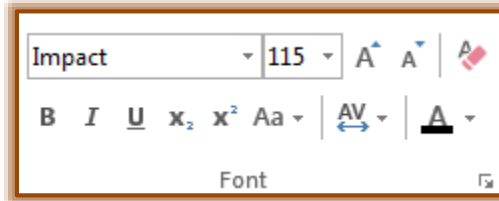


CHANGE COLOR OF TEXT

It is possible to change the color of text in a publication by selecting a color from the Schemes Gallery, by selecting a new color, tint, or shade, or by creating a New Color Scheme.

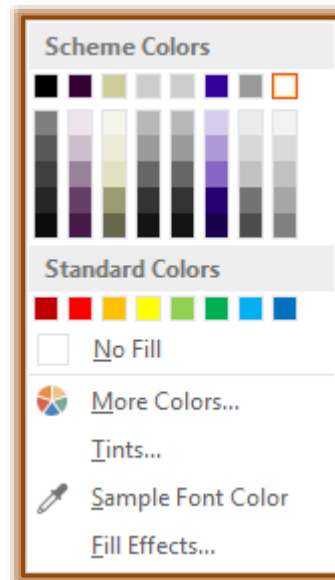
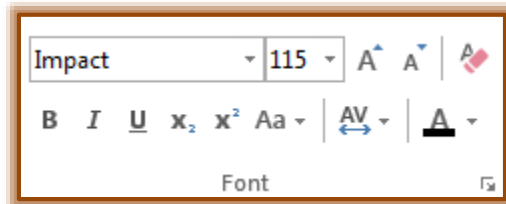
Apply Color from Palette

- ✦ Select the text that is to be changed.
- ✦ Click the **Home Tab**.
- ✦ In the **Font Group**, click the **Font Color** button (see illustration below left).



OR

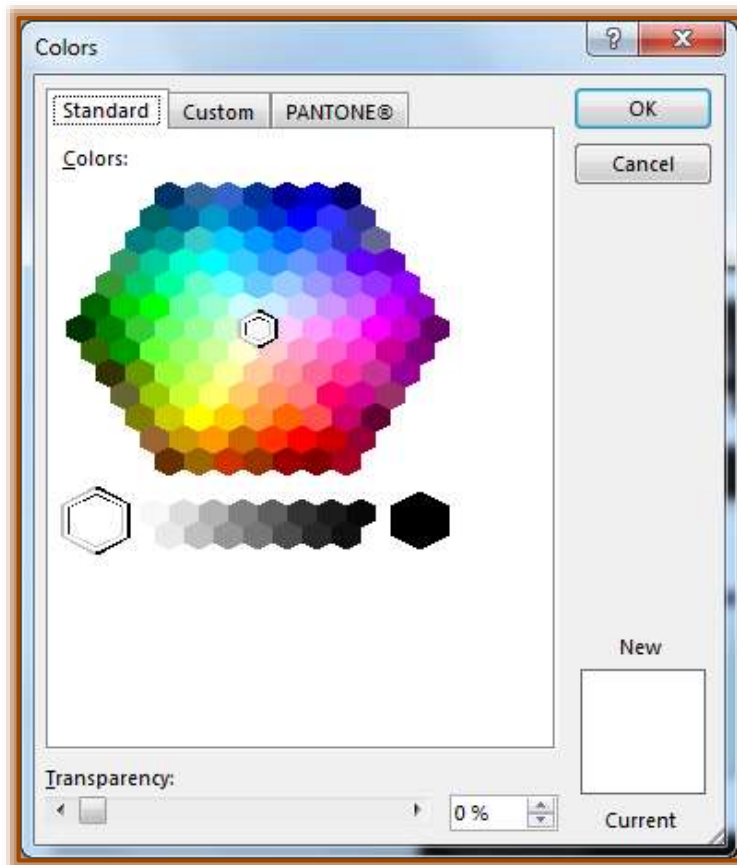
- ✦ Select the text that is to be changed.
- ✦ Click the **Text Box Tools Format Tab**.
- ✦ In the **Font Group**, click the **Font Color** button arrow (see illustration below left).
- ✦ Click the color that you want from the palette (see illustration below right).



NOTE: The colors that appear in the palette will change depending on the Design that was applied to the publication.

Apply New Color Not in Palette

- ✦ Select the text that you want to change.
- ✦ Select one of the options described in the previous section.
- ✦ Instead of clicking a color, click the **More Colors** option.
- ✦ The **Colors** dialog box will display (see illustration on next page).
- ✦ In the **Colors** dialog box, select the color that you want from the **Standard** tab, the **Custom** tab, or the **PANTONE®** tab.



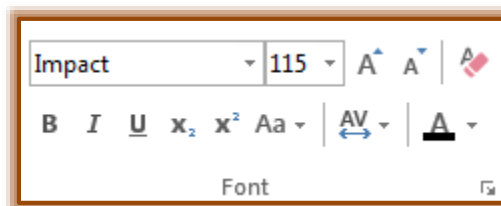
✚ Click **OK**.

NOTE: Publisher applies the color to the selected text and adds it to the **Font Color** and **Fill Color** palettes.

