

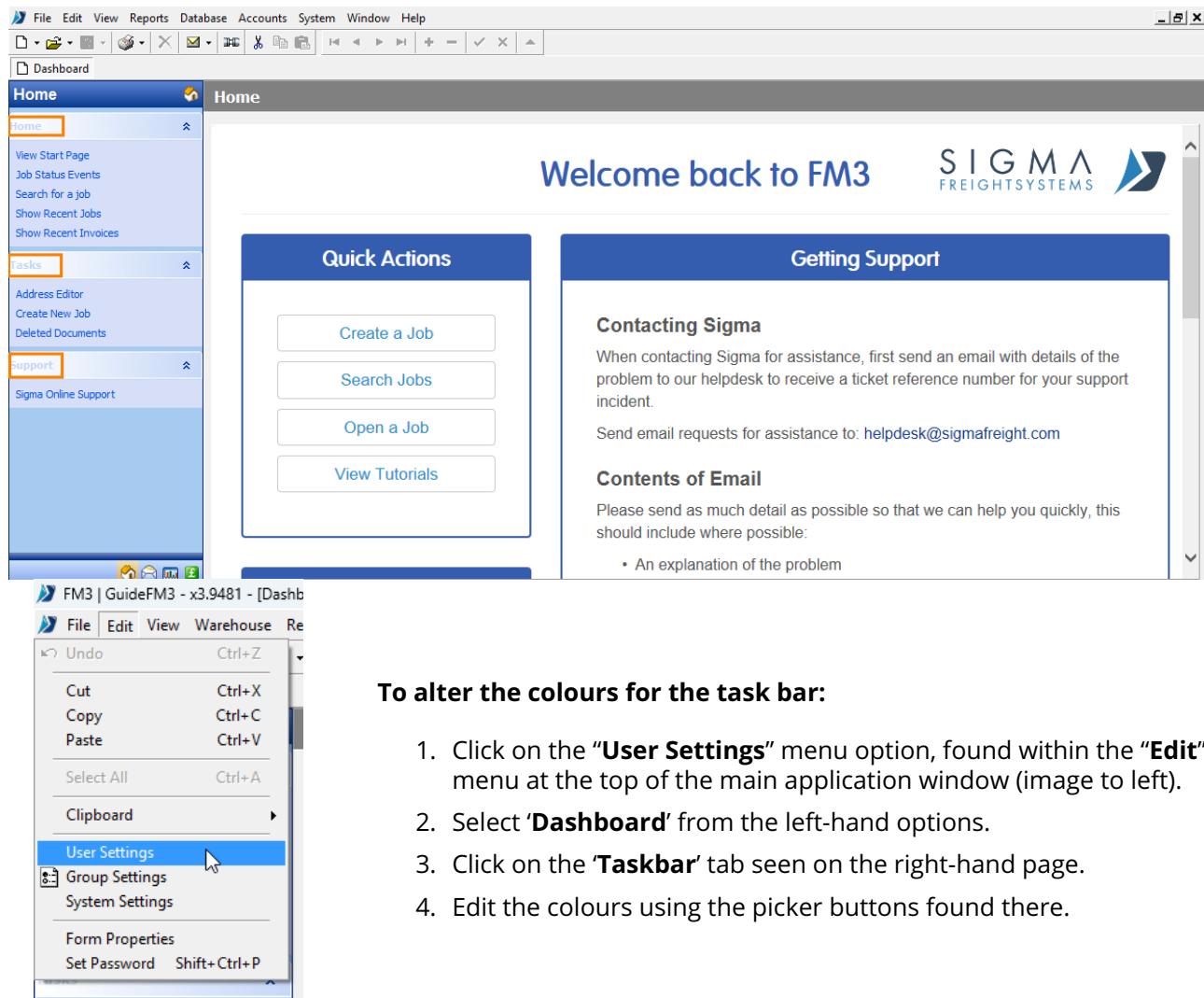
# Taskbar Colouring

Last Modified: February, 2024  
Revision Number: 17

---

## Taskbar Colouring

The colours used for the text and background of the Taskbar found on the left of the Dashboard, can be altered by each individual user to suit their own preferences.

