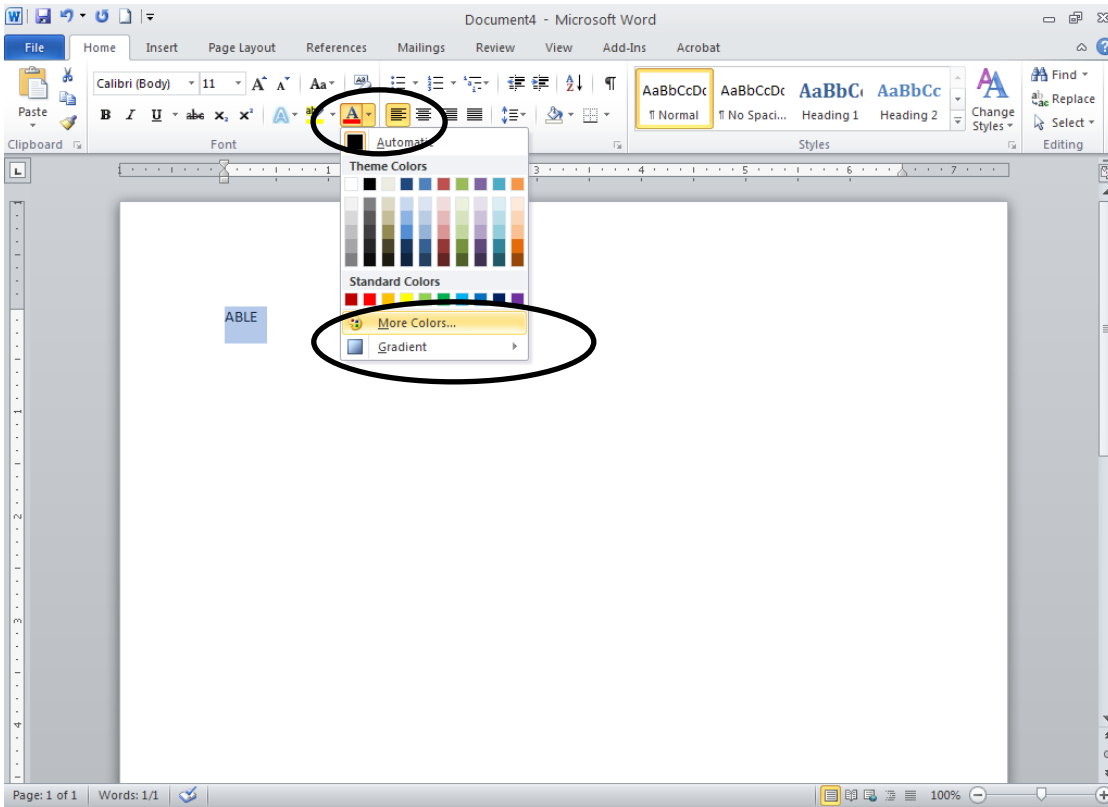
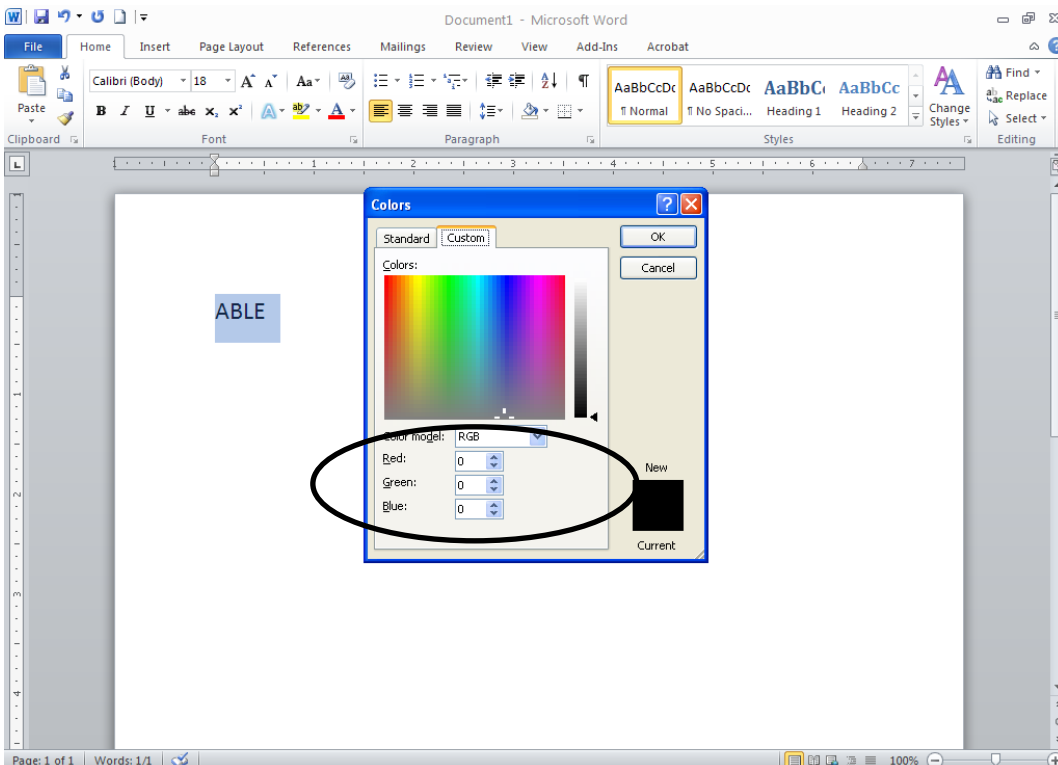


