

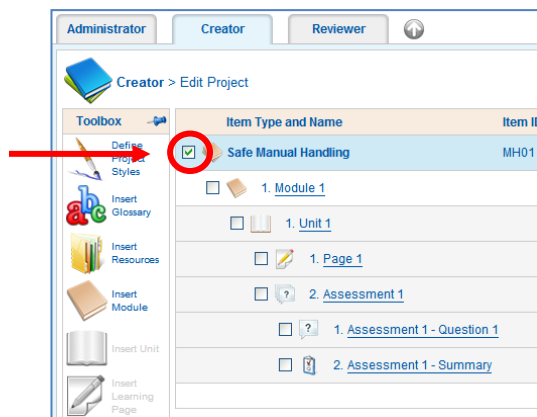
# Importing Colour Styles

If you need to use a specific colour frequently when creating materials in Course Builder, and you have already used it in a previous project, you don't necessarily need to create a new colour style.

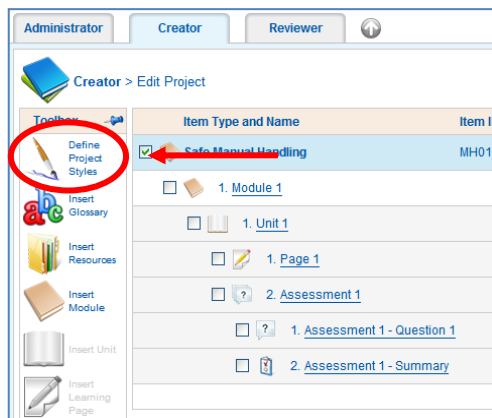
Instead, you can import the existing colour style in your new project so it will then be readily available from your colour picker.

To do this:

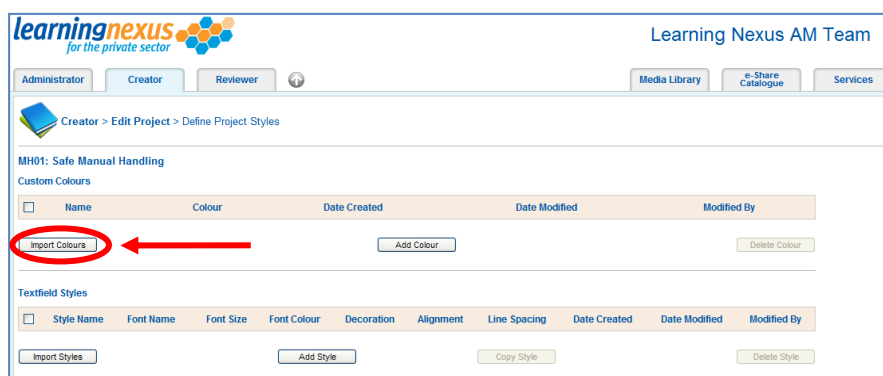
- 1) Place a tick in the Project selection box in the course structure:



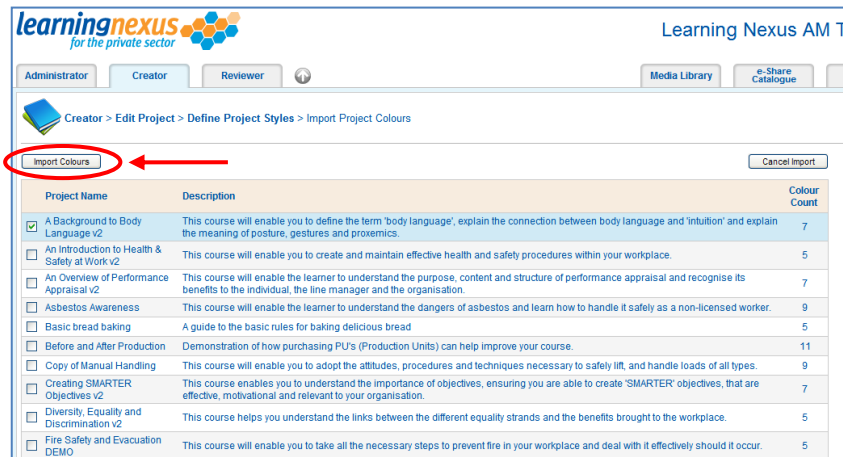
- 2) Click on the **Define Project Styles** button in your **Toolbox**:



- 3) You will be taken to a screen that displays any colour styles already available to your project. To add a new colour style, click on the **Import Colours** button:



- 4) You will a screen listing all the courses available to your site. Place a tick in the box next to the course you want to import colours from, then click on the **Import Colours** button.



