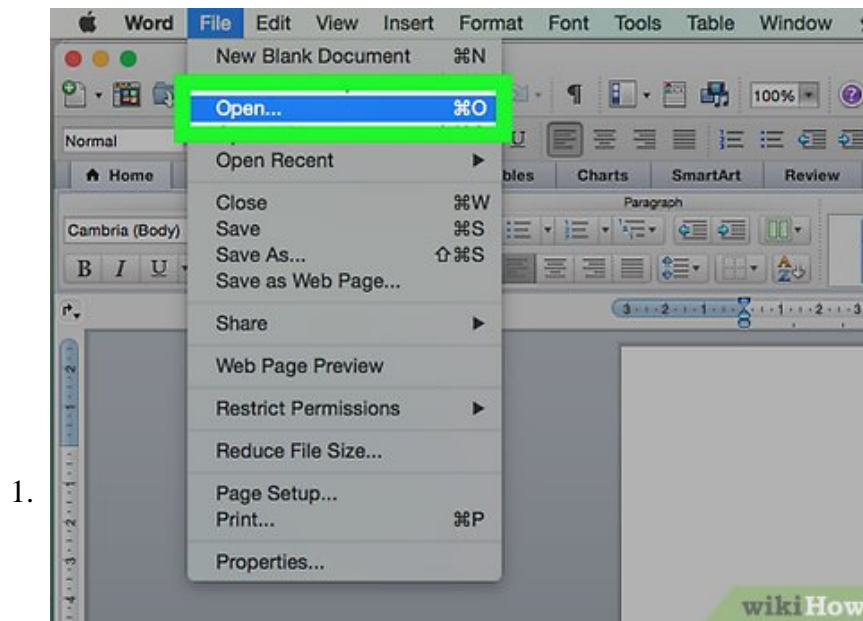


How to Color Text

This wikiHow teaches you how to change text color in a document. Popular document programs include Microsoft Office programs, Google Docs, and Apple's Pages program. If you're interested in coding your own colored text, you can do so using...

Method 1 of 4:

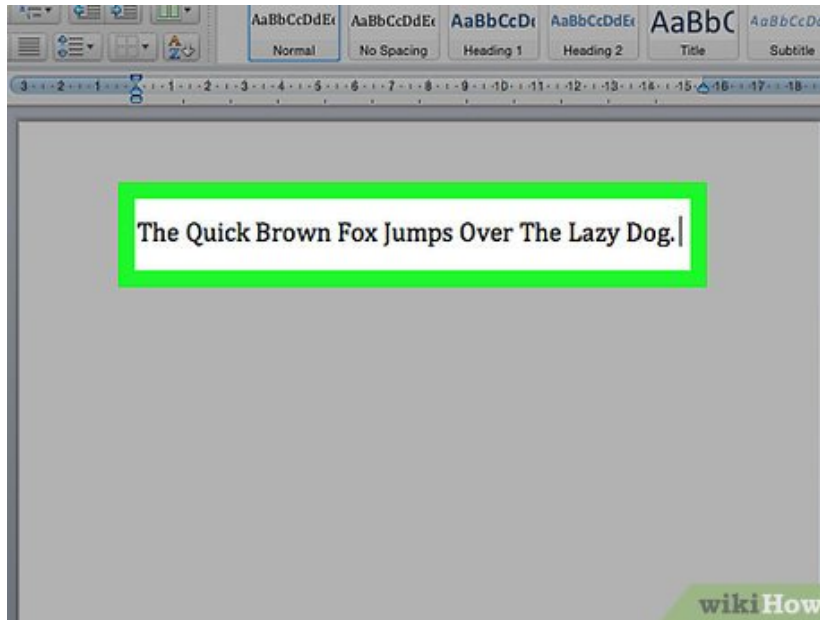
Using Microsoft Office



Open a Microsoft Office document. Double-click a Microsoft Word, Excel, or PowerPoint document to open it in its respective Microsoft Office program.

1. If you want to create a new document, open Word, Excel, or PowerPoint, then click the **Blank** option on the opening page.

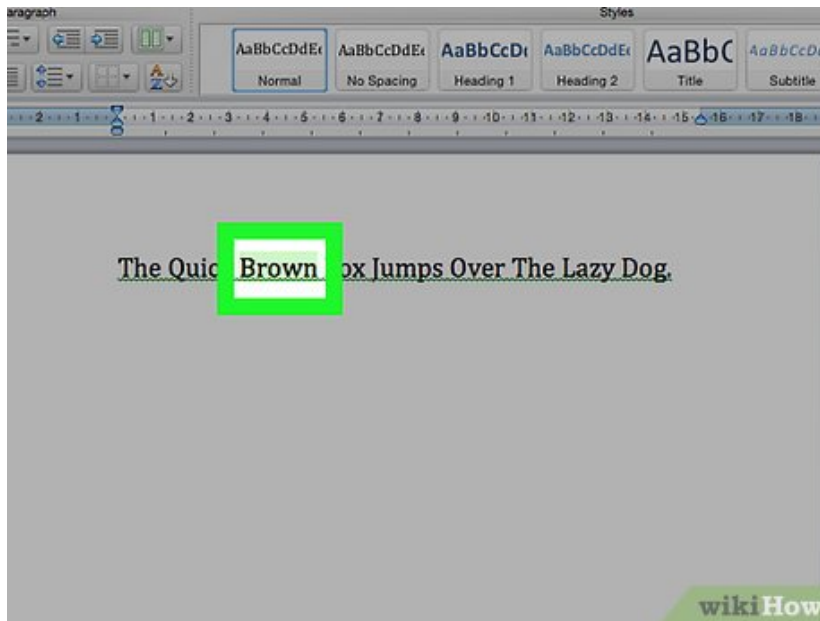
2.



Find text to color. Scroll through your document until you find the text for which you want to change the color.

