

Text Shading/Highlighting

Shading is a transparent color or pattern that may be added to a paragraph or a selected block of text. Highlighting applies color to selected text so that it looks like the text has been marked with a highlighter.

Highlight Text

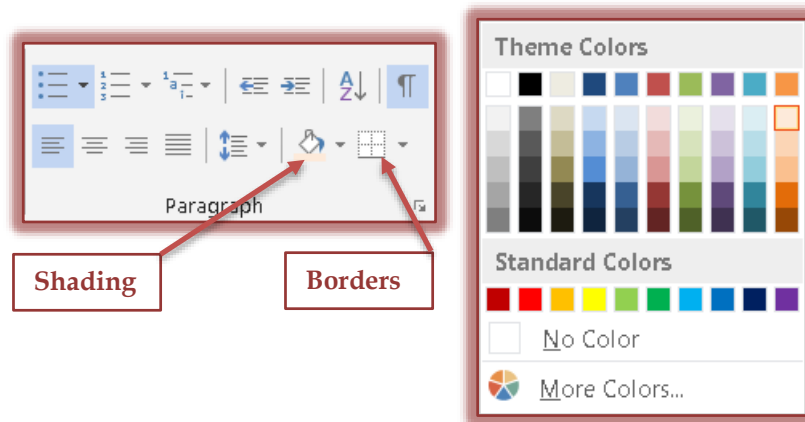
- ✦ Select the text that the highlighting is to be applied to.
- ✦ Click the **Home Tab**.
- ✦ In the **Font Group** do one of the following:
 - ✦ Click the **Text Highlight Color** button (see illustration below).



- ✦ Click the arrow next to the **Text Highlighting** button.
- ✦ A gallery of different highlighter colors will appear (see illustration above).
- ✦ Click the color to use for highlighting the text.
- ✦ Move the mouse pointer over the text that is to be highlighted.
- ✦ Highlighting will appear in the document.

Apply Shading-Shading Button

- ✦ Click the **Home Tab**.
- ✦ Click the **Shading** button in the **Paragraph Group** (see illustration below).

