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# Using Color in Microsoft Word

Color works for both Microsoft Word and for Microsoft PowerPoint. You will find PowerPoint notes further down!

## Automatic Installation

Unzip the ZIP file to a fresh folder (on your desktop is fine).

Shut down all copies of Microsoft Word. If you use Microsoft Outlook, you are advised to re-boot, since Outlook will sometimes retain a hidden copy of Word in memory.

Set your macro security settings to LOW (please see below 'Office Security Settings' for help with this). After installation is complete, you can set your security settings back to medium.

Execute the Setup079.dot file from your unzipped folder.

Installation takes about ten seconds. During that ten seconds, Setup079.dot will rename any earlier out-of-date versions of UW.dot or Color.dot with a 4-digit extent; Word will ignore them, but you can leave them in place should you want to roll-back to an earlier version.

Setup079.dot will MOVE (not COPY!) the UW.dot and Color.dot files from your unzipped folder to your local user start-up folder 'C:\Documents and Settings\[YOUR\_NAME]\Application Data\Microsoft\Word\STARTUP'.

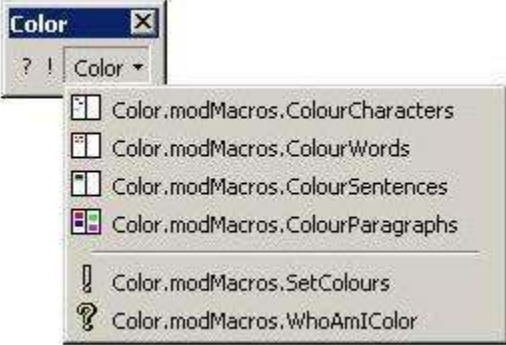
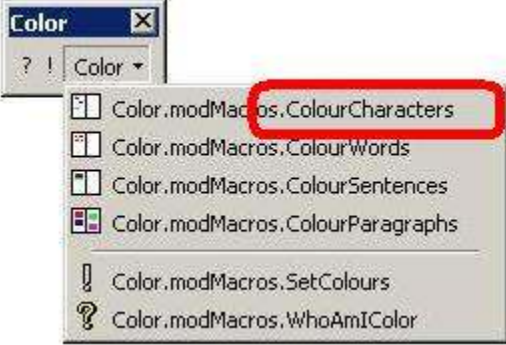
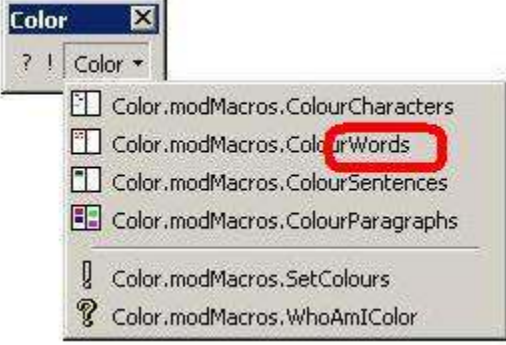
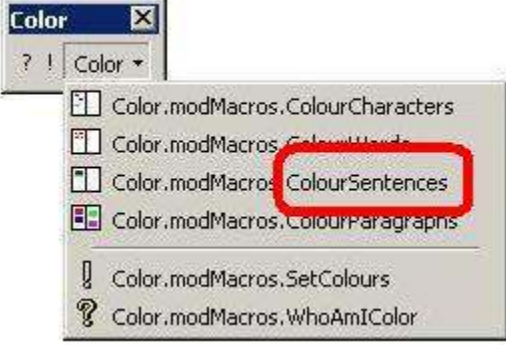
Once Setup079.dot has completed the installation, it will throw up a text file with the installation log.

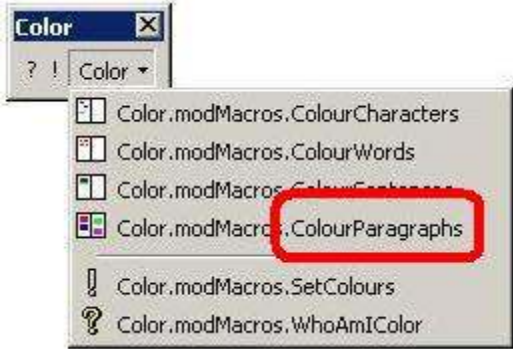

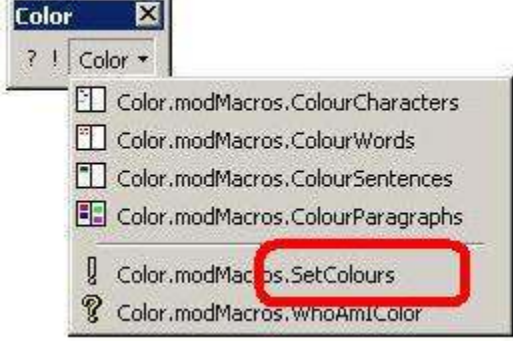
Save this file and/or print it for your records.