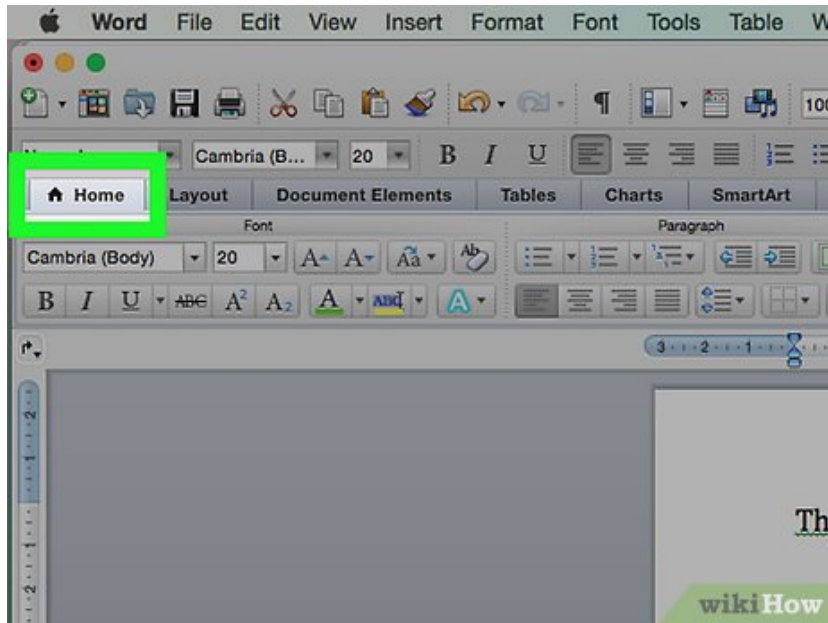
1. If you're creating a new document, type in your text before proceeding.

3.



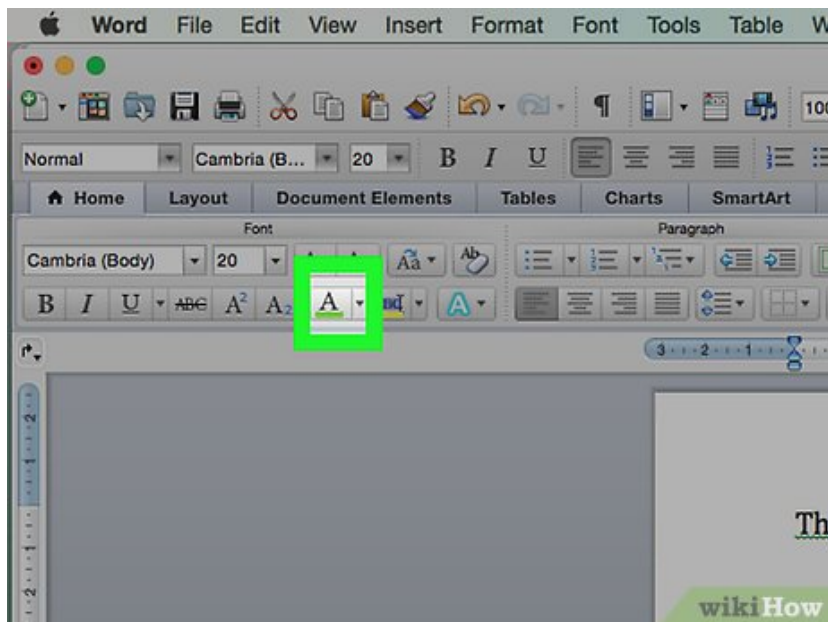
Select the text. Click and drag your mouse across the text to highlight it.

4.



Click the **Home** tab. It's in the upper-left side of the window. This will bring up the **Home** toolbar at the top of the window.

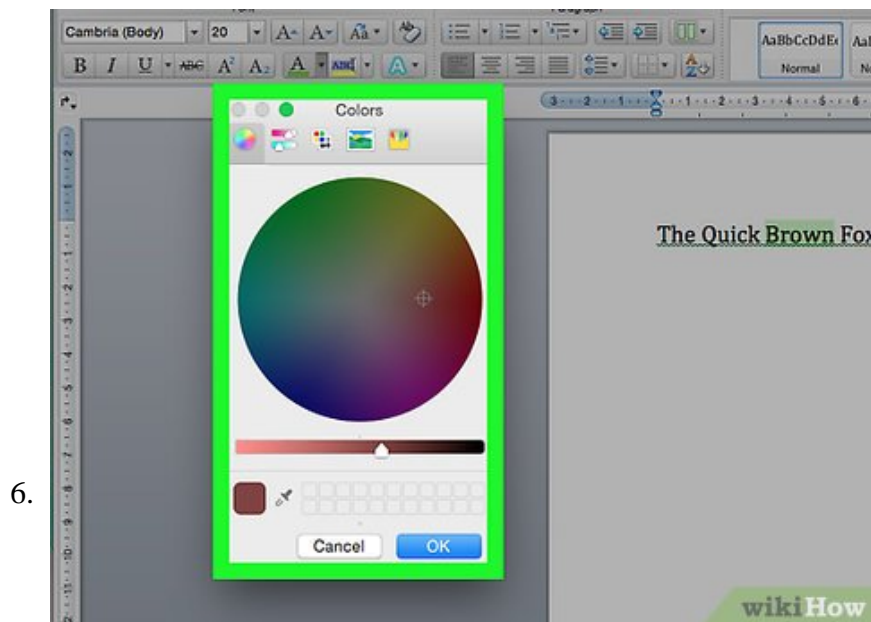
5.



