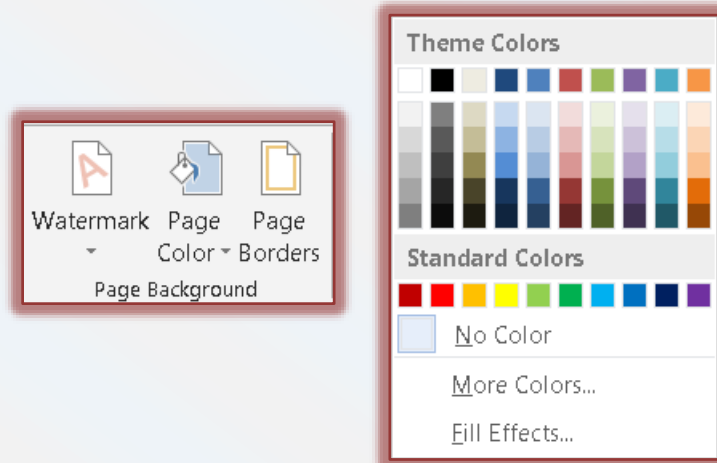


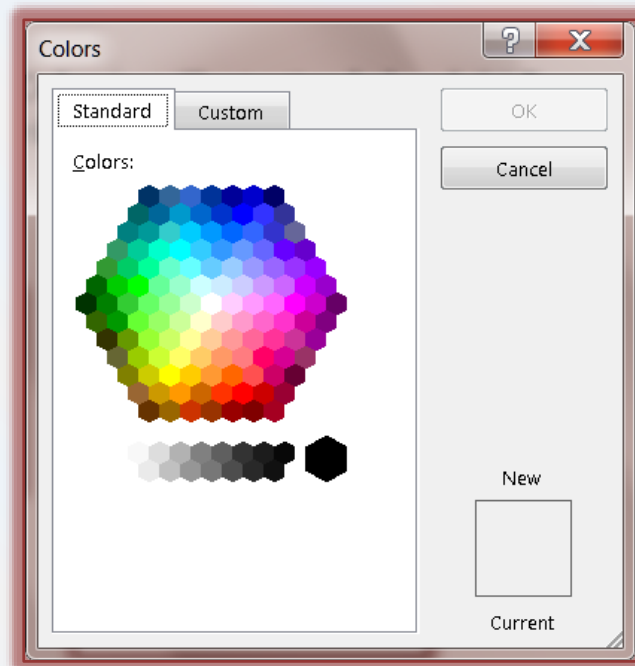
Page Background-Page Color

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 **Page Layout Tab**.
- In the **Page Background Group**, click **Page Color** (see illustration below left).
- A gallery of different colors will display (see illustration below right).

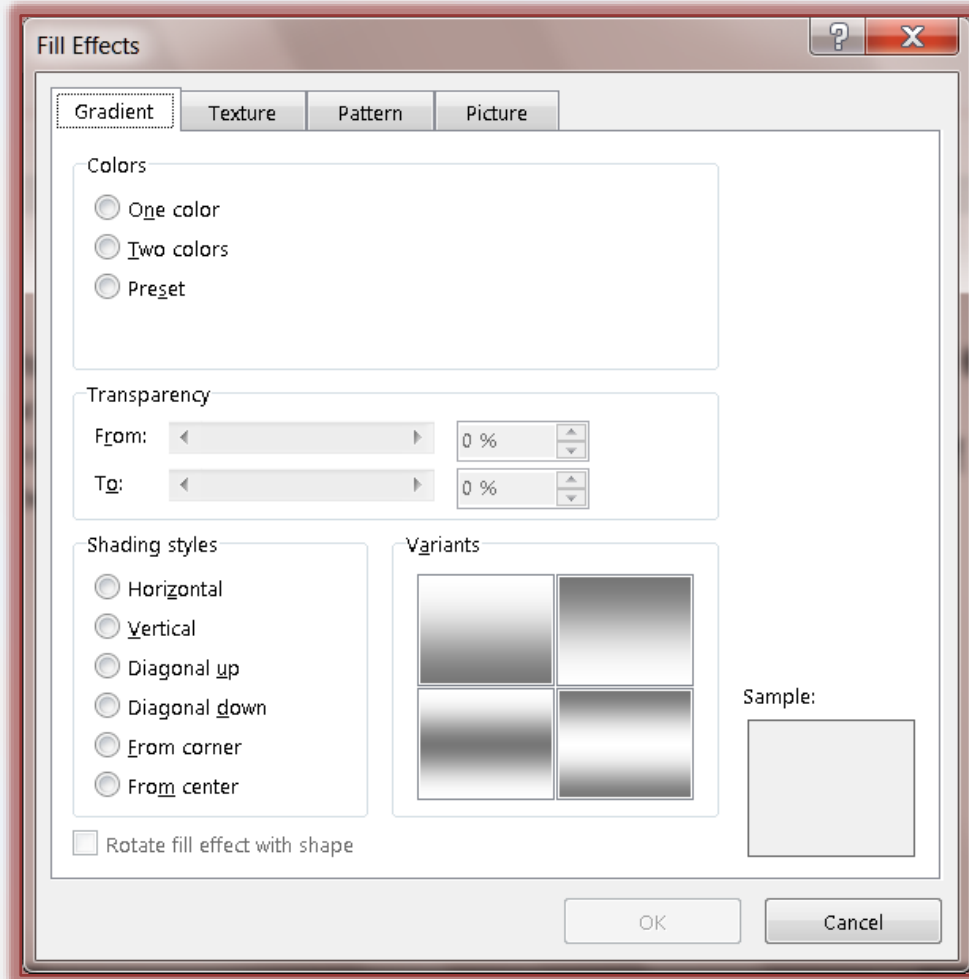


- To remove the color from the background, click the **No Color** link.
- To display a gallery of additional colors, click the **More Colors** link.
- The **Colors** dialog box will display (see illustration below).



- 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 previous page right).



- ❏ 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.