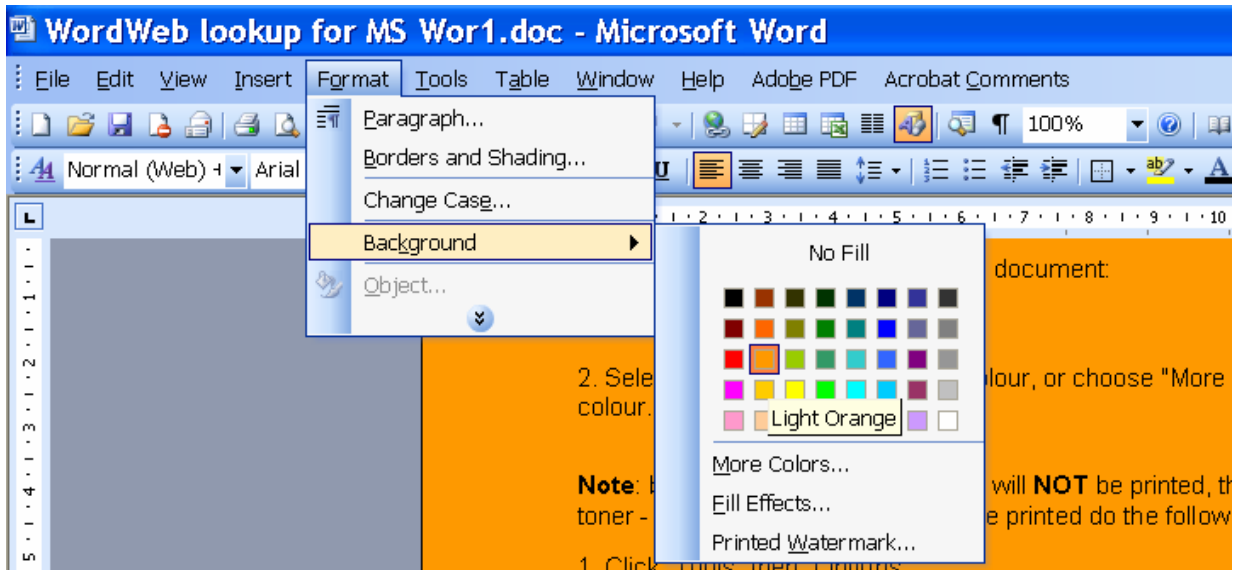


Word - Change Your Document's Background Colour

To change the colour of your working document:

1. Select "**Format**" - "**Background**".
2. Select your desired background colour, or choose "**More Colours**" to choose a different colour.



Note: by default, background colours will **NOT** be printed, this saves print time and colour toner - to enable the background to be printed do the following:

1. Click "**Tools**" then "**Options**" then click the "**Print**" tab.
3. Check "**Background colours and images**" and click "**OK**" to close the dialog box.

