

## Design Tab

This tab is used to make changes to the design of a Word document, such as changing the document theme or the font for the whole document. It is also possible to add a Page Border or Watermark to the document or to apply a Color to the page. The table below provides a description of each of the groups and buttons within this tab.



Group/Button	Description
<b>Document Formatting Group</b>	
<b>Themes Gallery</b>	This button is used to change the overall design of the document, including colors, fonts, and effects. When this button is clicked, a gallery of different themes will be displayed.
<b>Style Set Gallery</b>	Use the Style Set Gallery to quickly change the look of a document. These sets change the font and paragraph properties of the entire document.
<b>Colors</b>	To change the colors for the selected theme, click this button. A gallery of different theme colors will display. Just click one of the color palettes to change the colors for the document.
<b>Fonts</b>	Click this button to change the font for the entire document. A gallery of different fonts will display.
<b>Paragraph Spacing</b>	Select this option to change the line and paragraph spacing for an entire document. It is possible to select between predefined values or to specify your own.
<b>Effects</b>	To change the general look of objects in a document, click this button. A gallery of different theme effects will appear.
<b>Set as Default</b>	Use this option to save the changes made to the document so that when a new blank document is created the document will look like the options specified.
<b>Page Background Group</b>	
<b>Watermark</b>	To insert an image or text in the background of a document, click this button. A gallery of possible watermarks will display. To customize the watermark, click the Custom Watermark link.
<b>Page Color</b>	Click this button to apply a background color to a document. Move the mouse pointer over each item to see a Live Preview of the color before selecting the item. To display a gallery of additional colors, click the More Colors link. Click the Fill Effects link to apply other formatting options to the page.
<b>Page Borders</b>	This button is used to apply a border around each page of a document or to a selected page. When this button is clicked, the Borders and Shading dialog box will appear with the Page Border tab selected.