**Add Background Color to Text**

A color background can be added to text by adding a fill color to a text box. Background/fill colors are used to draw attention to the text box. The list below explains each of the different types of backgrounds that can be applied to a text box.

- **Solid Color** – To add a solid background color to the text box, use this option.
- **Picture** - This option is used to insert a picture stored on the computer as the background/fill color for the text box.
- **Gradient Fill** – The color fades from lighter to darker. It is used to create a feeling of movement or to add dimension.
- **Texture** – To add a background with texture, click this option. A gallery of different textures will display.
- **Patterns** – This option is also used to give texture to the background of a text box. When the link is clicked a gallery of different patterns will display. The background and foreground color of the pattern can be specified.

**Add Solid Background Color**

- Click the text frame to which a background color is to be added.
- Click the Drawing Tools Format Tab.
- In the **Shape Styles Group**, click the **Shape Fill** button (see illustration below).

- Click the list arrow on the right side of the button to display a gallery of colors.
- Click the color that is to be used to fill the text box.
- To view additional colors, click the **More Colors** button.
  - Click the **Standard** button to display a grid of additional colors.
  - Click the **Custom** tab to change the shade of the selected color.
  - Click the **Pantone** tab to view other options for changing the color for the background.
- Move the mouse pointer over the colors to see a **Live Preview**.
- Click the color that is to be used for the text box from the gallery of colors.
- Click the **OK** button to apply the color to the Text box.
Add a Fill Effect Background

† Click the text frame to which the gradient fill color is to be added.
† Click the Drawing Tools Format Tab.
† In the Shape Styles Group, click the Shape Fill button (see illustration below).

† Click the list arrow on the right side of the button to display a list of fill options.
† Choose an Option from the list that appears.
  ⊡ Picture – When this option is selected, the Insert Picture window will display.
  · Pictures can be obtained from a file on the computer, from Office.com Clip Art, the Bing Image Gallery, Facebook, or Flickr
  · Click one of the options to search for a picture to insert.
  · Select a picture to use for the background and then click Insert.
  ⊡ Gradient – This option adds variations of the selected color as the background.
  · When this option is selected a gallery of different gradients will display.
  · Click the More Gradients button to make changes to the color or variation of the gradient.
  ⊡ Texture – Click this button to open the gallery of available textures.
  · Click one of the textures to insert it as the background for the Text Box.
  · Click the More Textures link to open the dialog box where additional textures are available.
  ⊡ Pattern – To add a pattern as the background, click this option.
  · The Format Shape dialog box will display with Pattern selected.
  · Select a Pattern to use for the background.
  · Make changes to the foreground and background colors of the pattern, if desired.