# 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).
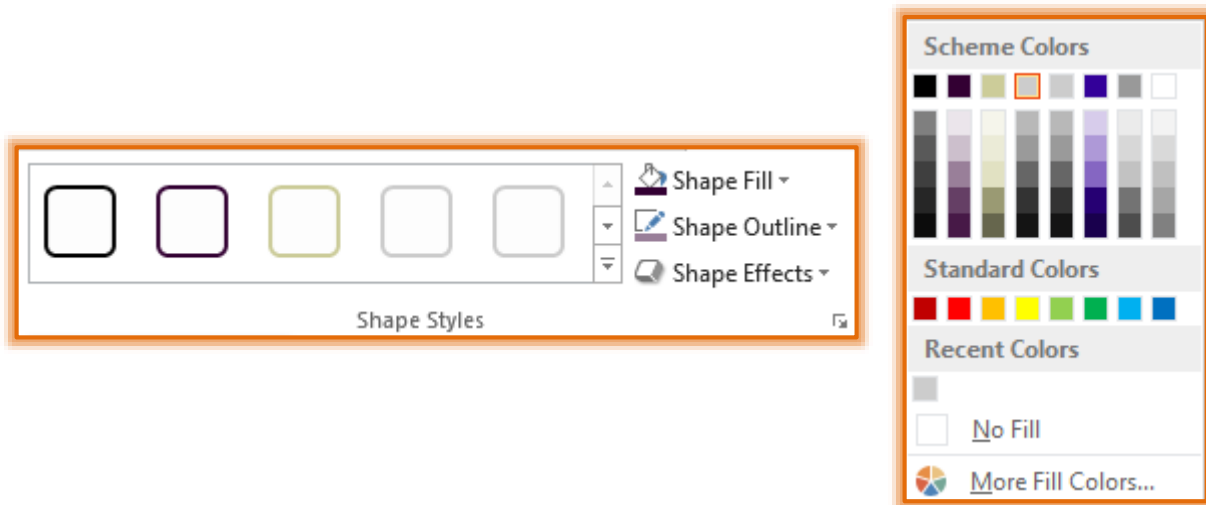
- ✞ Click the list arrow on the right side of the button to display a gallery of colors.
- ✞ Click the color that is to be used to fill the text box.
- ✞ To view additional colors, click the **More Colors** button.
  - ☆ Click the **Standard** button to display a grid of additional colors.
  - ☆ Click 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.