

Requirements: You must have a system role that includes the Configure Brands right. When you create a new theme, you can base it on the default theme or on an existing theme. The new theme inherits the elements of the default or existing theme, which you can change to suit your requirements. By basing a new theme on an existing theme, you essentially duplicate (or clone) the theme.

Tip: Click Save at intervals while you work, to ensure that your user session does not time out.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Themes**.
3. Click **Create Theme**.
4. In the **Theme Name** box, type a unique name for the theme.
5. From the **Based On** list, select the theme that you want to base the new theme on.
6. In the **Service Name** box, type a name that describes the Web site:
 - If you are creating a theme for your company, type your company name (for example, ABC Print Company).
 - If you are creating a specific theme for a customer, type a name that describes the customer’s site (for example, Customer A).
7. In the left pane, click **Login Screen**.
8. To upload an images that you need for your site theme:
 - a. Next to the **Background Image** box, click the **browse** button, , and navigate to the required image.
 - b. Select the required image and click **Open**.
The selected image appears in the **Background Image** box.
 - c. Next to the **Brand Image** box, click the **browse** button, , and navigate to the required image.
 - d. Select the required image and click **Open**.
The selected image appears in the **Brand Image** box.
 - e. Next to the **Login Image** box, click the **browse** button, , and navigate to the required image.
 - f. Select the required image and click **Open**.
The selected image appears in the **Login Image** box.
9. Click **Preview** to test your theme.
10. In the left pane, click **Header**.
11. To upload an image for the header, next to the **Header Image** box, click the browse button  and navigate to the required image.
12. Select the required image and click **Open**.
The selected image appears in the **Header Image** box.
13. In the left pane, click **Footer**.
14. In the **Footer** area, perform any of the following steps:

To	Do this
----	---------

Customize existing footer links (By default, your system includes the Privacy, Terms, and Contact footer links.)	Next to each footer link, type the URL to the file that contains your custom information.
Add a new footer link	a. Click the  button. b. In the Caption column, type a unique name for the link. c. In the URL column, type the URL to the file that contains the content.
Delete a footer link	Select the footer link you want to delete, and click the  button.

15. In the left pane, click **Color Scheme**.
16. In the **Color Scheme** area, for each UI element that you want to customize, under **Color**, click the color-patch to choose a color from a palette.
A color-patch preview appears next to the code. Confirm that the color-patch preview is the color that you expect.
17. In the left pane, click **Terminology**.
18. In the **Terminology** area, for each term that you want to customize, including those associated with secure link e-mails, under **Current**, select the name of the term that you want to modify, and in the **Replace With** column, edit the name of the term as required.
19. In the left pane, click **Customer**.
20. If you want to apply this theme to a particular customer (not to the entire system), in the **View** list, set a customer filter.
21. Click **Create** when you are satisfied with your theme.