



Paints I Need – A Shopping List

Prepare a Shopping List for with “Paints I Need”

This works best and benefits you more if you have entered your Personal Inventory of paints.

To prepare a shopping list:

1. On the Main Page – click the button for “**Paints I Need**”
2. Select the brand you wish to buy.
3. Select Shopping List Type:
 - a. Show colors I do not have in (Brand Name) – Default setting
 - b. Show all colors in (Brand Name)
4. This will bring up a screen according to your choice above for either
 - (a) all of the brand’s colors in alphabetical order you do not have or
 - (b) the entire list of colors in the brand showing the ones you do not have in bold print, and the ones you already have listed in inventory including the quantity in normal print.
5. From this page you may:
 - a. **Label the Shopping List** “Paints I Need for: (Click cursor in the box here and insert the name of the project, class, or seminar for which you need the colors.)
 - b. **Main**: Return to Main Menu
 - c. **Help**: learn more about this option
 - d. **Back**: go back to the previous screen
 - e. **Print** Page(s): This will print the full list of color names.
 - f. **Check All**: puts a check by every color name on the page.
 - g. **Uncheck All**: removes all of the checks you have previously entered.
6. Check the box beside the paints you need and click “**Submit**” at the bottom of the page.
7. This brings up a screen with the project/class name (if filled in) along with the colors you need to buy for the design.
8. **Print** this list to take with you on your shopping trip.
9. If you choose to add more colors to the list, you may return to the full list by clicking “**Back to List**”. There you will see the original colors checked, and may click on other colors you wish to add. **CAUTION**:

Using the “Back” button here takes you back to “Select Shopping List Type” and all of the checks you previously chosen will be removed.

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