Next time you load Word (Office 2003 or older) you should see the small-footprint Color toolbar; in Office 2007 it will be on the Add-Ins ribbon.

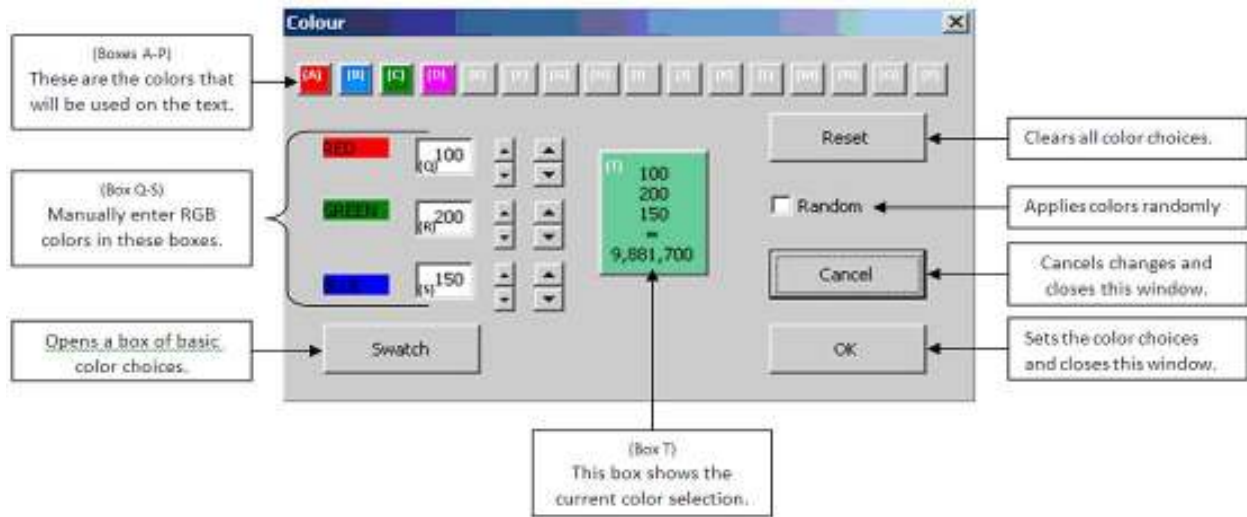
## To use Color -

Here are your macro choices:

 <p>The screenshot shows the 'Color' macro menu with the following options: Color.modMacros.ColourCharacters, Color.modMacros.ColourWords, Color.modMacros.ColourSentences, Color.modMacros.ColourParagraphs, Color.modMacros.SetColours, and Color.modMacros.WhoAmIColor. No options are highlighted.</p>	
 <p>The screenshot shows the 'Color' macro menu with 'ColourCharacters' highlighted by a red rectangle.</p>	Colors every Letter in your selection
 <p>The screenshot shows the 'Color' macro menu with 'ColourWords' highlighted by a red rectangle.</p>	Colors every Word in your selection
 <p>The screenshot shows the 'Color' macro menu with 'ColourSentences' highlighted by a red rectangle.</p>	Colors every Sentence in your selection

 <p>The screenshot shows the 'Color' menu with the following items: 'ColourCharacters', 'ColourWords', 'ColourSentences', 'ColourParagraphs' (highlighted with a red circle), 'SetColours', and 'WhoAmIColor'.</p>	<p>Colors each Paragraph In your selection a different color</p>
 <p>The screenshot shows the 'Color' menu with the following items: 'ColourCharacters', 'ColourWords', 'ColourSentences', 'ColourParagraphs', 'SetColours', and 'WhoAmIColor' (highlighted with a red circle).</p>	<p>Tells you which version of Color you have currently installed</p>
 <p>The screenshot shows the 'Color' menu with the following items: 'ColourCharacters', 'ColourWords', 'ColourSentences', 'ColourParagraphs', 'SetColours' (highlighted with a red circle), and 'WhoAmIColor'.</p>	<p>Lets you choose the colors you will use in the document. (Please see below)</p>

## Choosing Your Colors



The 'red', 'blue', and 'green' boxes (Q-S) correspond to RGB colors. Clicking on the labels 'red', 'blue' and 'green' will toggle their values between 255 and 0. Double-Clicking in the text boxes 'red', 'blue' and 'green' will toggle their values between 255 and 0. You can type values directly into the text boxes 'red', 'blue' and 'green.' Small spin buttons adjust the values by units. Large spin buttons adjust the values by tens.