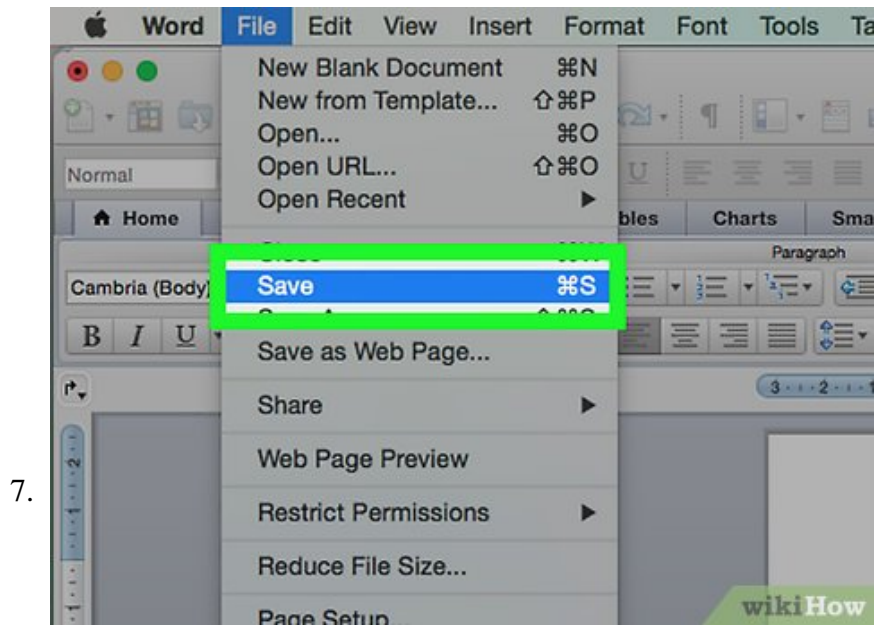
Open the color menu. Click the drop-down

icon next to the black **A** that's in the "Font" section of the toolbar. A drop-down menu will appear.

1. On Word for Mac, there are several **A** buttons; the bottom-right one in the Font section is the one which controls color. It should have a horizontal colored bar below it.



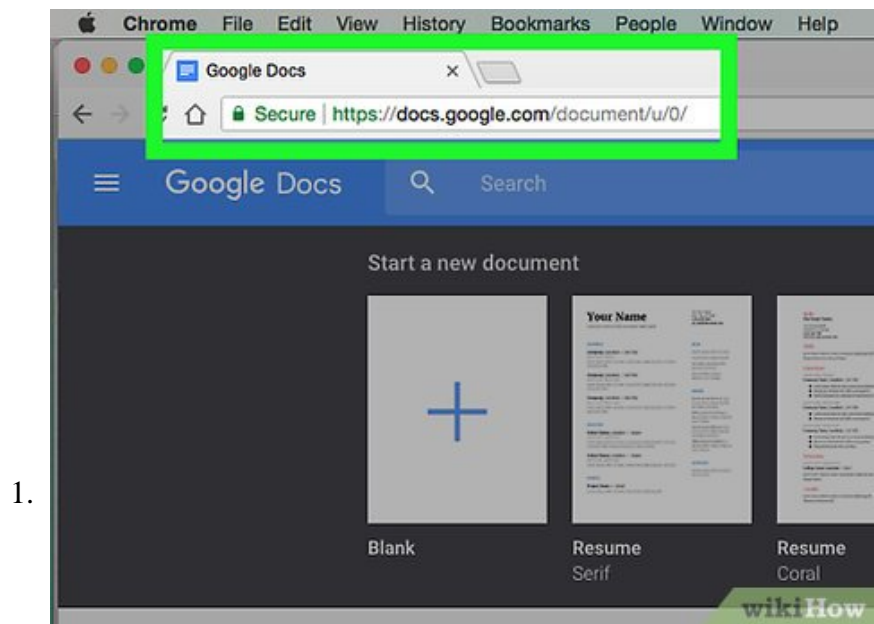
Select a color. Click one of the color boxes in the drop-down menu. You should see your selected text change its color to match.



Save your changes. Press **Ctrl + S** (Windows) or **Command + S** (Mac) to do so.

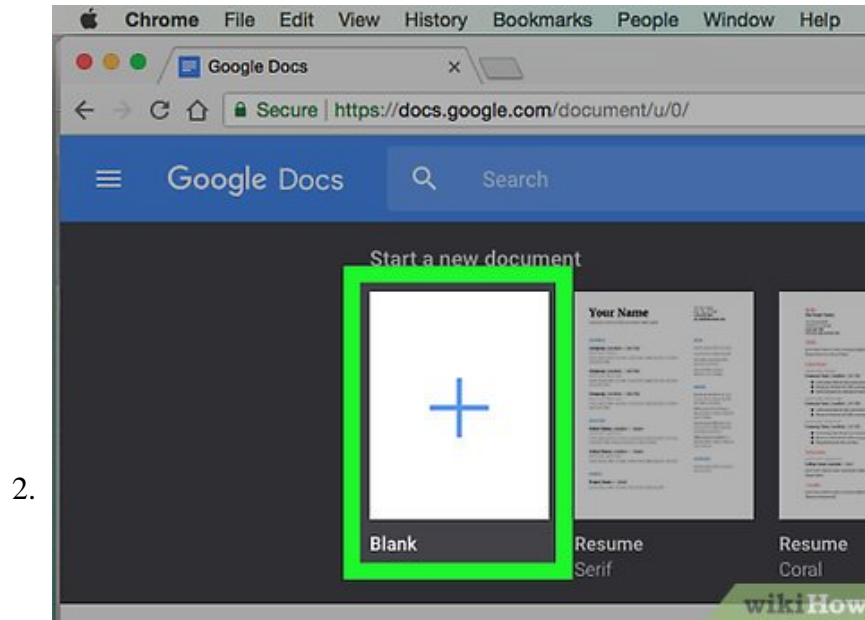
Method 2 of 4:

