

# Creating a Present Theme

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## Overview

You can design and create a presentation and save it as a theme, to be reused as a template for other presentations or individual slides.

## Instructions

Below are instructions for creating a Present theme.

1. Create and design a template in Present that you would like to be reused.
2. Once ready, click on the **Publish** button to save it.

Save Presentation

Details

Name

Give this Presentation a great description.

-- Select --

-- Select --

+ Add tags

Presentation Access

All users with Folder access will be able to view this Presentation.

Public

Private

Theme

Save as a Presentation

Save

3. Provide a name, and description, and select content folders to save it in, as you usually would.
4. Then enable the **Theme** toggle. This saves the presentation as a theme.

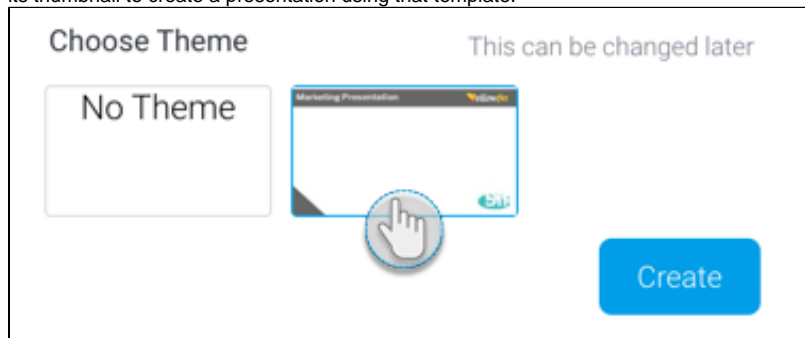
Theme

Save as a Presentation

5. Click **Save**.

## Using a theme

Once created, a theme will appear on the creation popup when a new presentation or a slide are created, allowing users to reuse the theme. Simply select its thumbnail to create a presentation using that template.



## Browsing Themes

Present themes appear as separate entities to the presentations. You can browse for all themes available to you via the Browse page, by choosing the **Themes** option.