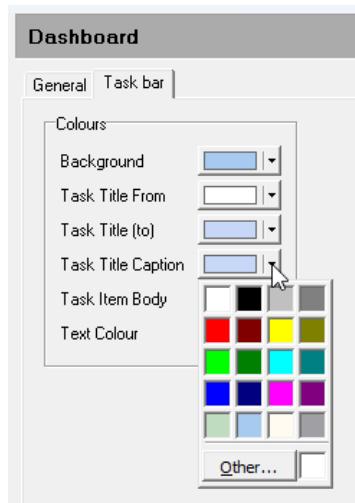


### To alter the colours for the task bar:

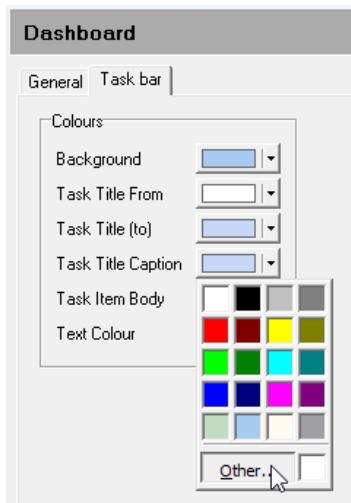
1. Click on the “**User Settings**” menu option, found within the “**Edit**” menu at the top of the main application window (image to left).
2. Select ‘**Dashboard**’ from the left-hand options.
3. Click on the ‘**Taskbar**’ tab seen on the right-hand page.
4. Edit the colours using the picker buttons found there.

The **Task Title Caption** colour can be changed by clicking on the colour button. You can optionally select one of the colours made available in the Quick Selection List that appears, or you can click on the “**Other**” button to show a detailed colour picker window.

