

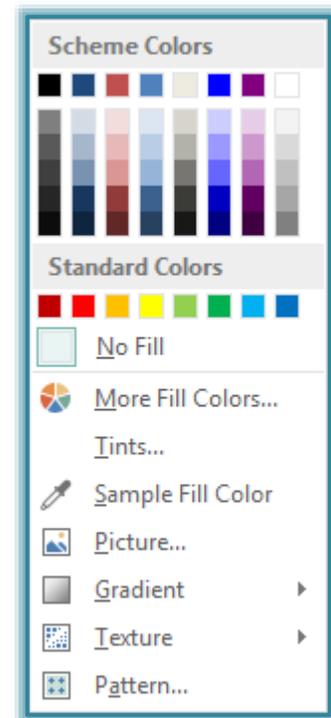
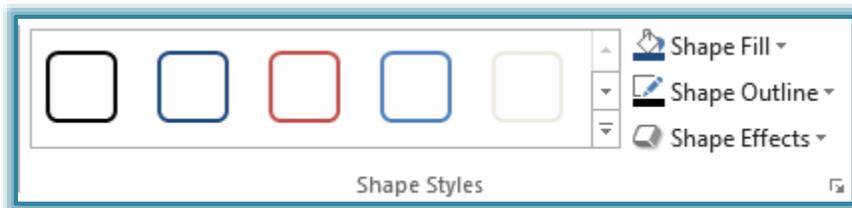
## Use Fill Colors, Fill Effects, and Shadows

### FILL COLORS

In addition to applying borders to a frame, it is also possible to fill a text frame with a selected color. Applying color to a frame can help to add interest to a publication, especially one that is being printed in color. When applying a fill color, be advised that it can obscure the text or object that resides inside the frame. Therefore, when applying a fill color to a text frame, it may be necessary to change the font color as well.

#### Add Fill Color-Textbox

- † Select the textbox that the **Fill Color** is going to be applied to.
- † Click the **Drawing Tools Format Tab**.
- † In the **Shape Styles** group, click the **Shape Fill** button (see illustration below).



- † Select a **Fill Color** from the color gallery that appears (see illustration above).
- † To choose from a gallery of additional colors, click the **More Fill Colors** selection on the color box.
  - ☆ To see a gallery of additional colors, click the **Standard** tab.
  - ☆ To change the shade of the color, click the **Custom** tab.
- † Select a color from the gallery.
- † Click **OK** to return to the publication and apply the color.

### FILL EFFECTS

When working with Fill Colors in frames, it is possible to manipulate the colors with pictures, gradients, textures, and patterns. These options add visual interest to a frame. To apply Fill Effects to a frame, complete the steps below.

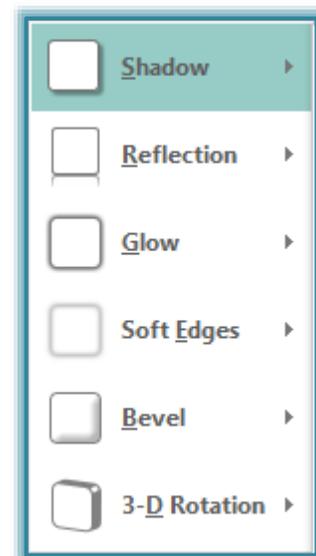
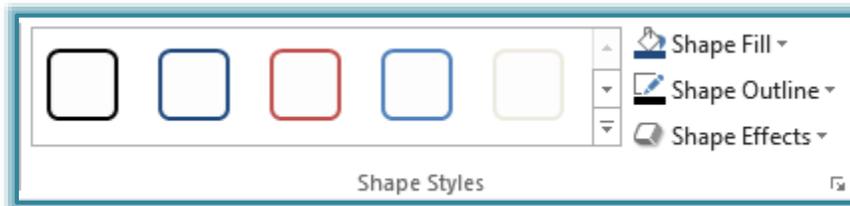
- † Select the frame the **Fill Effects** are to be added to.
- † Click the **Drawing Tools Format Tab**.
- † In the **Shape Styles** group, click the **Shape Fill** button (see illustration above).
- † Select one of the options described in the list below.

- ☆ **Picture** – When a picture is to be added for a fill effect, click this tab. The **Select Picture** window will open. Search for a picture on the Web or select the picture from a file on the computer and then click the **Open** button to insert the picture.
- ☆ **Gradient** – This tab is used to apply a particular gradient (swirling and patterned gradations of the current Fill Color) from a range of supplied gradient effects. Click the **More Gradients** link at the bottom of the **Gradient Gallery** to select different **Gradient** colors and other **Gradient** options.
- ☆ **Texture** – Use this tab to apply a texture fill to the frame. A gallery of possible textures will display. Click the **More Textures** link at the bottom of the gallery to locate additional textures.
- ☆ **Patterns** – This tab is used to select from a number of different patterns based on the current Fill Color. When this option is selected, the **Format Shapes** dialog box will open.

### SHAPE EFFECTS-SHADOWS, ETC.

Shape Effects are used to add depth to the frame and particularly enhance text frames and pictures when a border has been placed around the frame. By “lifting” the frame away from the page, a three-dimensional feeling is given to the frame. To add Shape Effects to a frame, complete the following steps:

- † Click the frame where the shadow is to be placed.
- † Click the **Drawing Tools Format Tab**.
- † In the **Shape Styles** group, click the **Shadow Effects** button (see illustration below).



- † A list of different **Shadow Effects** will display (see illustration above).
- † Move the mouse pointer over each of the items to display a gallery of available options.
- † Click one of the options for the **Shape Effect**.
- † The **Effect** will be applied to the selected textbox or image.