When you enter manual RGB colors in the corresponding boxes (Q-S), or click on the 'swatch' button and choose a color (click on color, click on ok), your color selection will show in Box T; this button does nothing but display the current color choice and values. As you choose each color to be used on the text, clicking one of the sixteen command buttons (A-P) will store the current color setting in that button. These colors will then be used to 'colorize' your characters, words, and/or paragraphs.

The colors will be applied in sequential order; you could color 16 characters with different colors, and the 17th character would be the same color as the first, the 18th the same as the second, and so on. Checking the Random box will change that order to, of course, random.

Once you choose OK, the Set Color window will close and your chosen color values up to the right-most command button will be stored as a delimited string in an INI file in the folder that houses this template.

## To Add Colors to Your Document

Once you have set your color choices, highlight the word(s) and/or paragraphs you want colored and click on:

ColorCharacters – the selected characters should be colored based on your chosen colors.

ColorWords – the selected words should be colored based on your chosen colors.

ColorSentences – the selected paragraphs should be colored based on your chosen colors.

ColorParagraphs – the selected paragraphs should be colored based on your chosen colors.

Words/paragraphs DO NOT have to be sequential to be colored. Enjoy!

# Compatible Systems

Color.PPA	Windows 2000	Windows XP	Windows Vista	Windows 7
Office 97				
Office 2000				
Office XP		Chris Greaves		
Office 2003		Chris Greaves, Lily Chambers		
Office 2007		David Sappleton, Drew Mathers (Windows XP SP3, PowerPoint 2007 RTM and SP1)		

Color.DOT	Windows 2000	Windows XP	Windows Vista	Windows 7
Office 97				
Office 2000				
Office XP		Chris Greaves		
Office 2003		Chris Greaves		
Office 2007				

An empty cell represents a combination under which Color has not yet been tested. If you'd like to volunteer as a beta tester, I'll send you a FREE copy of Color and I'll acknowledge your help with a link back to your web site.

Please Contact Me if you need a rolled-back version for your Office 97 system.

## Open Office

Color has NOT YET been tested under Open Office. Please Contact Me if you would like to explore a version for your Open Office system.

# Using Color in Microsoft PowerPoint

Color works for both Microsoft Word and for Microsoft PowerPoint.  
You will find Word notes above!

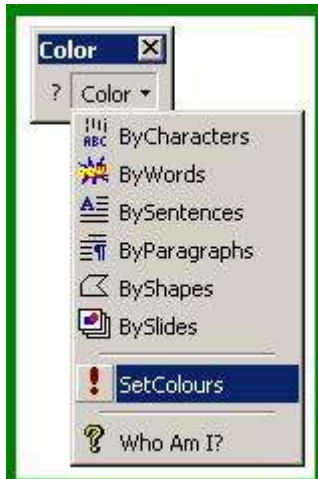
## Notes on Selections

I have implemented code to interpret your selection in the best manner I can devise.

- A presentation is a set of one or more slides.
- A slide is a set of one or more shapes.
- A shape is a set of one or more paragraphs.
- A paragraph is a set of one or more sentences.
- A sentence is a set of one or more lines.
- A word is a set of one or more characters.

## How to Effect Coloring

By virtue of the macro you run, you elect to color individual Characters, Words, Sentences, Paragraphs, Shapes or Slides.



That is, six coloring macros are made available to you.

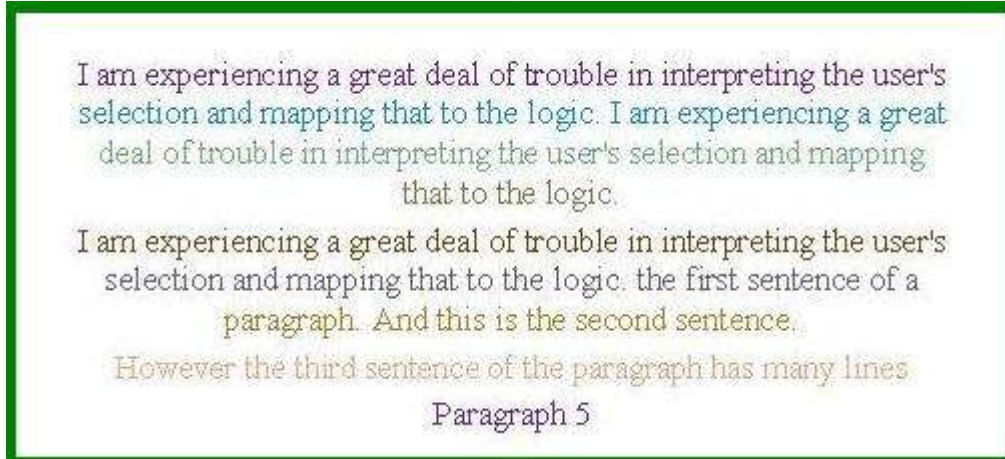
If you select several paragraphs and elect to color by sentence, then I assign a different color to every sentence in your selected paragraphs.