Using Google Docs



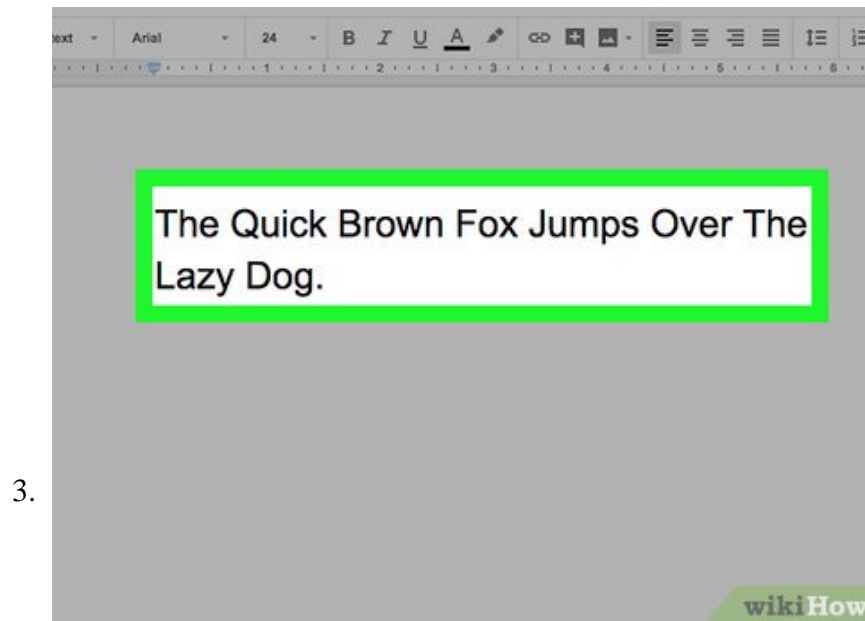
Open the Google Docs page. Go to <https://docs.google.com/> in your computer's web browser. If you're logged into your Google Account, this will open a list of your Google Docs documents.

1. If you aren't logged into your Google Account, enter your email address and password when prompted before proceeding.



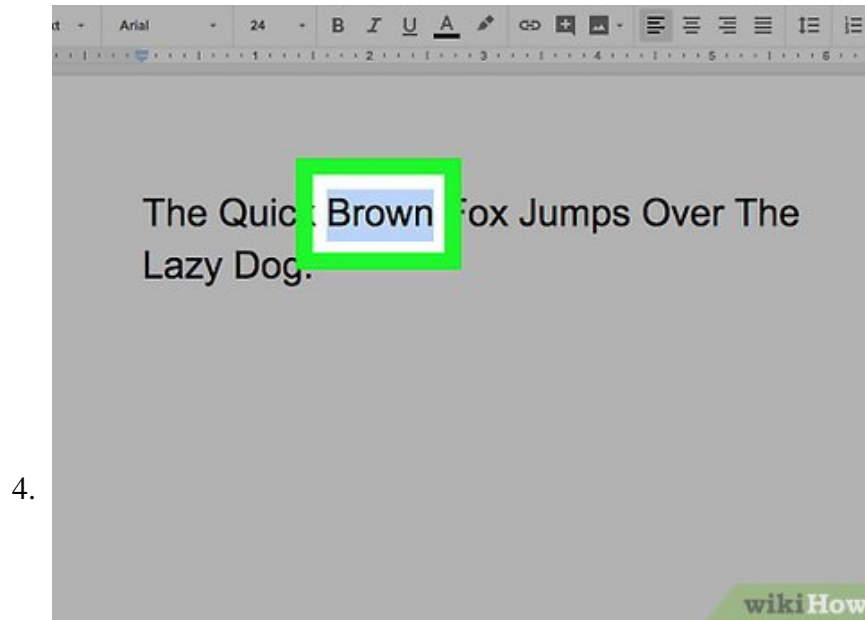
Select a document. Click a document for which you want to color some of the text. The document will open.

1. If you want to create a new document, click **Blank** in the upper-left side of the page.

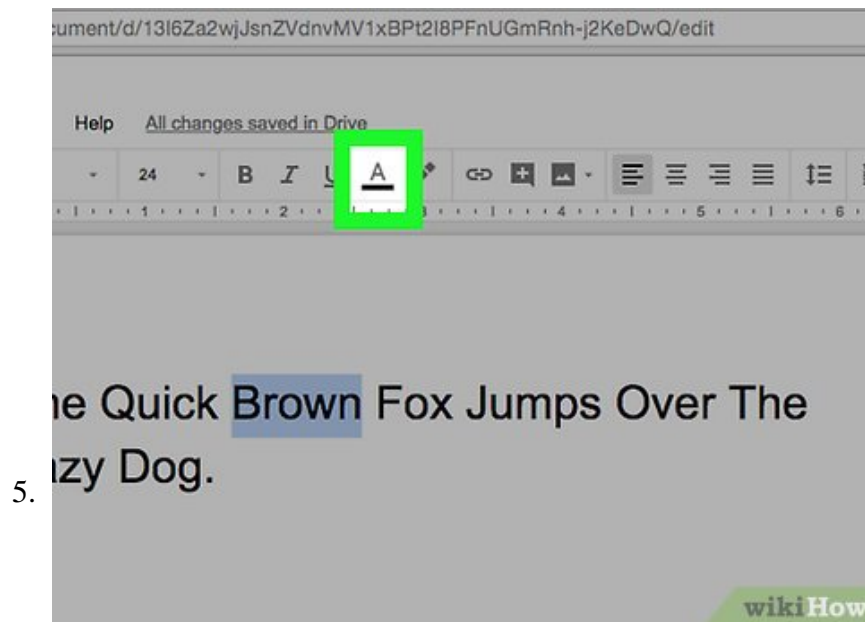


Find text to color. Scroll through your document until you find the text for which you want to change the color.

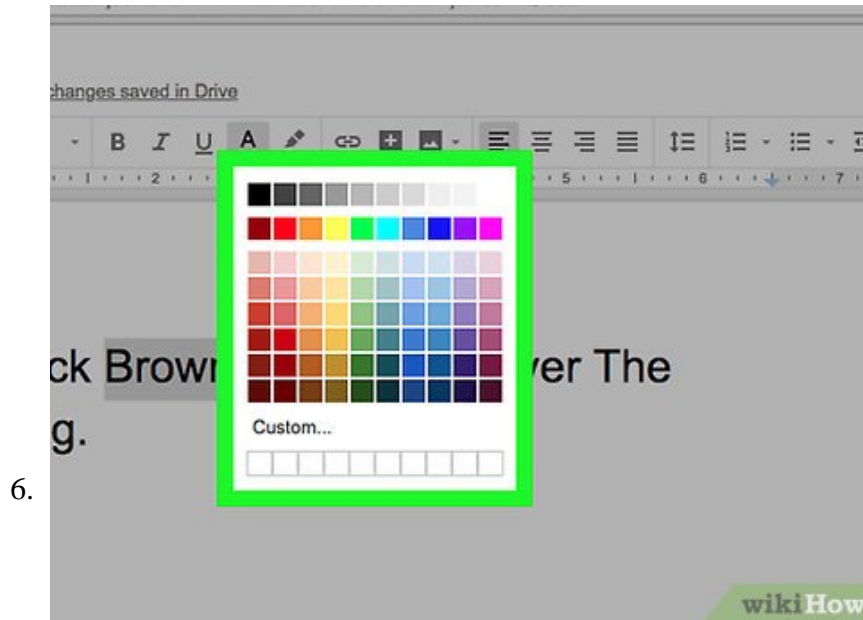
1. If you're creating a new document, type in your text before proceeding.