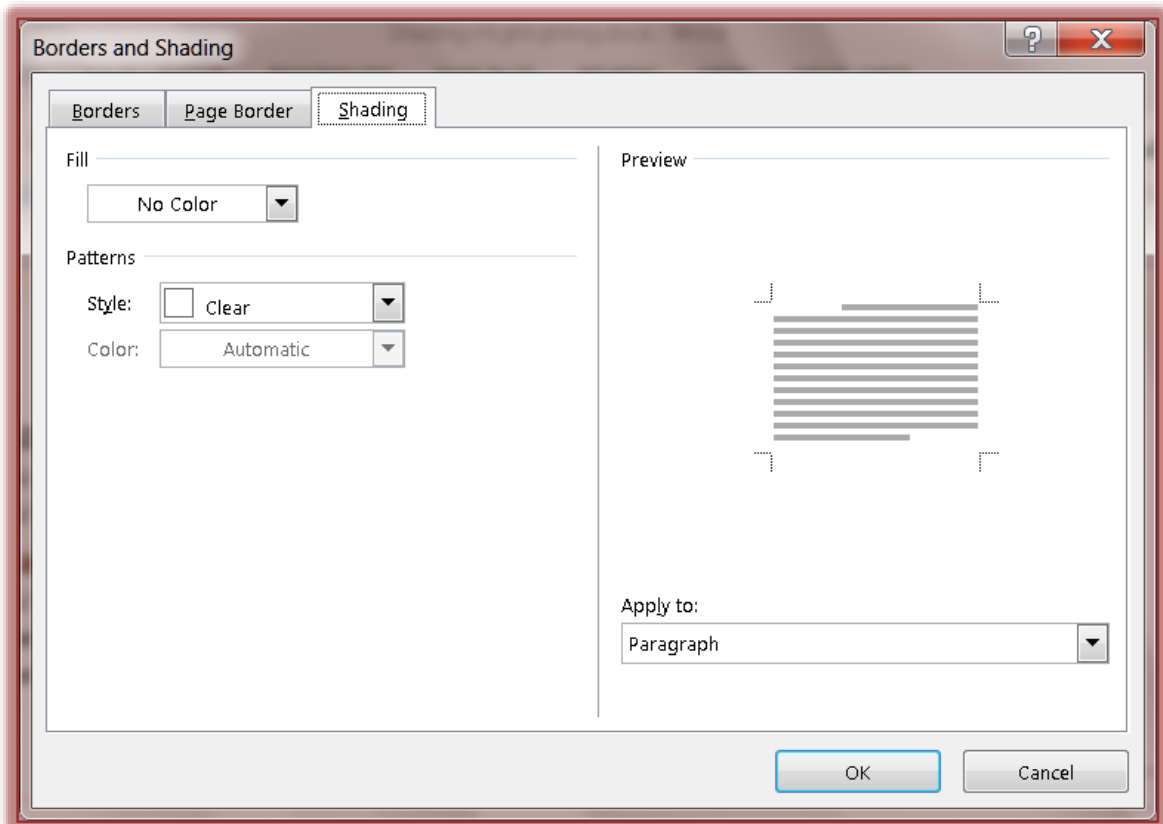


- ✦ A gallery of different shading colors will appear (see illustration above).
- ✦ Click on one of the colors to apply that shading to the selected text.
- ✦ Click the **More Colors** link to select from additional colors.

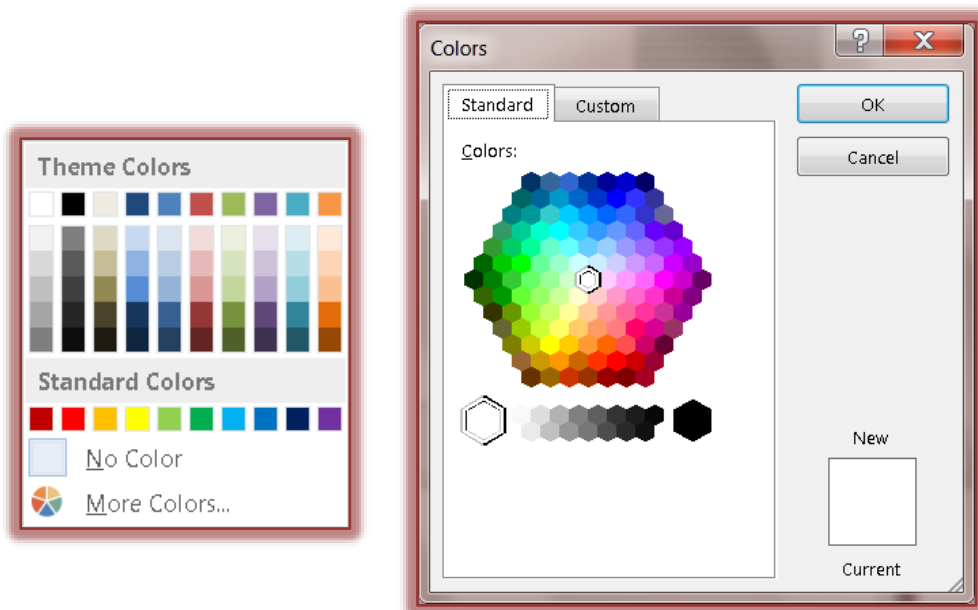
Apply Shading-Borders and Shading Dialog Box

- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Borders** button (see illustration above).
- ✦ In the list, select **Borders and Shading**.

- ✦ The **Borders and Shading** dialog box will display.
- ✦ Click the **Shading** tab (see illustration below).



- ✦ To choose a shading color, click the **Fill** list arrow.
- ✦ A gallery of colors will display (see illustration below left).
- ✦ Click any of the colors in this grid to select it.



- ✦ Click the **More Colors** button to see a gallery of additional colors (see illustration above right).
- ✦ Select a color from the gallery of colors under the **Standard** tab.

- ✦ The **Custom** tab allows you to change the brightness or darkness of the selected color.
- ✦ The **New** and **Current** areas provide a view of the changes in the colors.
- ✦ When the selection has been made, click the **OK** button to exit the dialog box.
- ✦ Click the **Patterns Style** arrow to select from a list of different shades of gray and different patterns.
- ✦ Once a **Style** has been chosen, the **Color** option will be activated.
- ✦ Click the list arrow to select a color.
- ✦ The **Apply to** list arrow provides two options:
 - ✦ **Paragraph** - Select this option to apply the shading to the whole paragraph.
 - ✦ **Text** - This option will appear if a word or block of text is selected. It will allow you to select whether to apply the shading to just the selected text or to the whole paragraph.
- ✦ Once a **Shading** option is chosen, a preview of the shade will appear in the **Preview** area.
- ✦ Click the **Horizontal Line** button to bring up a gallery of **Border Pictures**.
 - ✦ Click one of the **Borders** and then click **OK**.
 - ✦ A **Horizontal Line** will appear below the selected paragraph.
- ✦ When all the selections have been completed, click the **OK** button to exit the dialog box.