If you select a chunk of text from partway through a word, and have elected to color by word, I will color the entire first word, not just the part that you have selected.

## Apparent Anomalies

From time to time this interpretation will appear to have broken down.

### *Anomaly 1*



Consider the example above. The color scheme, assigned by line, appears to run purple, blue, gray etc.

What you can not see is that as the program code looped through all the paragraphs, and through all the sentences of each paragraph, and through all the lines of each sentence, the second line was set to orange (as the second line of the first sentence of the first paragraph) and then was set to blue (as the first line of the second sentence of the first paragraph).

Consequently you may consider that your color scheme of purple, orange, blue,... is skipping a color.

It is not.

### *Anomaly 2*



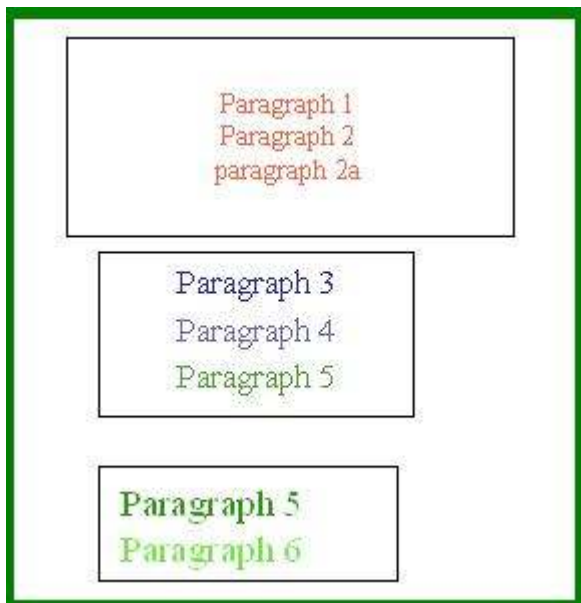
In the image above the second shape appears to have been colored-by-line rather than by color-by-character, as we had requested.

The second shape tells the true story.

In both shapes color-by-character has been effected, but the second shape has an un-fortuitous set of text whose paragraphs match in length the cycle (set) of chosen colors.

The colors appear to restart on each paragraph, but they are really just cycling through the set.

### *Anomaly 3*



In the image above the first text box appears to have failed in our color-by-paragraph method. It appears that all the paragraphs in the first shape are colored the same color.

On some of the basic slide patterns, the first text box holds all the text as a single paragraph, despite one's use of the Enter key to start a new paragraph.

### **Impact of Selecting a Set of Shapes**

Or a set of slides, for that matter.

I start each text unit afresh.

Consequently when you select a set of slides, I will process all the slides, all the shapes in each slide, all the paragraphs in each shape, all the sentences in each paragraph etc, assigning colors according to one of the seven choices available to you.

Consider what happens when you ask to color by Words and you select a set of slides.

I will format each word throughout the set of slides as a continuous stream of words according to your color scheme.

If your scheme is Red, Orange, Yellow, Green, Blue, Violet, then the first words of your first paragraph in your first shape in your first slide will be colored Red, Orange, Yellow, Green, Blue, Violet, and will then repeat with Red, Orange, Yellow, etc.

When I reach the second slide, I do not restart the coloring, so your second slide may well start off Yellow, Green, Blue, and so on.

## **Future Development**

Allow the user to elect to ignore punctuation marks as targets for color.

Allow the user to elect to ignore white space as targets for color.

Allow the user to Color By Lines.

Allow the user to Color By Runs.

# Acknowledgements

## Lily Chambers

Lily has grabbed the bit between her teeth, or the bull by the horns, or something, and leap feet-first and blindfolded into Indexer, Under and Color with a fierce determination NOT to read the documentation matched only by my fierce determination to get her to read it!

Lily's impatience when driven to save time has to be seen to be believed, and she has gamely waded in where angels fear to dip their toes into the water.

She is, of course, an angel!

Lily E. Chambers, CPS; The Virtual Office Goddess, LLC;  
[www.virtualofficegoddess.com](http://www.virtualofficegoddess.com)

## What-FAQ

I record every comment, suggestion, proposal or bug report in a document that combines the essence of "What's New?", "What Problems?" and Frequently-Asked Questions into a single table in a document.

The document is sorted so that recent solutions appear at the top of the table, and recent problems appear at the bottom.

Each row of the table is tagged with a date-of-origin, the initials or name of the originator, and a description of the problem.

When the problem is resolved, I add a comment to the descriptive text and place the version number in which the problem was fixed.

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