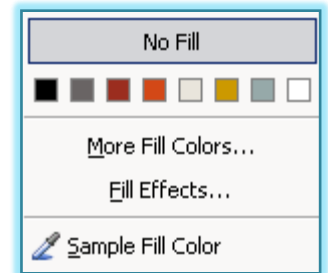


Using Fill Colors, Fill Effects, and Shading

Fill Colors

In addition to applying borders to a frame, it is also possible to fill a 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 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. When working with a picture frame, the background color of the frame is changed, not the picture itself. To add a fill color to a frame, follow the steps below.

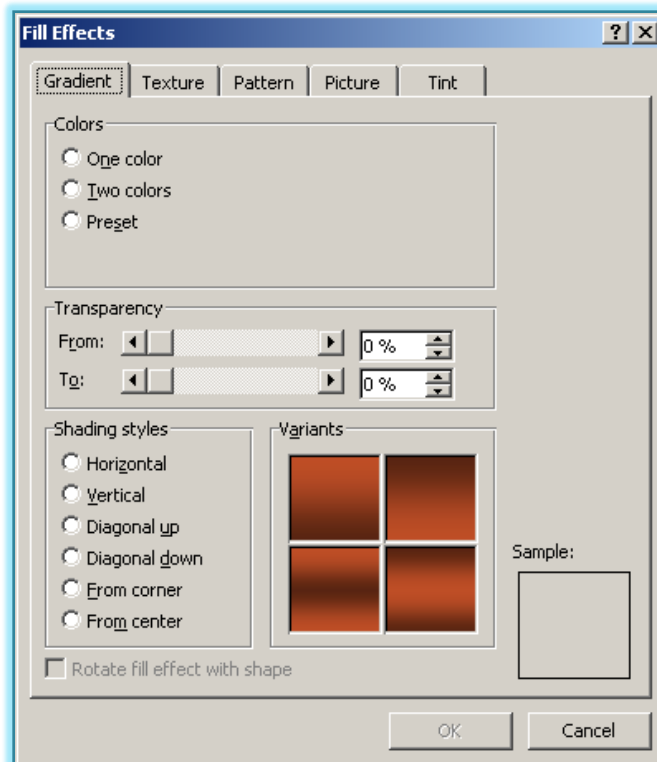
- ❖ Select the frame that the **Fill Color** is going to be applied to.
- ❖ Click the **Fill Color** button arrow on the **Formatting** toolbar (see illustration at right).
- ❖ Select a **Fill Color** from the color box that appears (see illustration at right).
- ❖ To choose from a gallery of additional 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 tints, patterns, and gradients. 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 **Fill Color** button (see illustration at right) on the formatting toolbar.
- ❖ Click **Fill Effects** from the list that appears.
- ❖ The **Fill Effects** dialog box will open (see illustration below).



- ❖ To select a particular **Fill Effect**, select one of the tabs at the top of the dialog box. These tabs are:
 - **Gradients** – 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.
 - **Texture** – Use this tab to apply a texture fill to the frame. A gallery of possible texture will display. Scroll down the gallery to select additional pictures.
 - **Patterns** – This tab is used to select from a number of different patterns based on the current Fill Color.
 - **Picture** – When a picture is to be added for a fill effect, click this tab. Click the **Select Picture** button to insert the picture.
 - **Tints** – This tab is used to apply a special tint/shade from the current Fill Color. A shade that ranges from White through all the tints and shades up to black can be selected.
- ❖ After selecting a **Fill Effect** category, select an effect in the scroll box located directly beneath the effects option buttons.
- ❖ The selected effect will appear in the **Sample** box.
- ❖ When an effect has been selected that is to be applied to the frame, click the **OK** button.
- ❖ The chosen effect will fill the area of the chosen frame.

Shading

Shading is a shadow that appears on the bottom or right sides of some frames such as a picture frame. It is 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 shading to a frame, complete the following steps:

- ❖ Click the frame where the shadow is to be placed.
- ❖ Click the **Shadow Style** button on the **Formatting** toolbar (see illustration at right).
- ❖ A gallery of different **Shadows** will appear.
- ❖ Click one of the options for the shadow.
- ❖ A shadow will appear around the frame as shown in the illustration below.



- ❖ To change different attributes for the shadow:
 - Click the **Shadow** button.
 - Click the **Shadow Options** button.
 - The **Shadow** toolbar will appear (see illustration at right).
- ❖ To turn the **Shadow** off, click the **Shadow** button (the first one on the toolbar).
- ❖ To nudge the shadow, click any of the four buttons in the middle of the toolbar.
- ❖ To change the color options for the shadow, click the **Shadow Color** button (the last one on the toolbar).

