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 **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.