Page Background-Page Color

This feature is used to choose a color for the background of a page. It is primarily used when a document is going to be viewed in a Web browser. Backgrounds can be displayed in Web Layout view and most other views, except Draft view and Outline view. The background can be formatted with solid colors, patterns, gradients, pictures, or textures. When the document is saved as a Web page, the textures and gradients are saved as JPEG files and the patterns are saved as GIF files.

- Click the Design Tab.
- In the Page Background Group, click Page Color (see illustration).
- A gallery of different colors will display (see illustration).

- To remove the color from the background, click the No Color link.
- To display a gallery of additional colors, click the More Colors link.
- The Colors dialog box will display (see illustration below).

- Click the Standard tab to display the gallery of colors.
- Click the Custom tab to apply additional changes to the color.
To apply gradients, pictures, textures, or patterns to the background, click the Fill Effects link. The Fill Effects window will display (see illustration).

Click each of the tabs to see what types of formatting to apply to the background. Once the options have been chosen, click the OK button.