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Introduction

The ability to customize onscreen colors within a particular application is often recognized as a unique stage in the maturation process of the development of a program. Users often like to add their own personal touches to an application as a means of making it their own. Sometimes users will need to redefine the color scheme of a program to make it easier for them to use; sometimes this is out of necessity due to a physical limitation.

SmartOffice® users have the ability to customize numerous areas of the program already. Certain columns can be renamed, choices can be added and spreadsheets can be customized to meet the needs of a particular user. With the addition of Color Scheme Customization capabilities, users now have the ability to affect the color palate they view as well.

Overview

The ability to modify individual user defined colors within the SmartOffice program is controlled in User Management by the **Personalization (Home Page Customization, Color Scheme)** right. Access this module in **User Preferences** through the **Color Scheme** tab. If a user accidentally changes the color scheme in a fashion so as to make SmartOffice unusable, an Admin user in the office can restore the defaults for this user through the User Management access to individual User Preferences. The location of this control in User Preferences is additionally important because the settings of one user will not be overwritten by those of another.

Three predefined styles are available to the user; or, a totally new style can be created. At this time however, there is no ability to save favorite schemes to be reused at a later date. A corporate Home Office hosting SmartOffice can customize the color scheme for their version of the program and then disable this feature for all users.

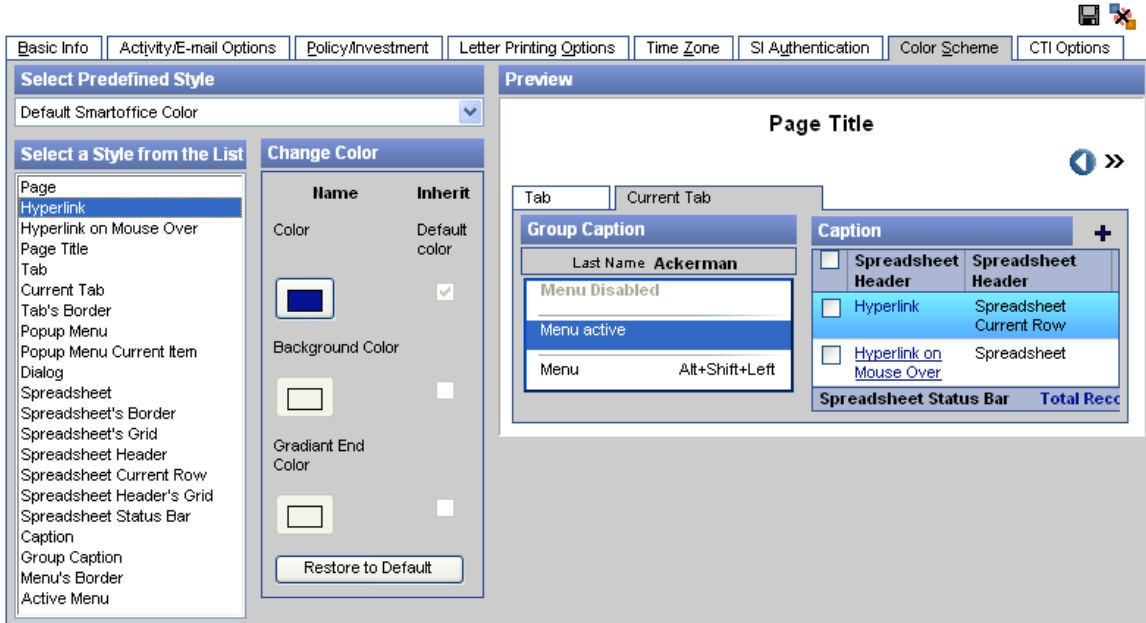
Logic and Workflow

When logging into the SmartOffice system for the first time, the default color scheme will display. It is recommended that users explore the system with this pallet enabled until they become accustomed to the significance of the various colors and their meanings. The SmartOffice system is currently color coded in a particular fashion so as to provide visual clues regarding the functionality and limitations of certain records. If a first time user immediately begins customizing the system, they may not learn to recognize these visual clues. A useful section of the Help system that aids in the understanding and significance of the default colors in SmartOffice and their meanings is the *SmartOffice Color Codes* topic.

After being assigned the right of **Personalization (Home Page Customization, Color Scheme)**, the user is ready to begin customizing the colors in SmartOffice.

1. Select **User Preferences** from the expanded **User Setup** menu.

2. After accessing User Preferences, select the **Color Scheme** tab. This tab has four basic sections:
 - **Select Predefined Style:** There are three preset color palates that the user can either select or utilize as a basis for customization.
 - **Select a Style from the List:** Enables the user to select the section of the program they want to customize.
 - **Change Color:** Enables the user to select the specific color they want to use in the designated area specified on the left.
 - **Preview:** Enables the user to view effects of the color changes as they are made.



3. To change the colors, select a particular Style from the Select a Style from the List section and then select the active box (the box highlighted in blue) in the Change Color section of the tab. View the changes in the Preview section of the tab. Once finished, click the **Save** button to load the changes to the rest of the system for use. Click the **Restore to Default** button to restore the system colors to the normal SmartOffice color palate.