

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.

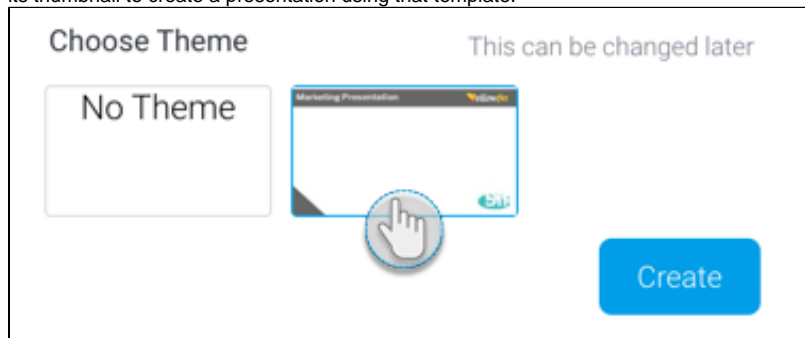
Theme

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.

