


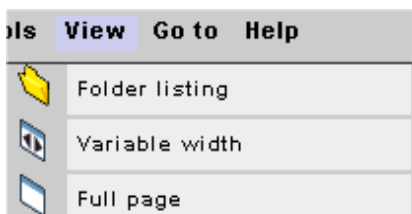
Portal Colours

How to change the colours of your Portal


Changing the colours of your Portal

As a **portal administrator** it is possible to change the colours of the portal for all users.

1. Log in with the appropriate username and password, this may be the main portal username if your personal username does not have the appropriate access.
2. Go to the Folder Listing of the portal. From the portal frontpage hover over the **View** menu in the digitalbrain toolbar, click  Folder listing








3. The folder listing of that page will now be shown, use the breadcrumb trail to view the folder listing. Click onto the portal's name to display this.

4.  Site Configuration will appear within the portals's listing, click onto it to open it.

<input type="checkbox"/>	 groups	▲ ▼
<input type="checkbox"/>	 Site Configuration	▲ ▼
<input type="checkbox"/>	 calendar	▲ ▼

5. Select the item with the following logo  . This may be called 'Look and Feel' or 'Colours'.

6. Right click on edit .

Select	Name	Order
<input type="checkbox"/>	 portal details	▲ ▼
<input checked="" type="checkbox"/>	 look n feel	▲ ▼
<input type="checkbox"/>	 id	▲ ▼
<input type="checkbox"/>	 b	▲ ▼
<input type="checkbox"/>	 T	▲ ▼

Right-click context menu for 'look n feel':

- Edit
- Rename
- Delete
- Copy
- Cut
- Show properties

7. This will then bring you to the following page.


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Edit LookNFeel Details

save
save & quit


Active BG colour The colour used for the main page decoration




Inactive BG colour The colour used for 'inactive' tabs




Active text colour The colour used for the text on 'active' tabs




Document decoration colour The colour used for document layout decoration



Banner Background colour The colour used as a background to the page banner



Toolbar colour The colour used for the toolbar



Variable width layout Use the full browser width for the page layout

Active BG colour

This is the main colour of the portal and sits underneath the tabs and on the top of other sections of the portal, e.g. above the folder listing.

Inactive BG colour

This is the colour of the tabs.

Banner Background colour

This can be altered if you choose 'Variable width layout' and will place the colour of your choice between the log and banner.


Toolbar colour

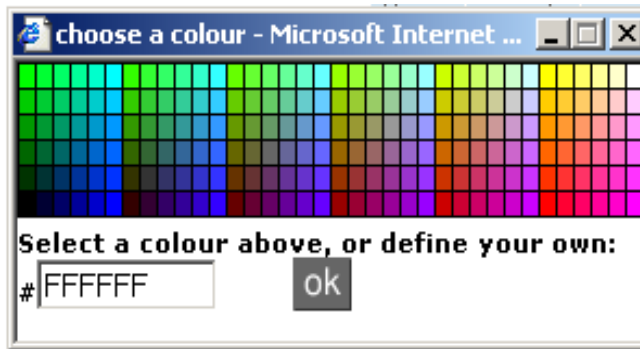
This is the colour of the Digitalbrain toolbar, which is, by default set at grey.



The other colours are set by the system and do not need to be altered.

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- Alongside the colour to be change click onto the  icon to display the colour palette below.



- Choose the appropriate colour by clicking onto the colour you wish and select it by clicking .
- Continue to select all of the colours for the other elements.
- Once happy with the choices click  to return to site configuration.

The colour changes will now be displayed.