Learning Nexus AM T

Administrator Creator Reviewer

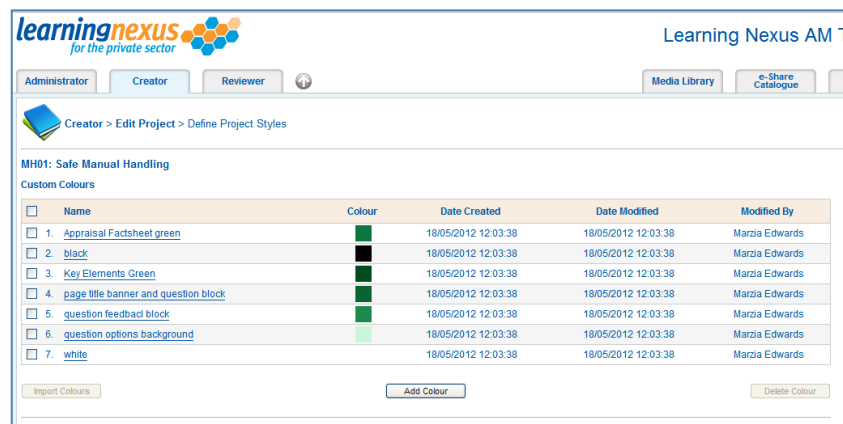
Media Library e-Share Catalogue

Creator > Edit Project > Define Project Styles > Import Project Colours

**Import Colours** Cancel Import

Project Name	Description	Colour Count
<input checked="" type="checkbox"/> A Background to Body Language v2	This course will enable you to define the term 'body language', explain the connection between body language and 'intuition' and explain the meaning of posture, gestures and proxemics.	7
<input type="checkbox"/> An Introduction to Health & Safety at Work v2	This course will enable you to create and maintain effective health and safety procedures within your workplace.	5
<input type="checkbox"/> An Overview of Performance Appraisal v2	This course will enable the learner to understand the purpose, content and structure of performance appraisal and recognise its benefits to the individual, the line manager and the organisation.	7
<input type="checkbox"/> Asbestos Awareness	This course will enable the learner to understand the dangers of asbestos and learn how to handle it safely as a non-licensed worker.	9
<input type="checkbox"/> Basic bread baking	A guide to the basic rules for baking delicious bread	5
<input type="checkbox"/> Before and After Production	Demonstration of how purchasing PU's (Production Units) can help improve your course.	11
<input type="checkbox"/> Copy of Manual Handling	This course will enable you to adopt the attitudes, procedures and techniques necessary to safely lift, and handle loads of all types.	9
<input type="checkbox"/> Creating SMARTER Objectives v2	This course enables you to understand the importance of objectives, ensuring you are able to create 'SMARTER' objectives, that are effective, motivational and relevant to your organisation.	7
<input type="checkbox"/> Diversity, Equality and Discrimination v2	This course helps you understand the links between the different equality strands and the benefits brought to the workplace.	5
<input type="checkbox"/> Fire Safety and Evacuation DEMO	This course will enable you to take all the necessary steps to prevent fire in your workplace and deal with it effectively should it occur.	5

- 5) You will be taken back to the previous where you will see all the colours that have been imported.



Learning Nexus AM T








Administrator Creator Reviewer

Media Library e-Share Catalogue

Creator > Edit Project > Define Project Styles

MH01: Safe Manual Handling

Custom Colours

Name	Colour	Date Created	Date Modified	Modified By
<input type="checkbox"/> 1. Appraisal Factsheet green		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 2. black		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 3. Key Elements Green		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 4. page title banner and question block		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 5. question feedback block		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 6. question options background		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards
<input type="checkbox"/> 7. white		18/05/2012 12:03:38	18/05/2012 12:03:38	Marzia Edwards

Import Colours Add Colour Delete Colour

You will now be able to use all the imported colours in your project to format text, shapes or animations.

**IMPORTANT:** you can only import once and you must do this before you add any additional colour styles to your project.