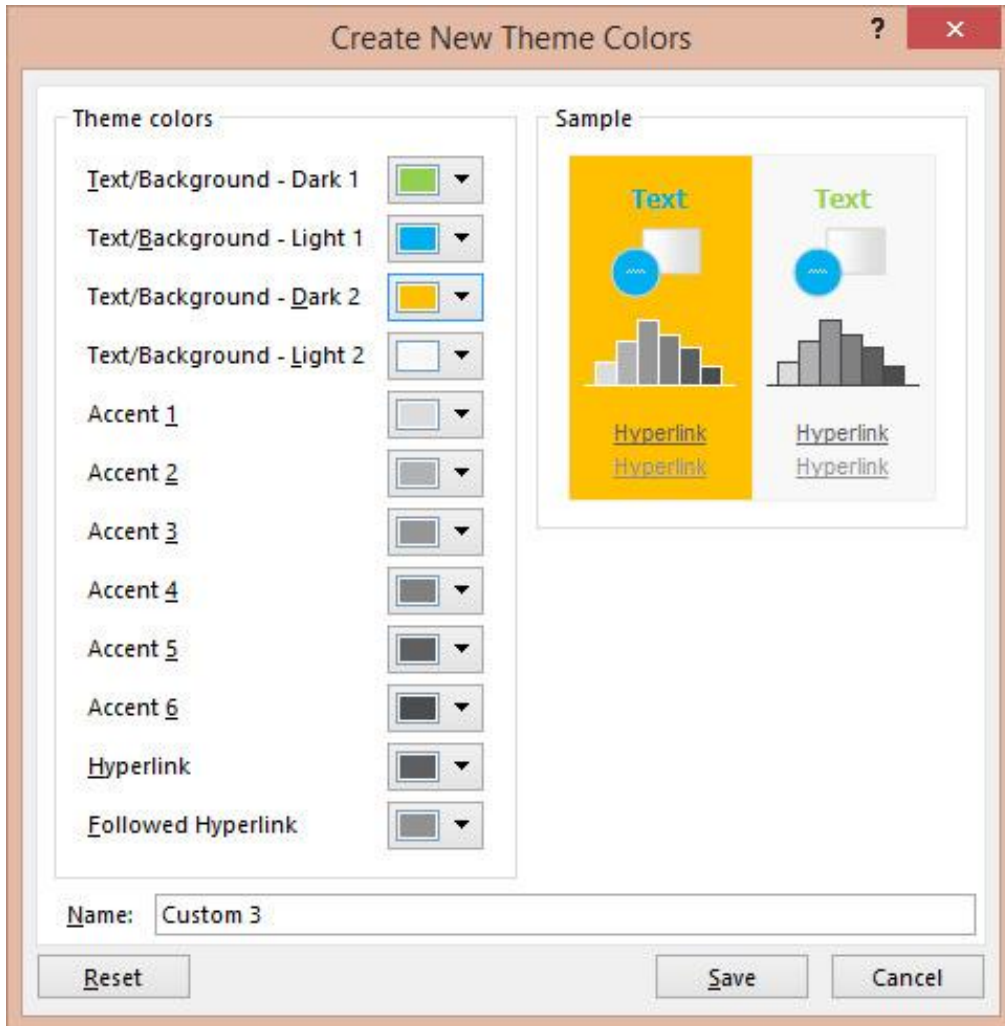
Step 1: Open the "Design" ribbon, and click on the Colors dropdown.



