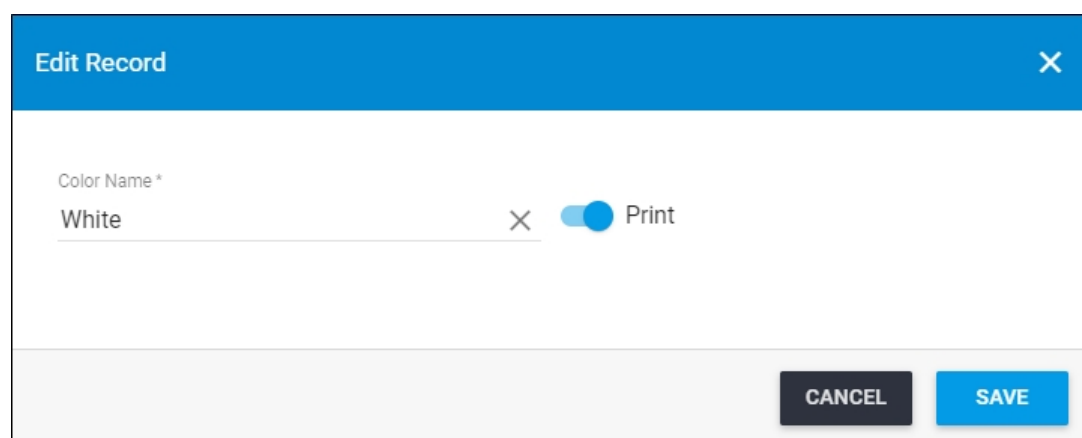


## Edit article color

You can update the color assigned to articles either for individual articles or multiple ones.

### Edit single article color


To update the article color for one article, select “Edit record” from the Actions menu next to it you want to update, the following window appears:

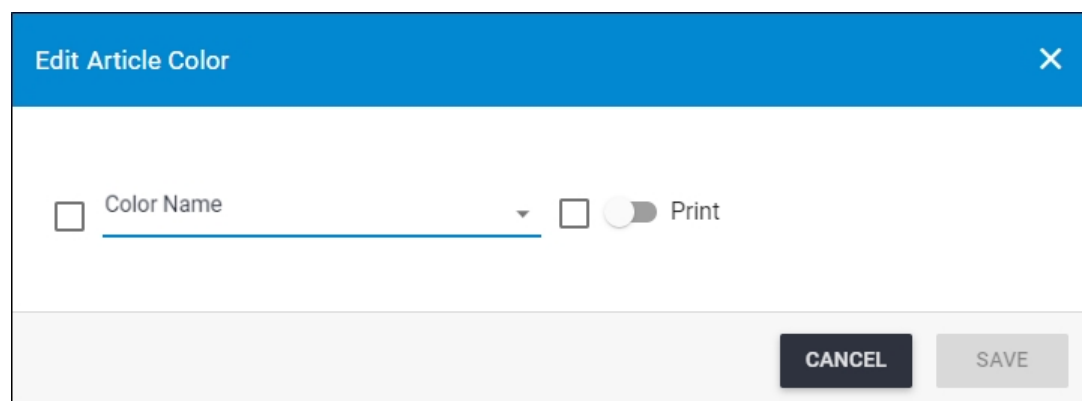


The 'Edit Record' dialog box has a blue header with the title 'Edit Record' and a close button (X). The main area contains a text input field labeled 'Color Name \*' with the value 'White' and a small 'X' icon to its right. To the right of the input field is a toggle switch labeled 'Print', which is currently turned on (blue). At the bottom right, there are two buttons: 'CANCEL' (dark grey) and 'SAVE' (blue).

Update the color or the slider button then click **Save**.

### Edit multiple article colors

To update multiple article colors, click the checkbox(es) next to the articles for which you need to change the color then click , the following window appears:



The 'Edit Article Color' dialog box has a blue header with the title 'Edit Article Color' and a close button (X). The main area contains a checkbox, followed by a text input field labeled 'Color Name' with a dropdown arrow to its right. To the right of the input field is another checkbox, followed by a toggle switch labeled 'Print', which is currently turned off (grey). At the bottom right, there are two buttons: 'CANCEL' (dark grey) and 'SAVE' (light grey).

Click the checkbox next to the color name then select the color you want. You can also click

the slider button to view or hide the “Print” watermark in the article thumbnail.