

Managing color definitions

This procedure explains how to add, edit, copy, and delete colors in a User color library by accessing the Color Editor directly. You can also access the Color Editor from other dialog boxes while you are working on specific tasks.

1. From the **Tools** menu, select **Color Editor**.
2. In the Color Editor, in the **Color Libraries** section, click a User color library.
3. In the **Colors** section, click the **Global** tab or the **Job** tab.
The **Job** tab is visible only if you open the Color Editor from an open job in Job Manager.
4. Perform any of the following actions:

To	Do This
Add a color	a. Click Add. b. In the Name box, type a name for the new color. c. Set the options, and click Apply.
Edit a color	a. In the Colors box, select a color, and then click Edit. b. Change the options, and click Apply.
Copy a color	a. In the Colors box, select a color, and then click Copy. b. In the Name box, type a name for the new color, and click Apply.
Delete a color	a. In the Colors box, select a color, and then click Remove. b. Click OK to confirm.