It is possible to highlight text, similar to using a highlighter marker pen.

How do I change the highlighter colour?

The line at the bottom of the highlighter button indicates the most recently used highlighter colour. The default colour when you start Word is yellow.

1. In the 'Home' ribbon click the 'Highlighter' button drop down menu.
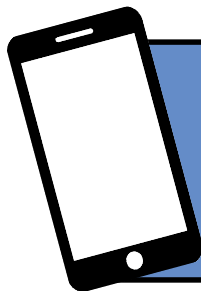2. Click on one of the 15 colours to select it.
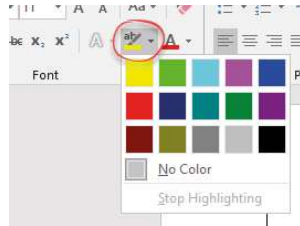
How do I highlight one piece of text?

1. Select the text to be highlighted.
2. Click the highlighter button to use the colour indicated at the bottom of the icon or follow the instructions above to choose another.

How do I highlight more than one piece of text?

1. Click the highlighter button.
   The cursor will change in appearance from its normal state to one similar to a marker pen as illustrated opposite.
2. Drag the cursor over the text to be highlighted.
3. Repeat step 3 until all required text has been highlighted then press <Esc> or click the highlighter button to continue working.

How do I remove the highlighting?

1. In the 'Home' ribbon click the 'Highlighter' button drop down menu.
2. Choose 'No Colour'.
3. Drag your cursor over the text to remove the highlight.
4. Press <Esc> when done.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.