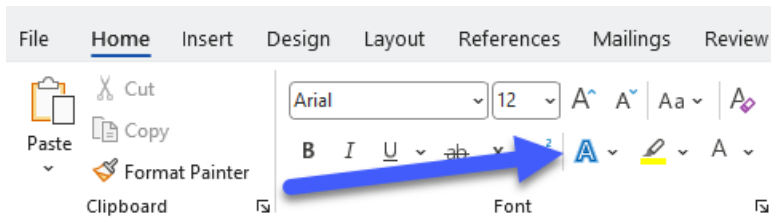


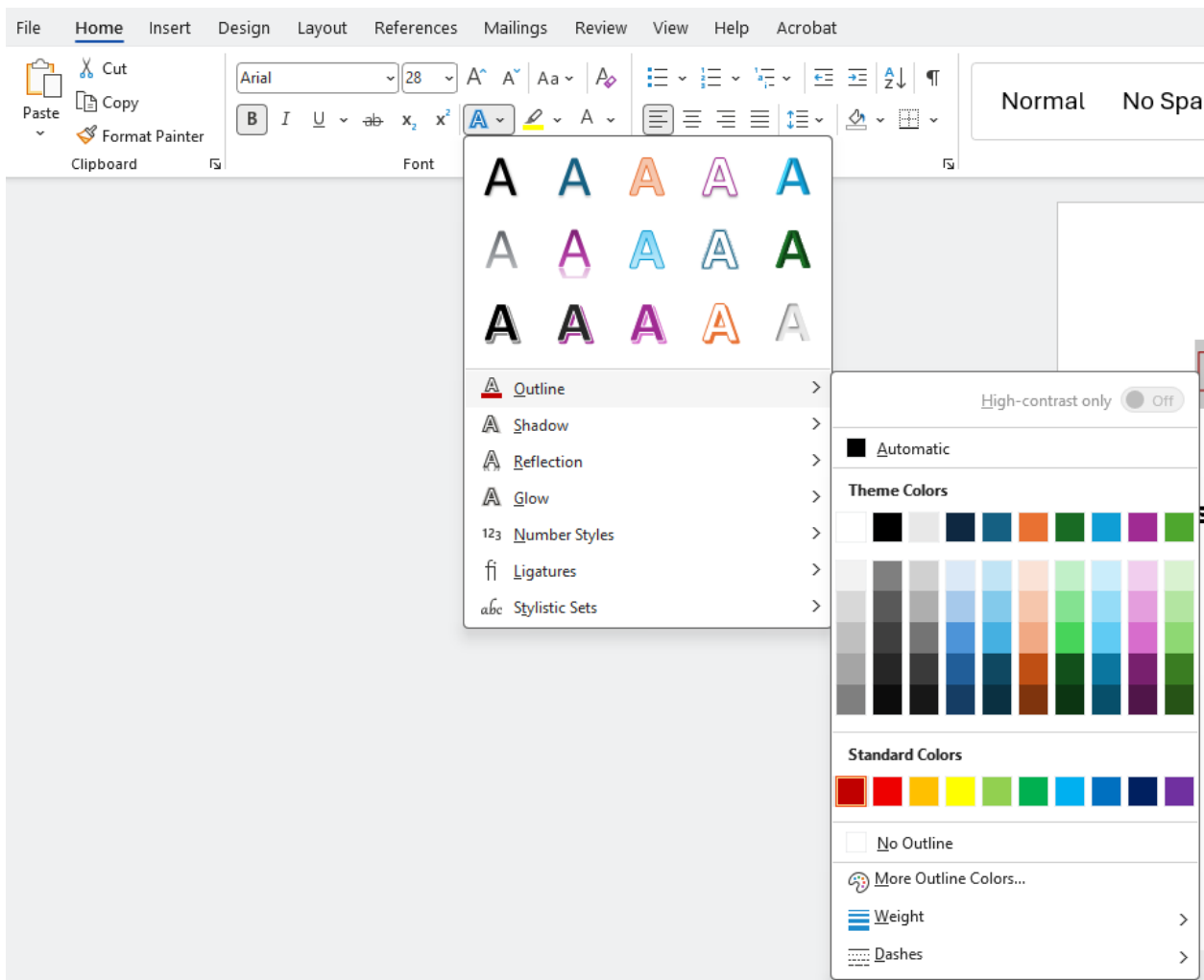
Note: when viewing this in Google Docs, the outlined text above is not visible. Download this document as a Word doc to see the fully functional example (File > Download > Microsoft Word), or just follow the instructions below in your own Word doc.

Steps:

- Highlight the text you want to change
- On the Home tab in the font section, click on the "text effects and typography" icon - it's the blue outlined A - then click on outline and choose the outline color you want
- Then click on the dropdown arrow next to the font color icon and change the font color to white

Setting the Outline Color





Changing the Fill Color to White