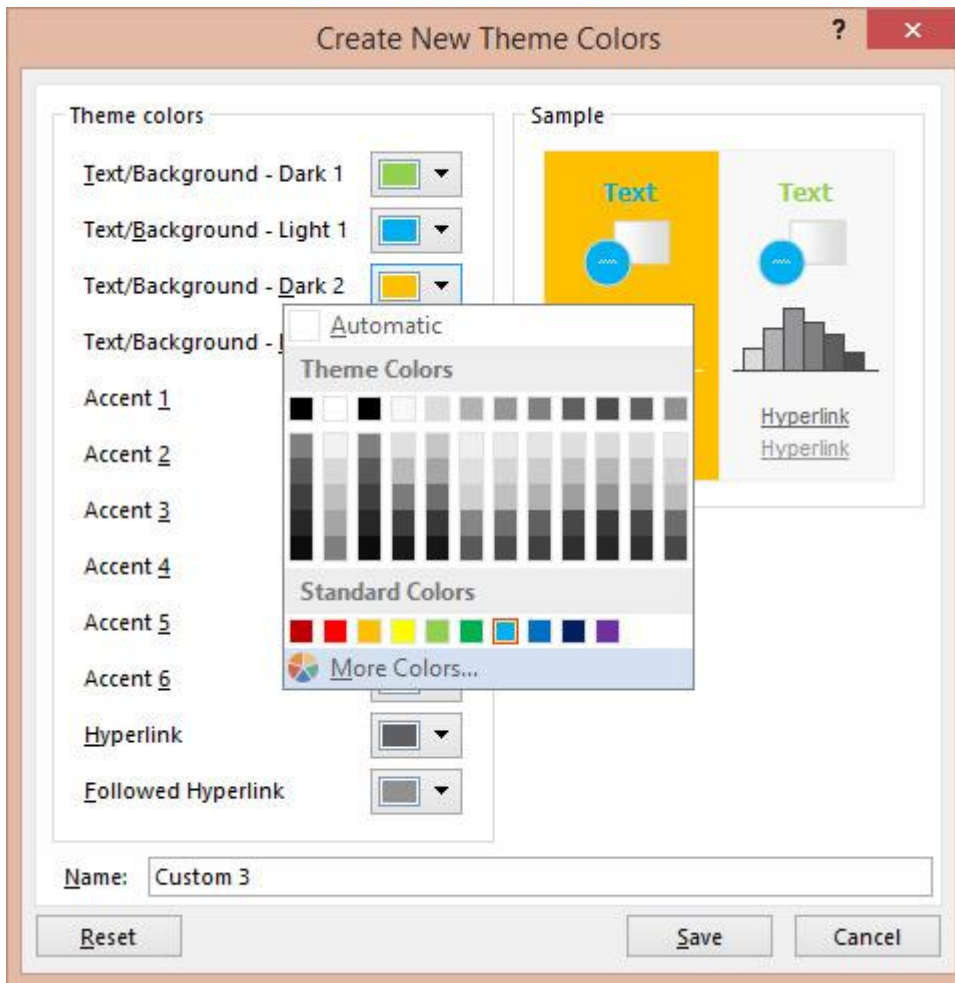
Step 2: Choose one of Word's existing color themes by clicking on them, or select "Customize Colors" at the bottom of the dropdown menu to create your own color theme.



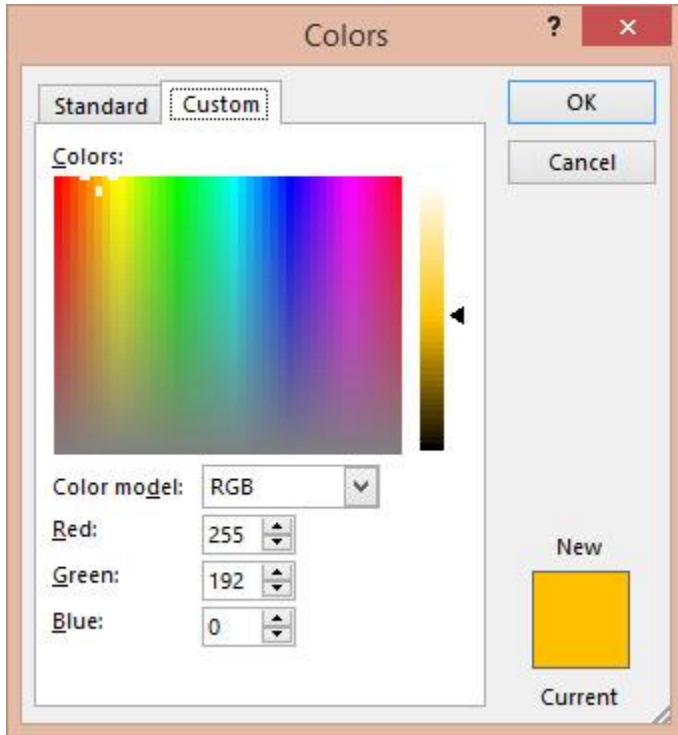
### Step 3: Specify colors for each of the different categories.



You can work with the standard color options Word gives you, or click on “More Colors” to open up a dialogue box to enter in your specific brand colors.



Step 4: Use your specific brand colors. Enter the RGB color codes for your custom color, and then click “OK”. Repeat for each of the different categories including Hyperlink and Text/Background variations.



Step 5: When you’re done, name your theme, and save it. You can then apply it to any of your Word docs with just a click!

Enjoy your customized New Client Kit!

Warmly,

Nicole Dean & Melissa Ingold

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