Apply Tint or Shade

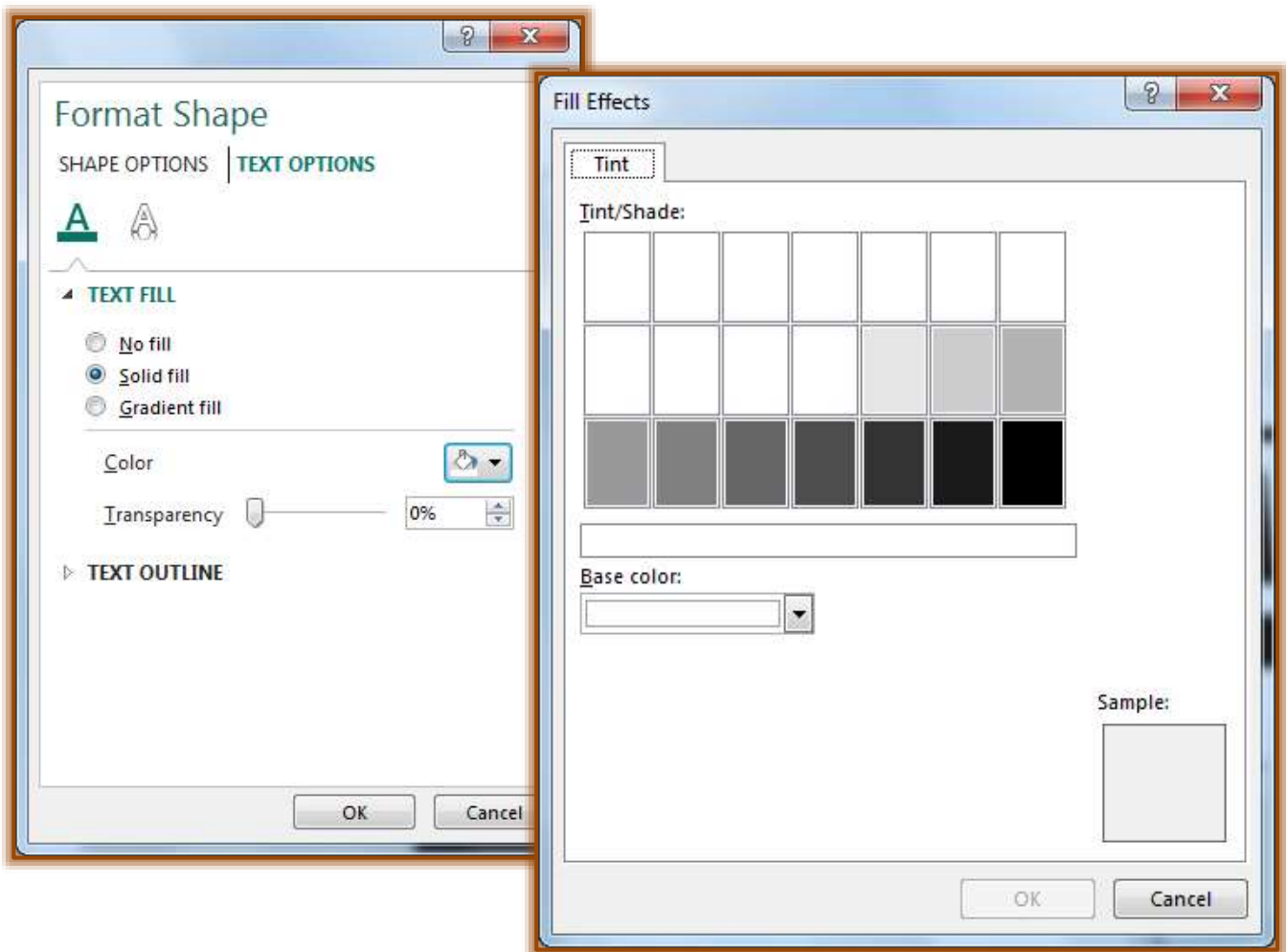
The color of text can be changed and then that color can be fine-tuned with tinting or shading. However, you cannot fill the color with patterns, textures, or gradients.

- ✚ Select the text that is to be changed.
- ✚ Click the **Home Tab**.
- ✚ In the **Font Group**, click the **Font Color** button (see illustration below left).



OR

- ✚ Select the text that is to be changed.
- ✚ Click the **Text Box Tools Format Tab**.
- ✚ Click the arrow next to the **Font Color** button.
- ✚ Click the **Fill Effects** link to open the **Format Shapes** dialog box with the **Text Fill** option displayed (see illustration on next page).



- ✦ Click the **Color** list arrow.
- ✦ Click the **Tint** link.
- ✦ The **Fill Effects: Tint** dialog box will open (see illustration).
- ✦ Click the **Base Color** list arrow.
- ✦ Under **Tint/Shade**, click the tint or shade that is to be applied.
- ✦ Click the **OK** button to apply the tint or shade to the text.

NOTE: Publisher applies the tint or shade to the selected text and adds it to the **Font Color** and **Fill Color** palettes.