Select the text. Click and drag your cursor across the text to highlight it.



Click . It's at the top of the Google Docs window. A drop-down menu will appear.

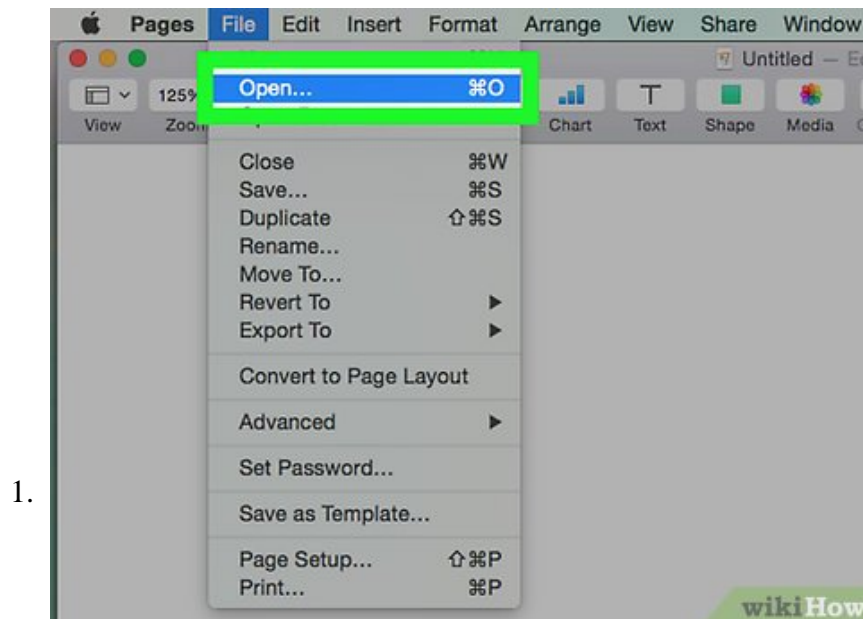


Select a color. Click one of the color boxes in the drop-down menu. You should see your selected text change its color to match.

1. Your changes will automatically be saved.

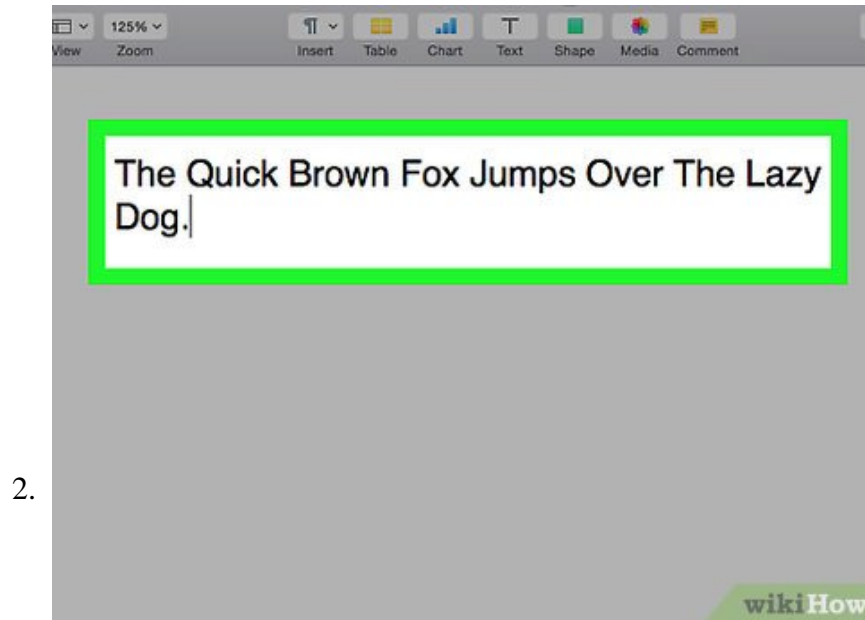
Method 3 of 4:

Using Pages



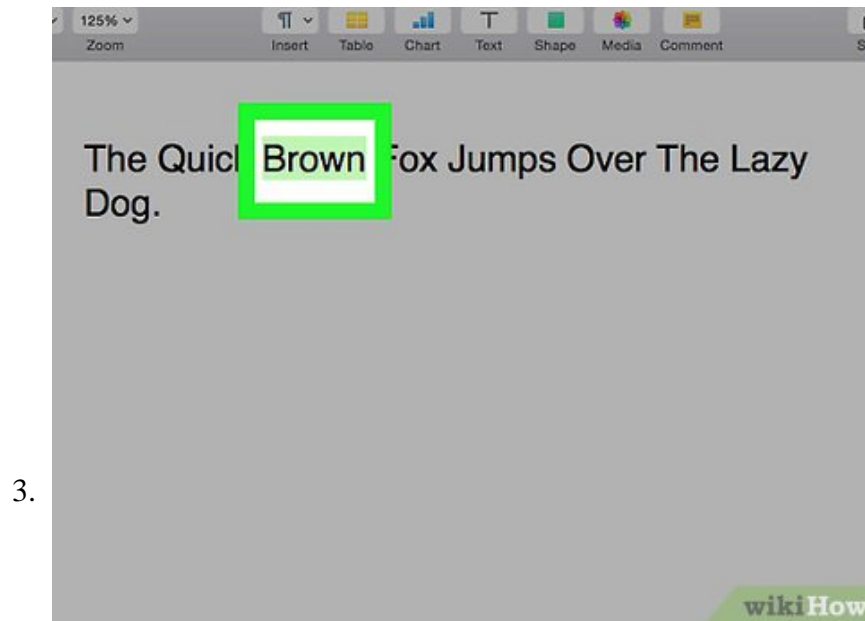
Open a Pages document. Double-click a Pages document for which you want to change some of the text color. The document will open in Pages.^[1]

1. If you want to create a new document in Pages, open Pages, then click **Create Document** and select a document preset.

