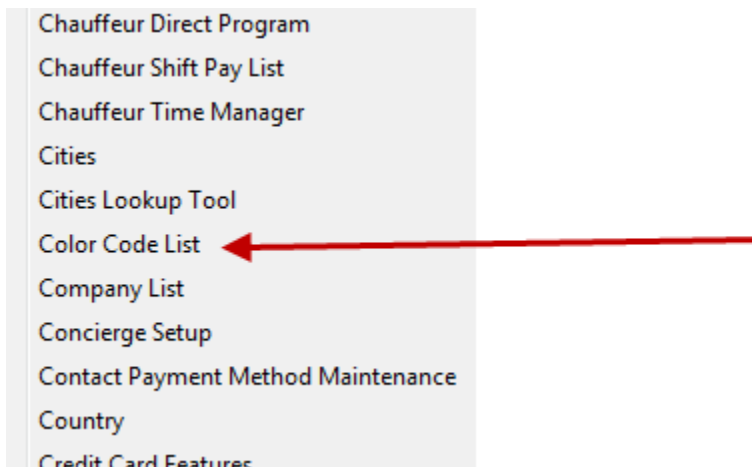


## Tech Tip Tuesday—September 17, 2013

by David Hirsch

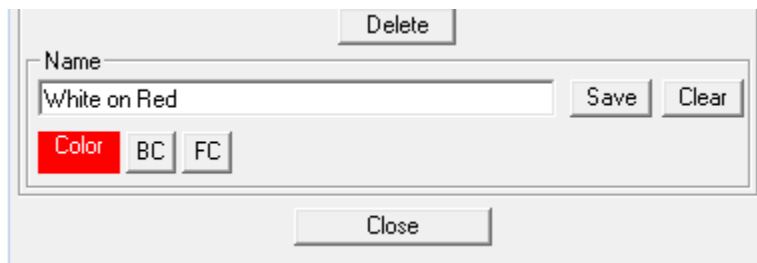
### COLORS

In Livery Coach Maintenance, if you go to Maintain...Color Code List you will see a menu that may or may not have entries in it, depending on whether anyone in your organization has been here before. *(Note that if Maintain...Color Code List does not appear in your maintenance, please have whomever maintains Security in your organization to make sure you have that permission)*



The reason you might want to have colors here is because in other sections of Livery Coach, you are able to use these colors for various purposes, which will be discussed next week.

The way you create a color is to create a name (or label) for the color in the box (which can be anything you want, but I find it helpful to label the colors what they are). Then click on the BC button to select the Background Color, and the FC button to select the Foreground color (the actual text color).



Then click Save, and your color will be saved. If you decide you don't like a particular color, or want to change the name, simply delete it and start again. Be a little careful when picking combinations of text colors and background colors, since some combinations may be difficult (or even impossible) to read. (For example, if you like dark green as a background color, white might be a better text color than black.)

When you have your list of colors, note that the “Back Color” column will show you the background color, and the “Fore Color” column will show you the text color. The numbers in the boxes can be ignored (they have to do with the windows color numbering scheme).

Next week: a few places you can use these colors.

