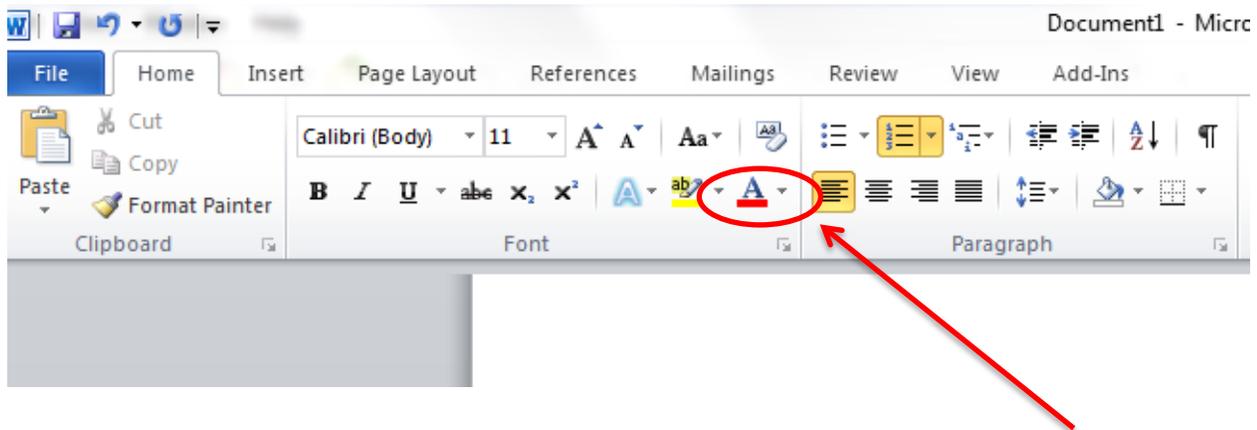
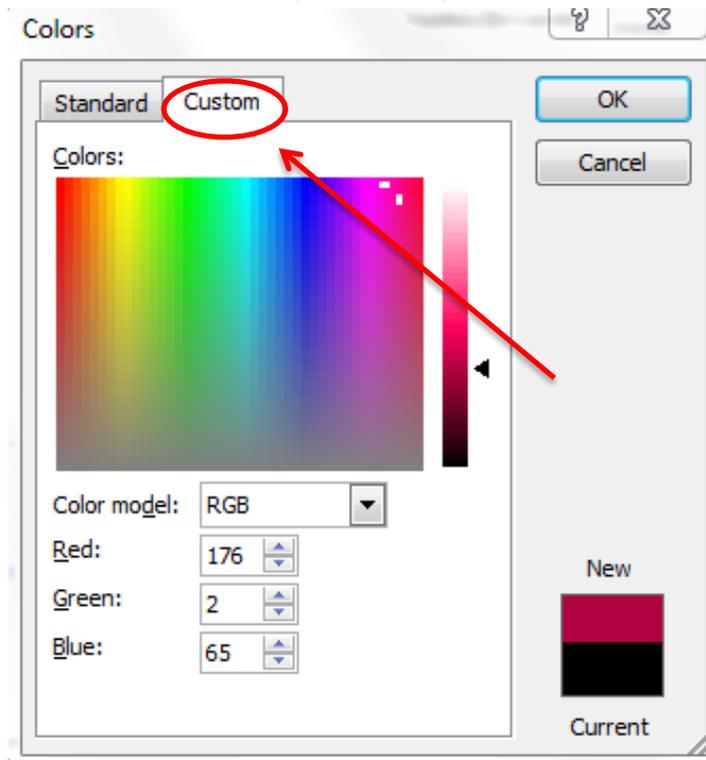


How to select **Workforce Solutions for the Heart of Texas's** signature font colors:

- 1.) Select the text whose color you want to change.
- 2.) Make sure the home tab of the ribbon is displayed.
- 3.) Click the down-arrow that is next to the Font Color tool in Font group. There should now be a pallet of possible colors displayed.



- 4.) Click **More Colors**. There should now be a color dialog box displayed.
- 5.) Click the **Custom** tab. (See Below.)



6.) At the bottom of the dialog box you can see the RGB values for the text color. Assign the appropriate RGB values for color to the selected text. Your signature colors should comply with WSHOT standard colors. (See Below.)

For **WSHOT RED**, assign the following numbers to each category;

- Red- 176,
- Green- 2, and
- Blue- 65.

The RGB values for WSHOT's standard color red are **176, 2, 65** and must **ALWAYS** stay consistent.

For **WSHOT BLUE**, assign the following numbers to each category;

- Red- 20,
- Green- 60, and
- Blue- 105.

The RGB values for WSHOT's standard color blue are **20, 60, 105** and must **ALWAYS** stay consistent.