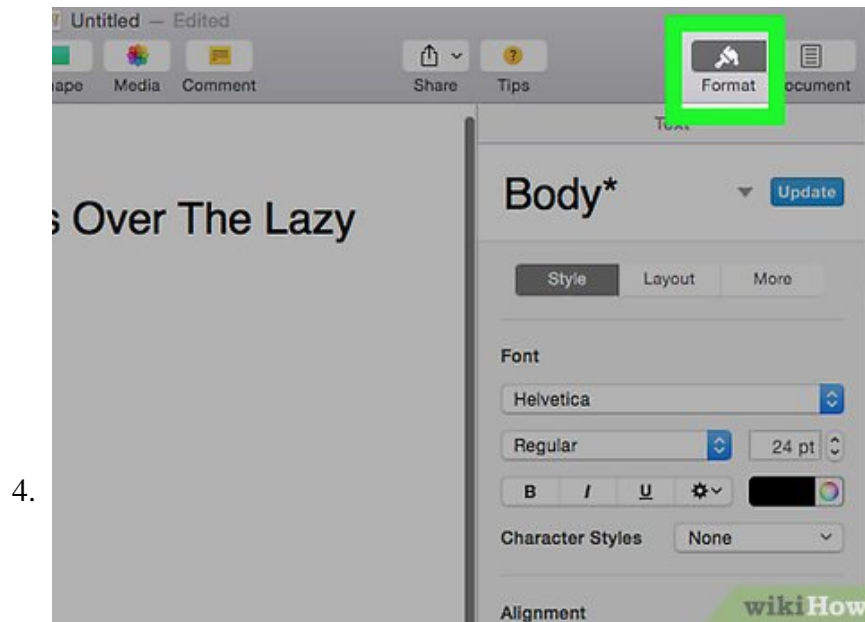


Find text to color. Scroll through your document until you find the text for which you want to change the color.

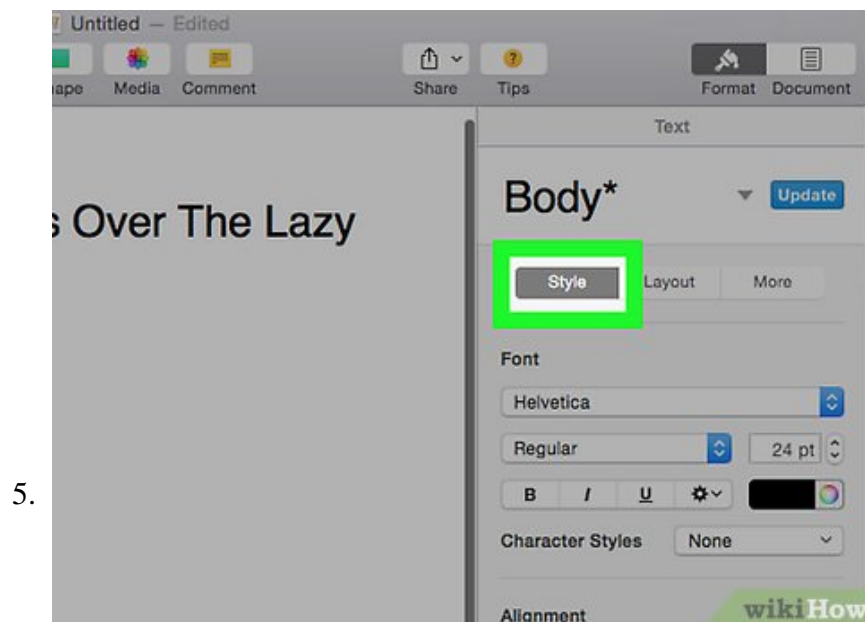
1. If you're creating a new document, type in your text before proceeding.



Select the text. Click and drag your cursor across the text to highlight it.

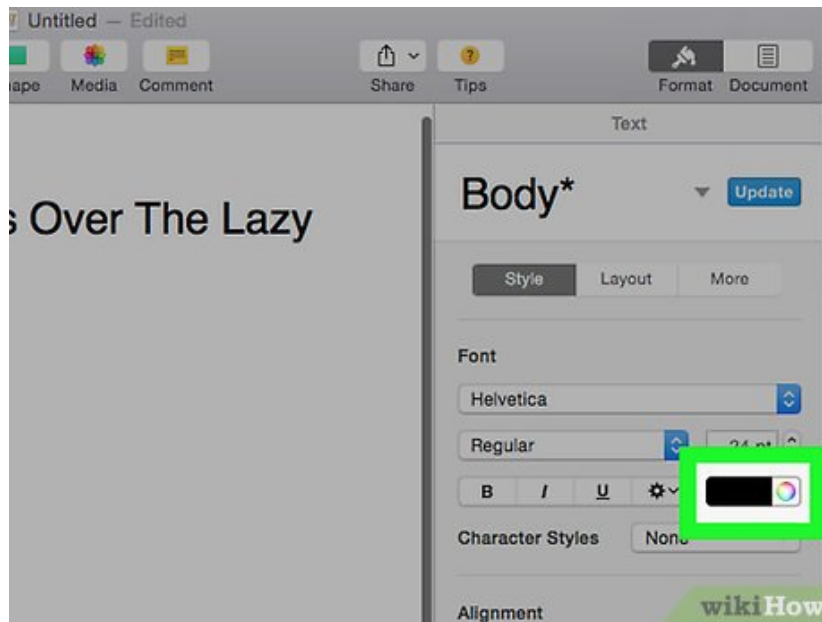


Click **Format**. It's the paintbrush-shaped icon in the upper-right side of the window. Doing so will open the Format menu on the right side of the page.



Click the **Style** tab. You'll find this near the top of the Format menu.

6.



