

## Shading

Shading is a transparent color or pattern that may be added to a paragraph. Borders and Shading may be applied using the Format, Borders and Shading dialog box.

- ❖ Select the text that the shading is to be applied to.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Borders and Shading** from the list of choices.
- ❖ Click the **Shading** tab.
- ❖ The **Shading** portion of the **Borders and Shading** dialog box will appear (see illustration top right).
- ❖ A gallery of colors to use for **Shading** will appear.
- ❖ Under **Patterns**, **Style** shades or gray and patterns are listed such as stripes, checkerboards and grids.
- ❖ If a pattern is selected under **Patterns**, **Color** this option allows you to change the color of the pattern.
- ❖ Click the **More Colors** button to see a gallery of additional colors
  - 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.
- ❖ 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.
- ❖ The **Show Toolbar** option, displays the **Tables and Borders** toolbar in the Window.
- ❖ Click the **Horizontal Line** button to bring up a gallery of **Border Pictures** (see illustration at right).
  - 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.

