Highlighting Text

- In this tutorial you will learn how to highlight text.
- Highlighting text allows you to add a colored background to selected areas of text.

Example:

This is an example of highlighted text. You can even use multiple different colors when highlighting text to show distinction.

Locating the Highlighter

To highlight areas of text, locate the HIGHLIGHTER icon.

The HIGHLIGHTER icon is on the HOME tab, in the FONT section.
Highlighting Text

Step 1: Determine which text you want to highlight.

Step 2: Click the HIGHLIGHTER icon, which will bring up a highlighter cursor. You can use this highlighter to highlight areas of text.

Clicking on the HIGHLIGHTER icon will bring up a small highlighter cursor (it will replace your mouse). You can use this highlighter to highlight areas of text.

Introduction

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-

Step 3: Once your passage is selected release the mouse button. The passage you selected is now highlighted.
Finish: When you are done highlighting, click the **HIGHLIGHTER** icon again, and select **STOP HIGHLIGHTING**.

**Alternative Highlighting Method**

**Step 1:** Click the left button on your mouse and drag it over the passage you wish to highlight.

**Finish:** When you are finished preselecting, simply click the **HIGHLIGHTER** icon. Any passage selected will now be highlighted.

*Shortcut Tip!* If you preselect a passage to highlight (described above), you can click **CTRL+ALT+H** on your keyboard to highlight the selected passage.
Changing the Color of the Highlighter

You can tell which color the highlighter is set to by looking at the color under the icon.

In this example, the highlighter is set to yellow. You can change the color of the highlighter very easily.

Step 1: Click on the drop down menu next to the highlighter icon. This will bring up some color options.

Step 2: Select a color from the panel and click on it.

Finish: The color of your highlighter should now reflect your selected color.