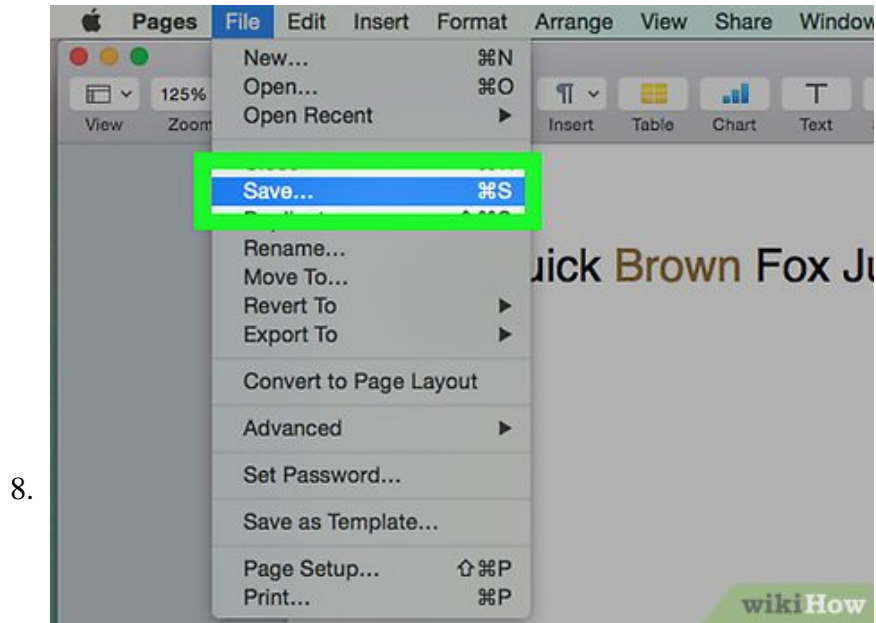
Click the color wheel. It's the rainbow-colored circle at the bottom of the "Font" section of the Format menu. A drop-down menu will appear.

1. If you want to see a list of colors which go well with your document's preset, click the color rectangle here instead.

7.



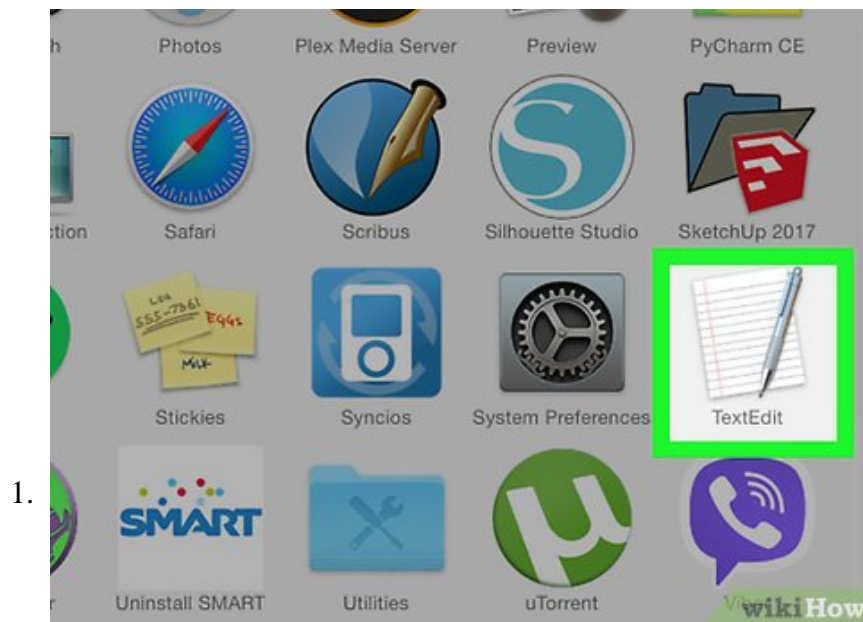
Select a color. Click a color in the drop-down menu to apply it to your selected text.



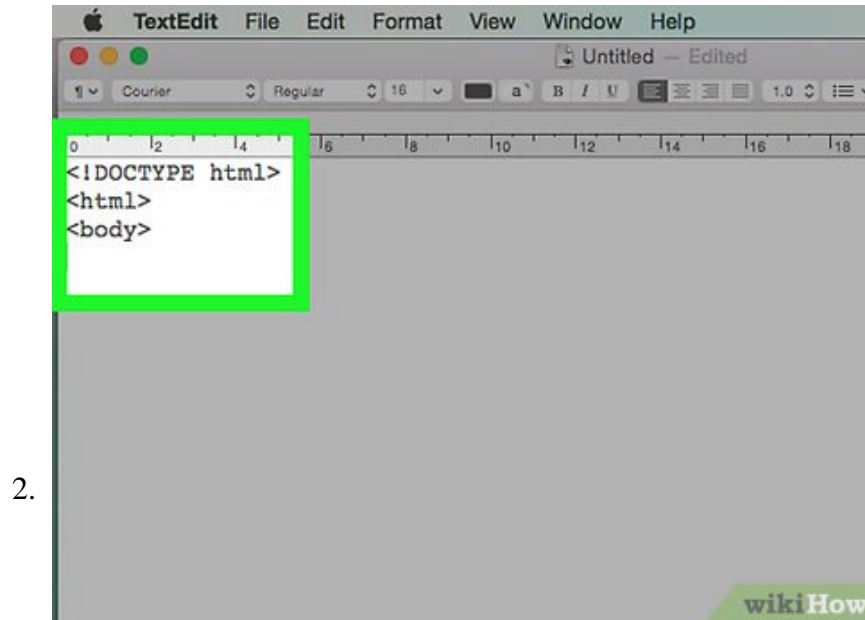
Save your changes. Press `Command + S` to do so.

