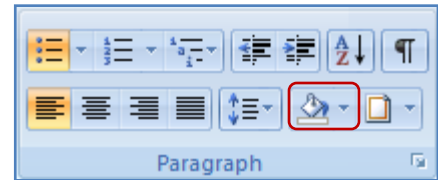


Shading

Shading is a transparent color or pattern that may be added to a paragraph or a selected block of text. Borders and Shading can be applied by using the Shading button in the Paragraph Group on the Home Tab or by using the Borders and Shading dialog box.

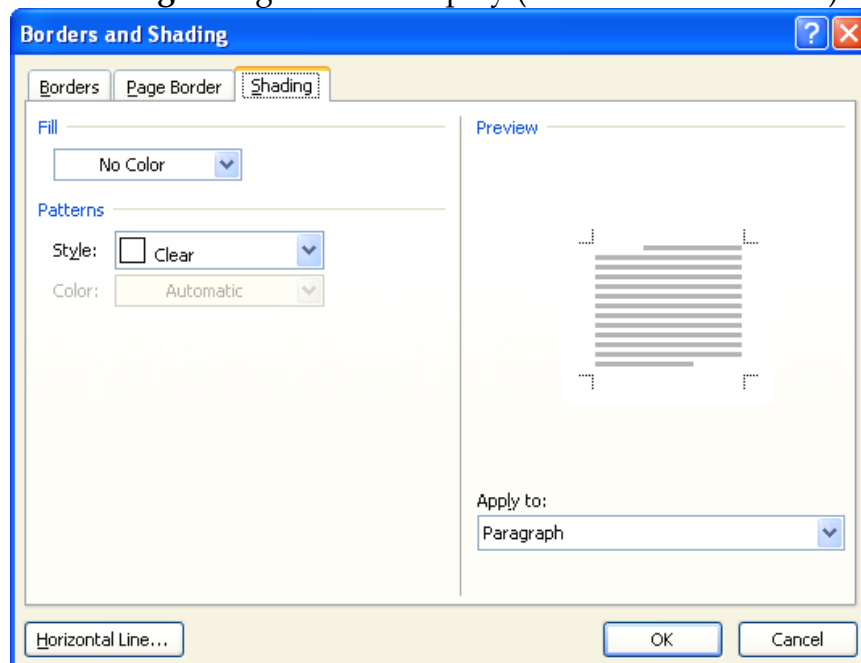
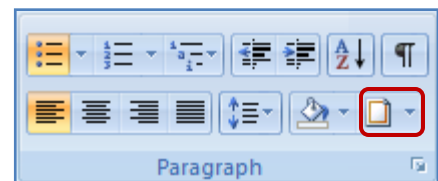
Paragraph Shading Button

- + Select the text that the shading is to be applied to.
- + Click the **Home Tab**.
- + In the **Paragraph Group** click the arrow next to **Shading** (see illustration top right).
- + Click the arrow to the right of the button.
- + A gallery of colors to use for **Shading** will appear.
- + Click any of the colors to apply it to the selected text.
- + To see a palette of additional colors, click the **More Colors** button (see illustration middle right).
- + A palette of additional colors will display.
- + Click a color within the palette.
- + To change the color to a custom color, click the **Custom** tab.
- + To remove the shading from the selected text, click the **No Color** button.



Borders and Shading Dialog Box

- + Click the **Home Tab**.
- + In the **Paragraph Group**, click the **Borders** button (see illustration bottom right).
- + Under **Patterns**, **Style** shades or gray and patterns are listed such as stripes, checkerboards and grids.
- + In the list, select **Borders and Shading**.
- + The **Borders and Shading** dialog box will display (see illustration below).



- + Click the **Shading** tab.
- + To choose a shading color, click the **Fill** list arrow.
- + A gallery of colors will display (see illustration at right).
- + Click any of the colors in this color to select it.
- + 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.
- + Click the **Patterns** arrow to select from a list of different shades of gray and different patterns.
- + 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.

