

Using Fill Effects in Word

Shapes and text boxes can be easily customized by adding a gradient, pattern, texture, or picture as fill. However, only one of these effects may be applied to your object. Word provides you with a number of tools to customize the appearance of these fill effects.

For information about fill effects in Excel or PowerPoint, please refer to Using Fill Effects in Excel and PowerPoint.

Accessing the Fill Effects Dialog Box

The *Fill Effects* dialog box is easily accessible in Word after you have created a shape that you wish to format.

1. Select the shape(s) that you want to adjust
2. Right click the shape » select **Format AutoShape...**
The **Format AutoShape** dialog box appears.
3. Select the **Colors and Lines** tab
4. In the **Fill** section, click **FILL EFFECTS...**
The **Fill Effects** dialog box appears.

Adding Color Gradient

Rather than filling an object or text box with one color, you may want to fill it with gradations of one or two colors. The most commonly chosen options are available from the *Ribbon*, while additional variations are available through the **Fill Effects** or **Format Shape** dialog boxes.

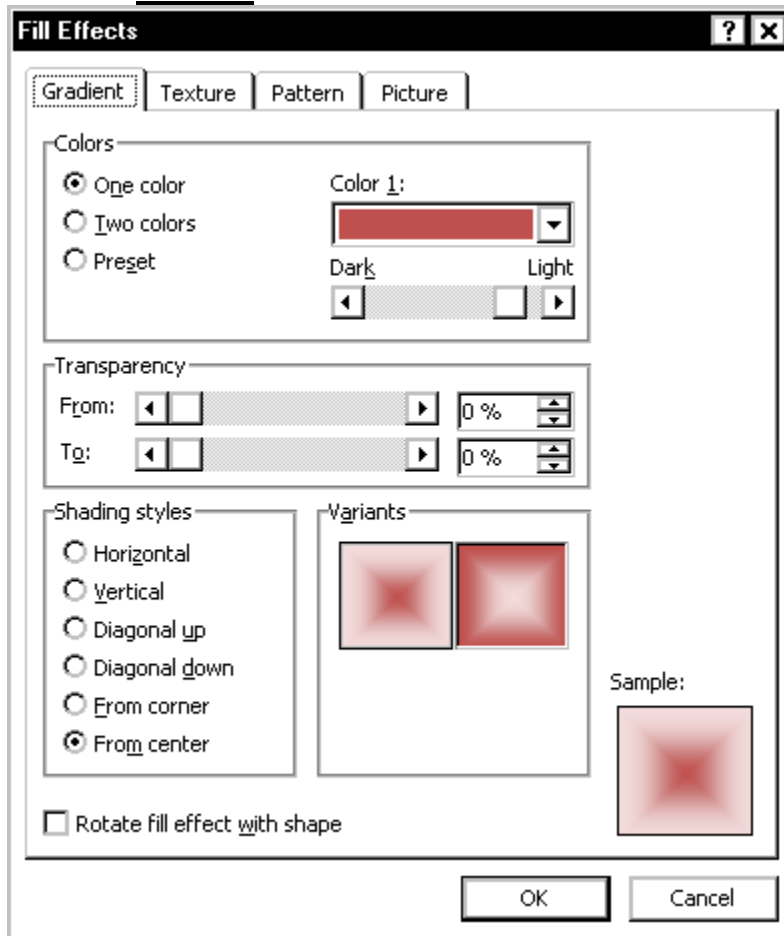
Adding Color Gradient: Ribbon Option

1. Select your shape
2. From the **Ribbon**, select the **Format** command tab
3. In the **Shape Styles** group, click **SHAPE FILL** » select **Gradient** » select the desired gradient style

Adding Color Gradient: Dialog Box Option

1. Access the Fill Effects dialog box

2. Select the **Gradient** tab



3. In the **Colors** section, select **One color**, **Two colors**, or **Preset**
Your selection will determine further options available to you.
4. If you selected **One color**, use the **Dark/Light** scroll bar to adjust the darkness and lightness of the gradient
If you selected **Two colors**, from the **Color 1** and **Color 2** pull-down lists, select the other colors you want to use
If you selected **Preset**, from the **Preset colors** pull-down list, select a preset color combination
5. In the **Shading styles** section, select the proper shading direction
Variations of your shading style appear in the **Variants** section.
6. From the **Variants** section, select the style you prefer
Your selection appears in the **Sample** pane.
7. When satisfied with your selections, click **OK**
8. Click **OK**

Adding Texture

You may decide that you want to add texture to your color. You can choose from the Office preset textures or use a graphic file that you have downloaded or created.