Method 4 of 4:

Using HTML

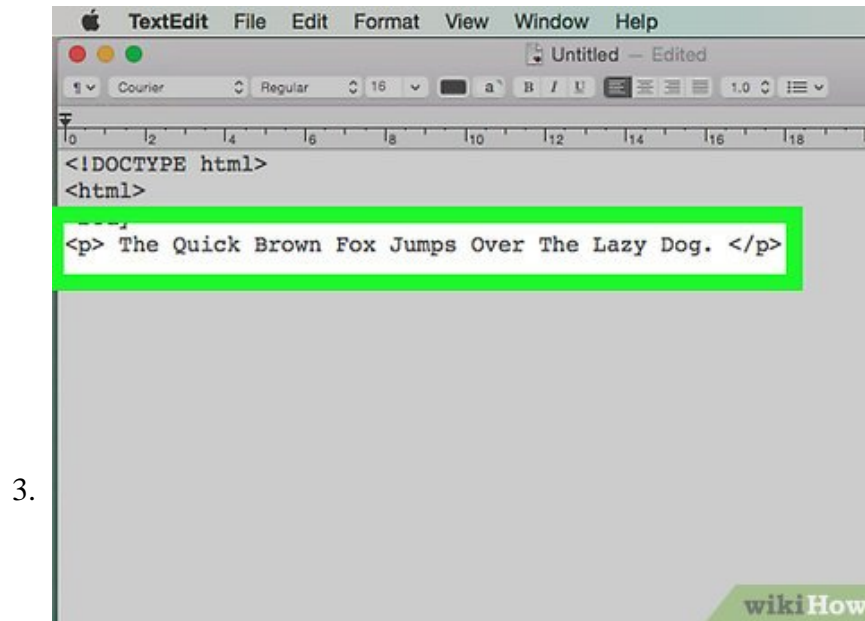


Open a text editor. On Windows, you'll usually use Notepad, while Mac users will use TextEdit.



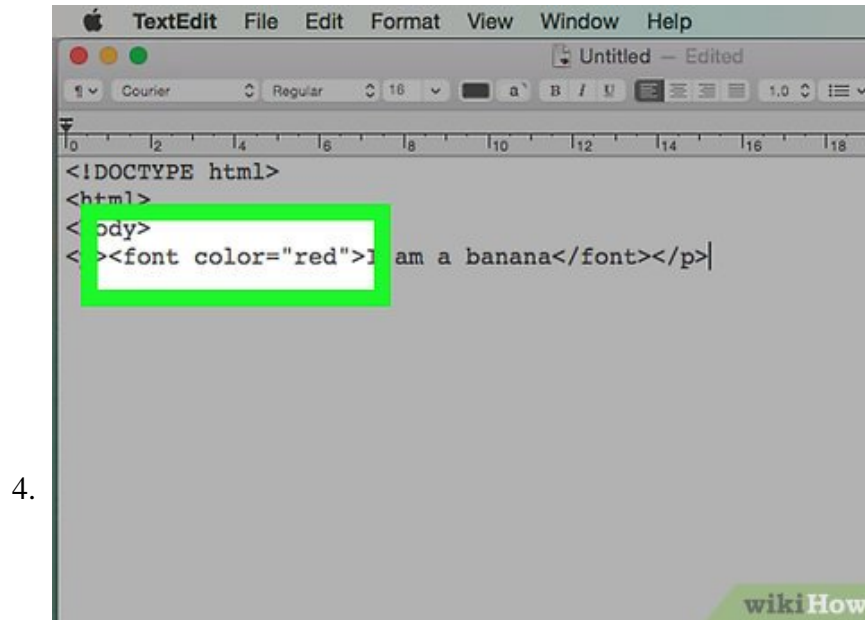
Set up your document. The first thing you'll need to do when creating HTML text is indicate the type of document by doing the following:

1. Type in and press `?Enter`.
2. Type in and press `?Enter`.
3. Type in and press `?Enter`.



Create a line of text. Type

into your text editor, write your text, and then close the line of text by typing .



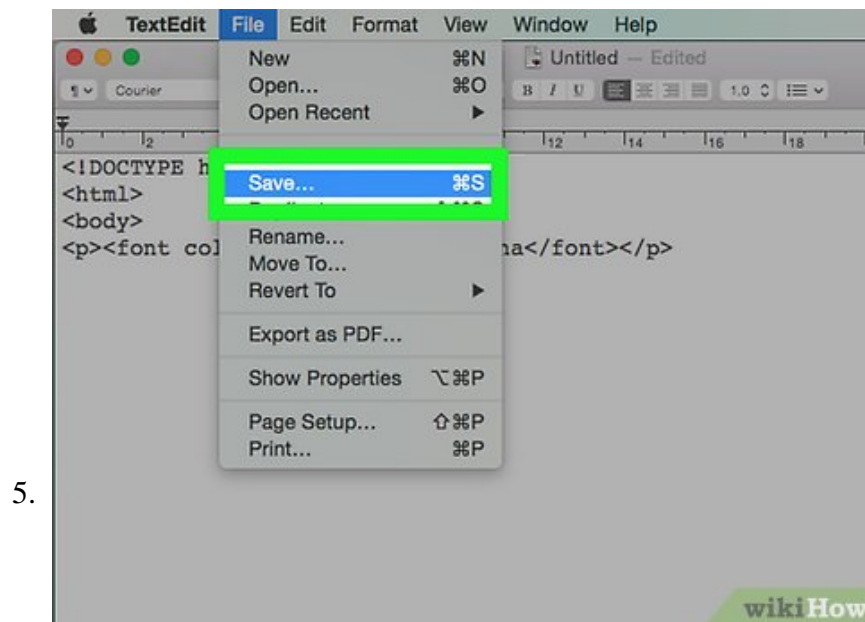
Change the text's color. After the

tag, type in —making sure to replace *color* with your preferred color (e.g., `red`)—and then type directly before the tag.^[2]

1. Your completed line should look something like this:

I am a banana

2. You can choose any color on the ROYGBIV spectrum (as well as white and black), or you can experiment with other more specific colors (e.g., chartreuse).



Save your file. Press `Ctrl+S` (Windows) or `Command+S` (Mac) to open the save window, then select a save location and add a title to your file. You'll also need to save the file as an HTML file:

1. On Windows, click the **Save as type** drop-down box, click **All Files** in the drop-down menu, and type `.html` at the end of the file's name. Click **Save** to save the file.
2. On Mac, you'll type `.html` after the file's name and then click **Save**.

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