

Goad Portal Crib Sheet

Colouring an outlet



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An outline colour and fill colour may be applied to currently selected outlets.

Note: The same outline and fill colour is applied to all currently selected outlets. If you want to apply more than one colour you will need to repeat steps 1 and 2 below for each colour required.

Step 1 – Select the outlet(s)

Using one or more of the selection tools, select the outlet(s) you want to apply a single colour to.

Step 2 – Apply the colour

1. Click  in the **Tools** panel to the left of the plan.
2. The **Colour Selected Outlets** dialogue is displayed.

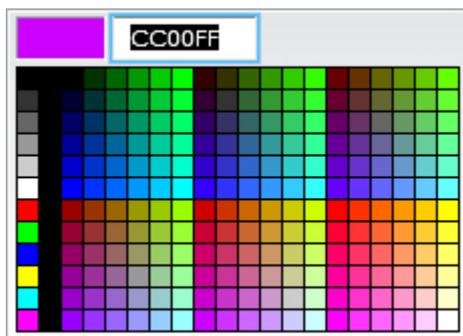


3. The **Line Thickness** and **Line Colour** refer to the outline of the outlet. To change the outline thickness, click the down arrow in **the Line Thickness** dropdown and select one of the four available options.



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- To change the outline colour, click the **Line Colour** box to display the colour palette.



Click a colour to select it. Alternatively, if you require a specific colour and know its hex value, you can enter the hex value in the text box.

- The **Fill Colour** refers to the shading applied to the outlet. To change the fill colour, click the **Fill Colour** box to display the colour palette.

Click a colour to select it. Alternatively, if you require a specific colour and know its hex value, you can enter the hex value in the text box.

- Click **Apply**.

Note: Currently selected outlets are shown shaded grey with a thick black outline. You may therefore need to remove the current selection in order to see clearly the colours you have applied.

Step 3 – Repeat for additional colours

Deselect currently selected outlets and then repeat steps 1 and 2 for the next and subsequent colours.

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