# System Preferences: Colors & Font

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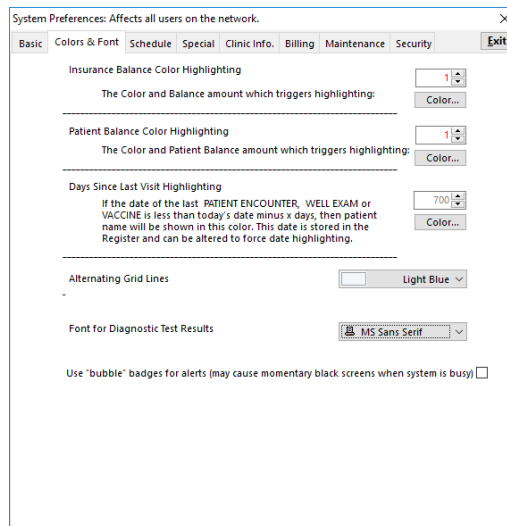
Version 20.3

**Path: Admin tab > Global Preferences button > Colors & Font tab**

🔑 **User Permission**: The System Preferences window is only available to users with permission: **AA_SystemAdmin_mi.**

## About

The Colors & Font tab of the System Preferences window contains different highlighting options available in OP as well as the ability to turn on or off the "bubble" badges.



- **Insurance Balance Color Highlighting**: Sets the insurance balance amount to trigger highlighting.
    - To select the color of the insurance highlighting, click on the **Color** button below the number field. A pop-up window will appear displaying color swatches. Click on the color you want, then click **OK**.
    - To customize a color, click on the basic color, then click the **Define Custom Colors** button. The window will expand to show a color spectrum. Move the cursor until the desired color is reached, then click the **Add to Custom Colors** button. The color will appear in the Custom Colors section to the left. Click on the customized color, then click the **OK** button to select.
- **Patient Balance Color Highlighting**: Sets the patient balance amount to trigger highlighting.
    - To select the color of the patient balance highlighting, and/or customize a color, follow the steps above, under *Insurance Balance Color Highlighting*.
- **Days Since Last Visit Highlighting**: Sets the number of days since the last patient visit to trigger highlighting.
    - To select the color of the last patient visit highlighting, and/or customize a color, follow the steps above, under *Insurance Balance Color Highlighting*.
- **Alternating Grid Lines**: Sets the color of grid line highlighting, such as the Claims+AR window (pictured below).

- **Font for Diagnostic Test results**: Allows a user to select a different font for displaying diagnostic test results for patients.
- **Use "bubble" badges for alerts (may cause momentary black screens when system is busy)**: Select this checkbox to use the bubble style of badges for alerts instead of textual alerts in the Main Navigation Panel.