

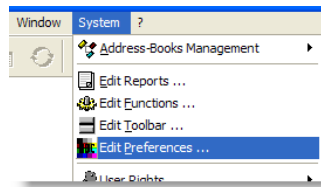
Setting OPAS screens – Fonts and Colors

All OPAS Users can set display elements such as toolbars, fonts, colors, and – perhaps most importantly – column size and order.

⚠ Note that while adjusting these settings is (strictly speaking) optional, OPAS places all such settings at their default values when a new user is created. These default settings can make OPAS screens more confusing and harder to use than they need be, so you should consider these steps mandatory, particularly when creating new OPAS users/logins.

All of these settings need be made only once – OPAS remembers the settings and stores them with your User Name and Password.

Open the **Edit Preferences** area



Along the very top of the OPAS screen, click **System > Edit Preferences...**

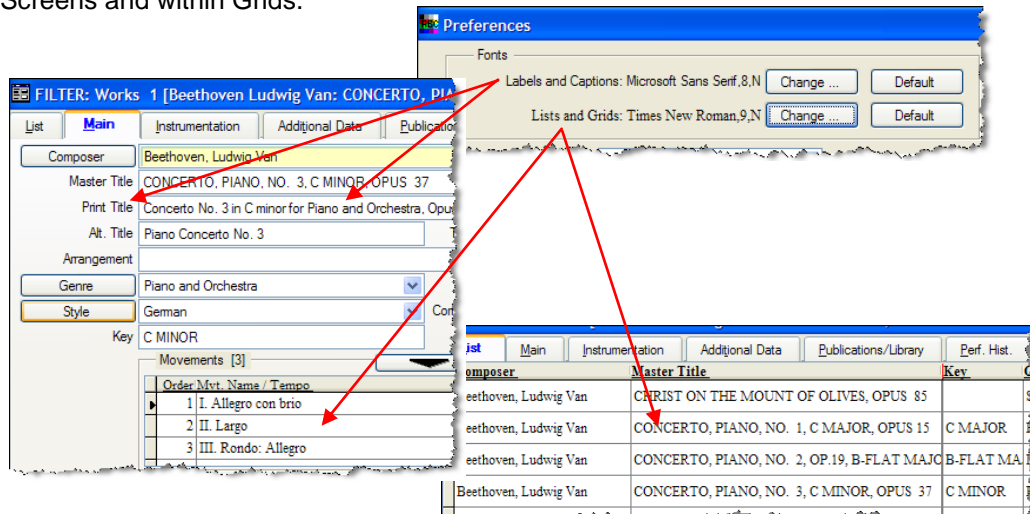
Set **Fonts**

Font settings are primarily a matter of taste and should be set to whatever is comfortable and pleasing to your eye. In general we recommend:

- A non-bold font (it takes up less space on the screen)
- A sans-serif font (it takes up less space on the screen)
- A font size of 9 or less (as larger font sizes can truncate parts of letters that hang “below the line” – like g, y, p and j)

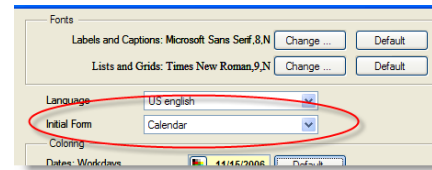
The first font setting – **Labels and Captions** – refers to the font used on screens in both field labels and the contents of the fields themselves. It is the font you see everywhere that *is not* a list or grid.

Conversely, the second font setting – **Lists and Grids** – is used exclusively on List Screens and within Grids.



Set the Opening Screen

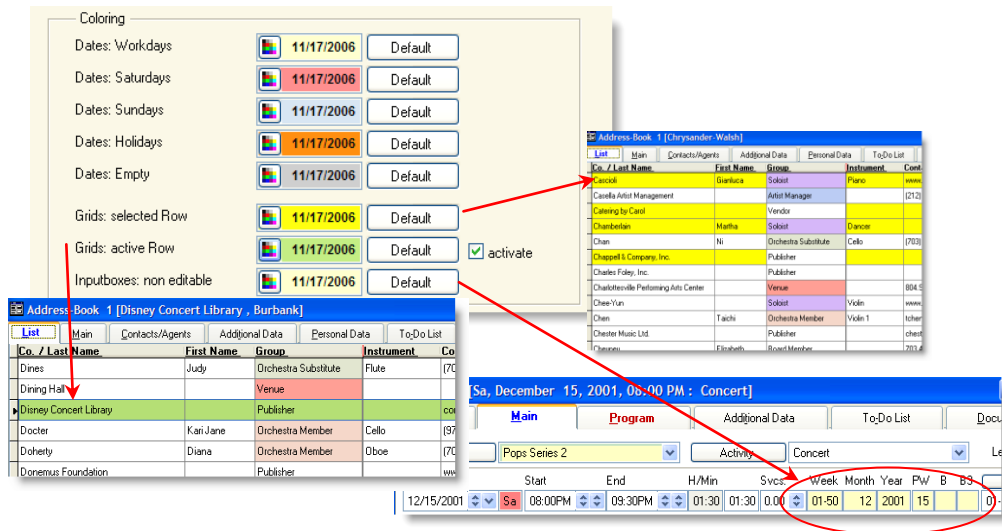
When OPAS starts, it will automatically load the program area (or “Form”) specified in the **Initial Form** drop-down.



Set Colors

The first set of colors are used exclusively in the **Dates** and **Artistic Planning** areas of OPAS.

The second set of colors is used throughout OPAS.



Selected rows are any that have been chosen by CTRL+Click or F7 filters.

The **Active** row is the single row that you have currently clicked or that is active.

Non-editable Inputboxes refers to any field in OPAS that is either calculated by the system, or that is a keyfield and cannot be easily changed.

To **assign** a color in OPAS, click the small palette icon to the left of the color sample. This will open the Windows™ standard Color Picker window. Click the **Define Custom Colors** button to see all the colors supported by your system.

Generally speaking, it is advised that you choose light colors on which black type will stand out.

