WELFORD CHART NOTES NEWSLETTER

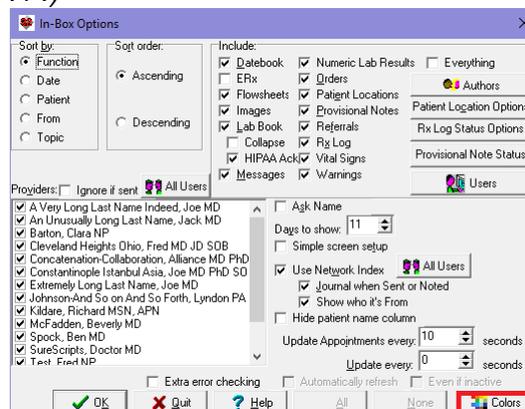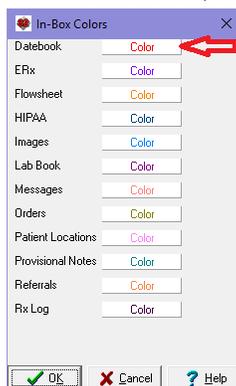| **Volume 51, No. 5**	◆	**May, 2017**
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IN-BOX COLORS *(User's Manual, pgs. 1413-1414)*
Version 6.8 allows you to adjust the colors of different items within the In-Box. This allows the ones you might be most interested in seeing to stand out from the others. Each individual user can create their own personal color scheme. Let's see how this is done.
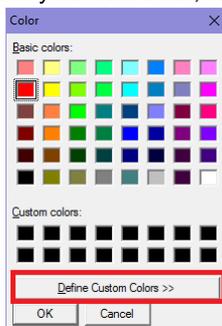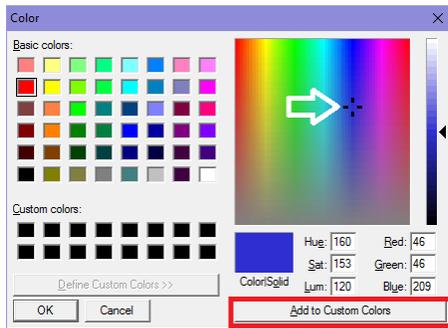
1. Press View\In-Box**Options\Colors.**

2. In the In-Box Colors window, click on a Function, such as **Datebook**.
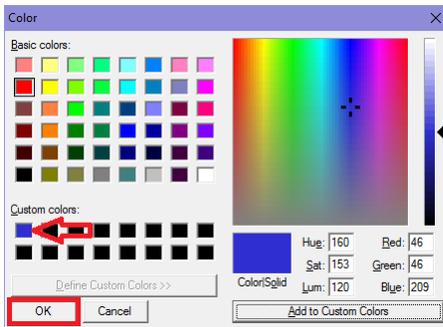
3. If you like any of the **Basic Colors**, click on it and press **OK**. You'll notice that the name of the Function you chose now appears in that color so that you can see how readable it is.
4. If instead you would like to create your own color, click the **Define Custom Colors** button.

5. Move your mouse to the shade you wish to use, then press **Add to Custom Colors**.

6. On the **Basic Colors** window, click on the Custom colors chip that you just added and then press **OK.**

7. Repeat this for each of the Functions whose color you wish to change in the In-Box Colors window, and then press **OK.**

8. Enjoy your new In-Box colors.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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