## Taskbar Colouring



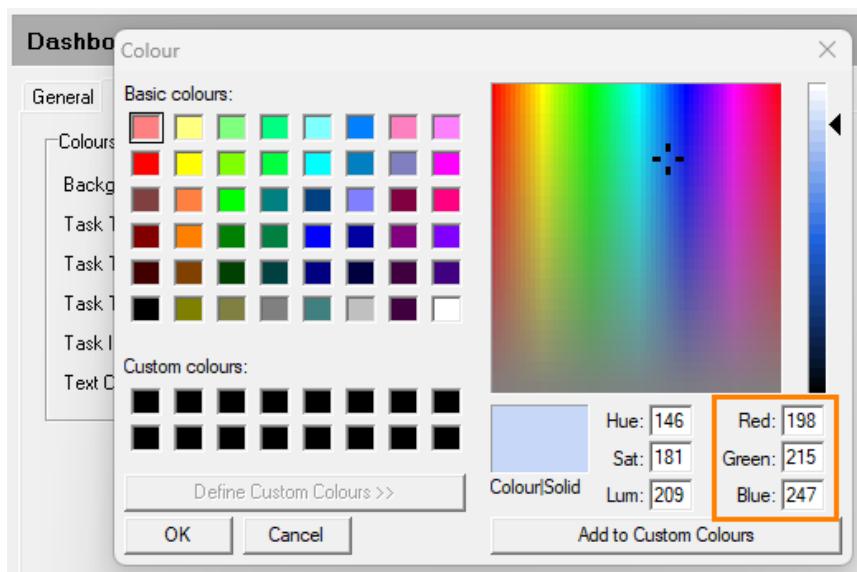
Quick Selection List



The "Other" Button



Colour Picker Window

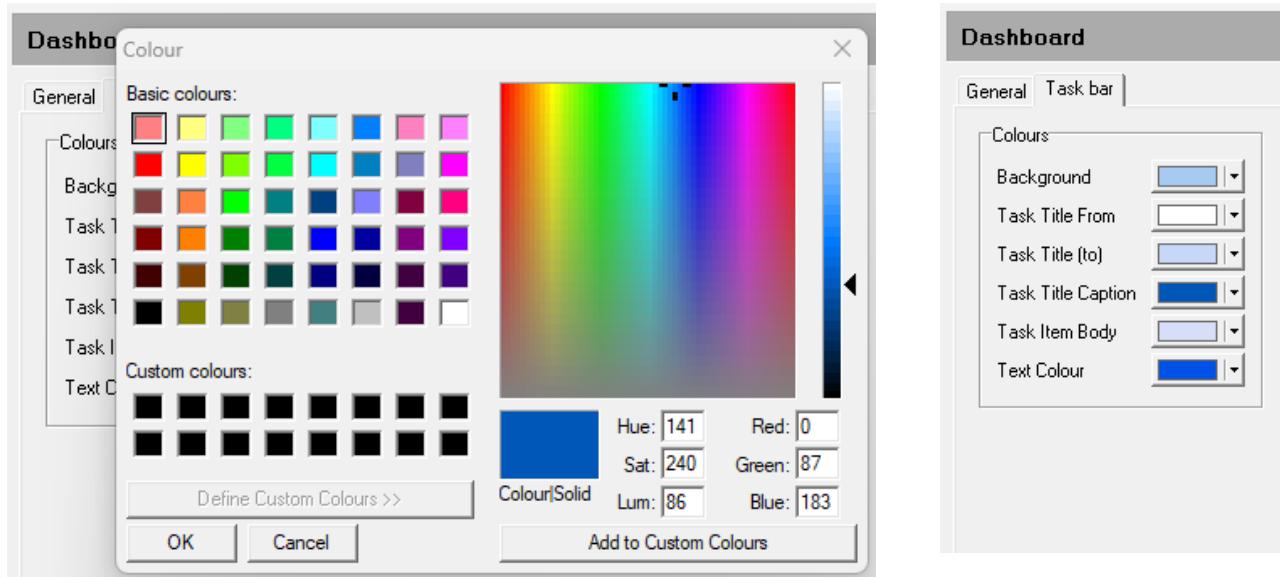


Detailed Colour Picker

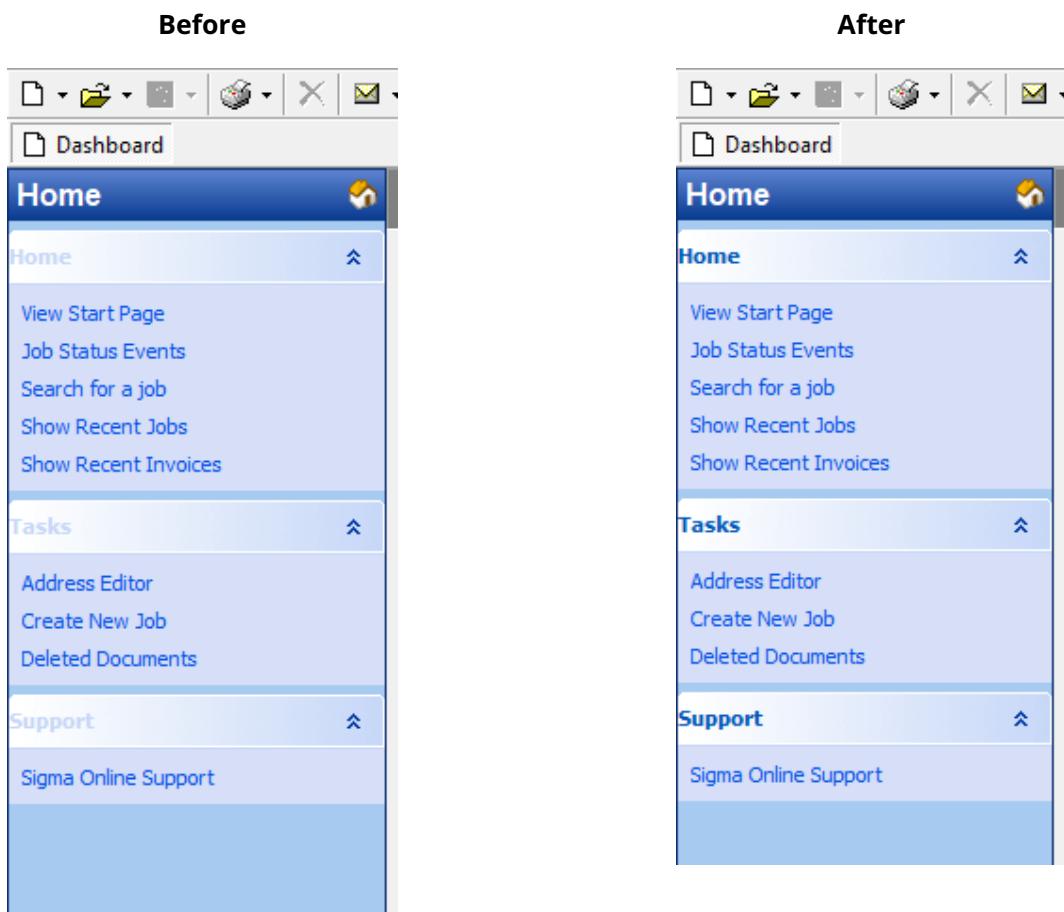
When you click the **"Other"** button, the window will allow you to refine your selection using the **"Define Custom Colours"** button.

Any dark colour would be suitable for the Task Title Caption, but we suggest RGB (R0 G87 B183). A table of our suggested colours can be found at the bottom of this document.

## Taskbar Colouring



Click OK on the windows to save the changes and return to the dashboard. You will need to close and reopen the Dashboard to see the new colour.



 Suggested Colours:

**Background**  
HEX - #A6CAF0  
RGB - R166 G202 B240

**Task Title From**  
HEX - #FFFFFF  
RGB - R255 G255 B255

**Task Title (to)**  
HEX - #C6D7F7  
RGB - R198 G215 B247

**Text Colour**  
HEX - #0051E7  
RGB - R0 G81 B231

**Task Item Body**  
HEX - #D6DFF7  
RGB - R214 G223 B247

**Task Title Caption**  
HEX - #0057B7  
RGB - R0 G87 B183