To change font color:

1. Highlight the word(s) you would like to change color
2. On the home task bar, select the “font color” button – the letter icon (circled on task bar below)
3. Click on “more colors” (circled below)

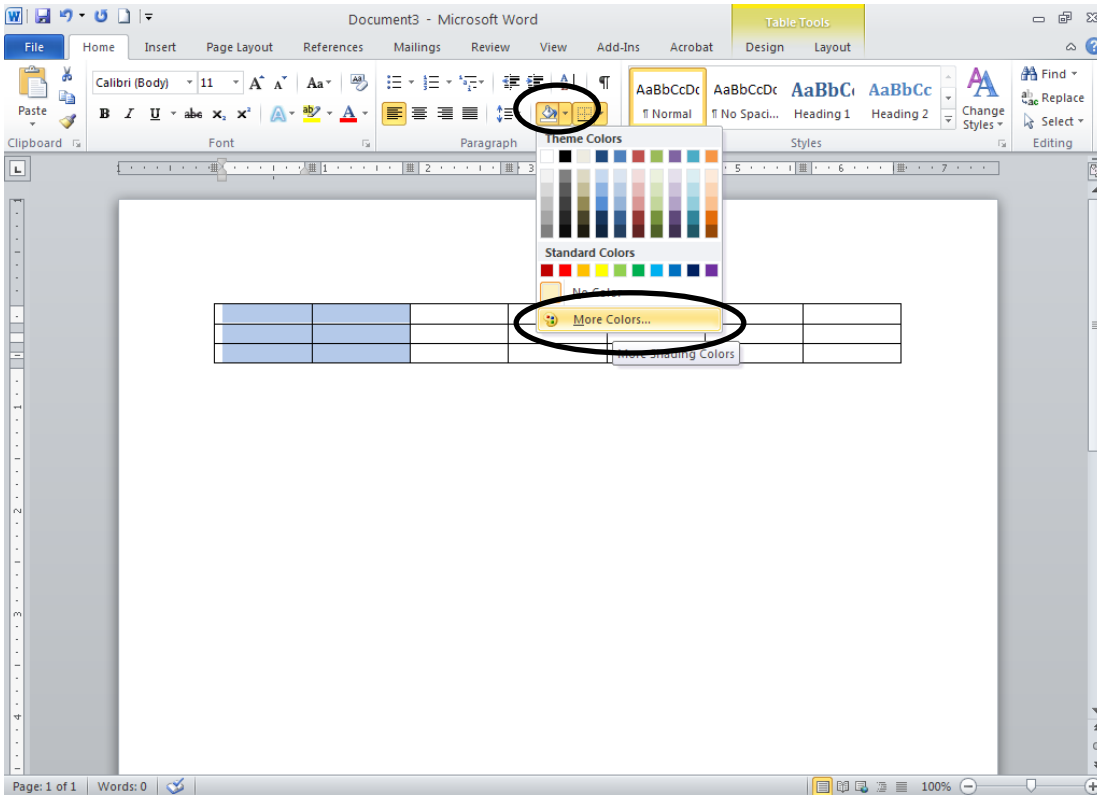


4. Once the colors box opens, click on the “custom” tab
5. Use the color palette RGB numbers to fill in the appropriate color number (circled below)
6. Click “ok”



To change color fill in a box or graphic:

1. Highlight boxes to fill with color
2. On the home task bar, select the “shading” button – the bucket icon (circled below)
3. Click on “more colors” (circled below)



4. Once the colors box opens, click on the “custom” tab
5. Use the color palette RGB numbers to fill in the appropriate color number (circled below)
6. Click “ok”