Adding Texture: Preset

1. Select your shape
2. From the Ribbon, select the Format command tab
3. In the Shape Styles group, click **SHAPE FILL** » select Texture » select the desired texture

Adding Texture: From a File

1. Access the Fill Effects dialog box
2. Select the *Texture* tab
3. Click **OTHER TEXTURE...**
The Select Texture dialog box appears.
4. Navigate to and select the graphic file you want to use
5. Click **INSERT**
In the Fill Effects dialog box, a preview of your selection appears in the Sample pane.
6. Click **OK**
7. Click **OK**

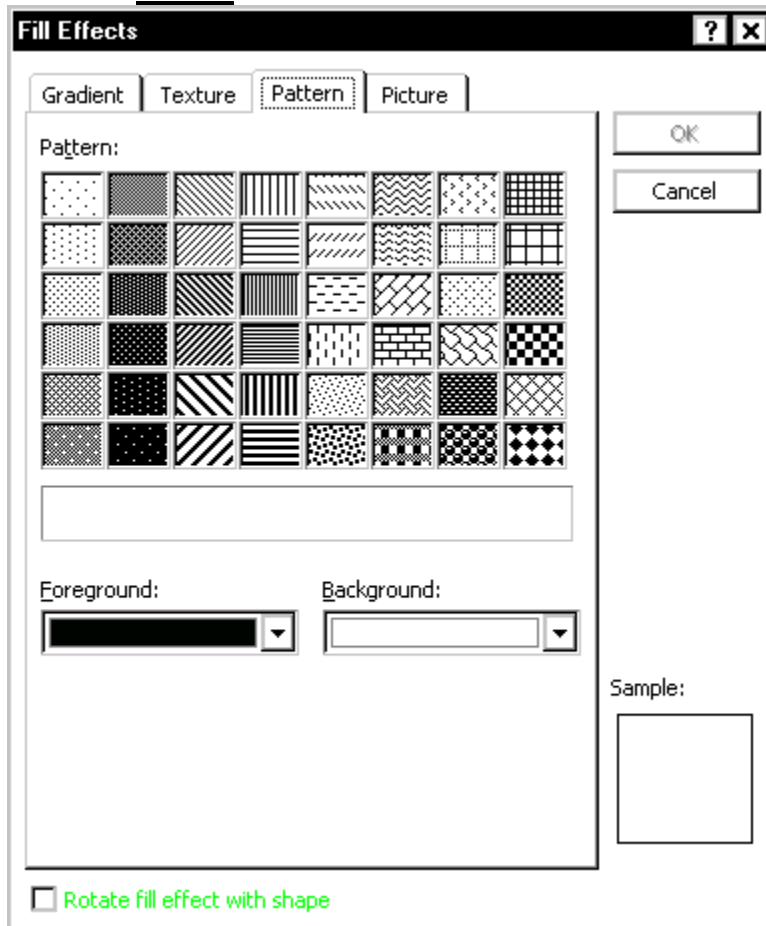
Adding a Pattern

Office offers 48 patterns to fill your object. You may choose the background and foreground colors.

NOTE: This option is only available in Word and Publisher.

1. Access the Fill Effects dialog box

2. Select the ***Pattern*** tab



3. In the ***Pattern*** section, click a pattern to select it
4. From the ***Foreground*** pull-down list, select a color. The ***Sample*** reflects your choice.
HINT: This is the color of the lines or pattern.
5. From the ***Background*** pull-down list, select a color. A preview of your texture appears in the ***Sample*** pane.
HINT: The pattern will appear on this color.
6. Continue to adjust your selections until the ***Sample*** pane reflects the pattern and colors you want
7. Click **OK**
8. Click **OK**

Adding a Picture

Office gives you the option of filling your object with an image that you have downloaded or created.

1. Select your object
2. From the ***Ribbon***, select the ***Format*** command tab
3. In the ***Shape Styles*** group, click **SHAPE FILL** » select ***Picture...***
The ***Insert Picture*** dialog box appears.

4. Navigate to and select the desired image
5. Click **INSERT** the object is filled with the selected image.