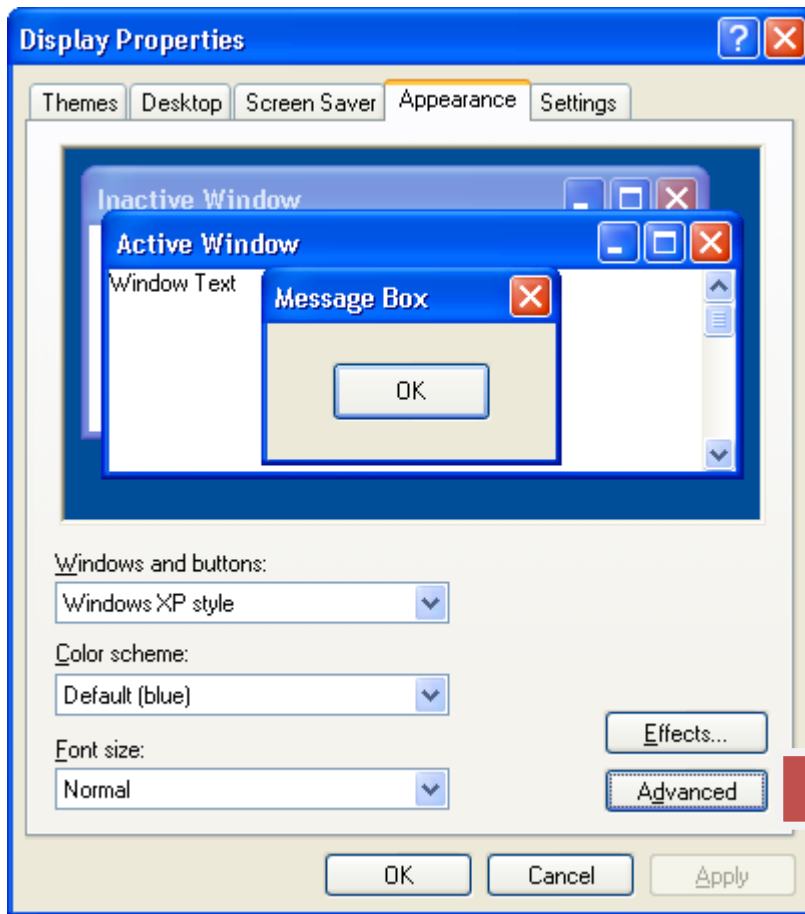
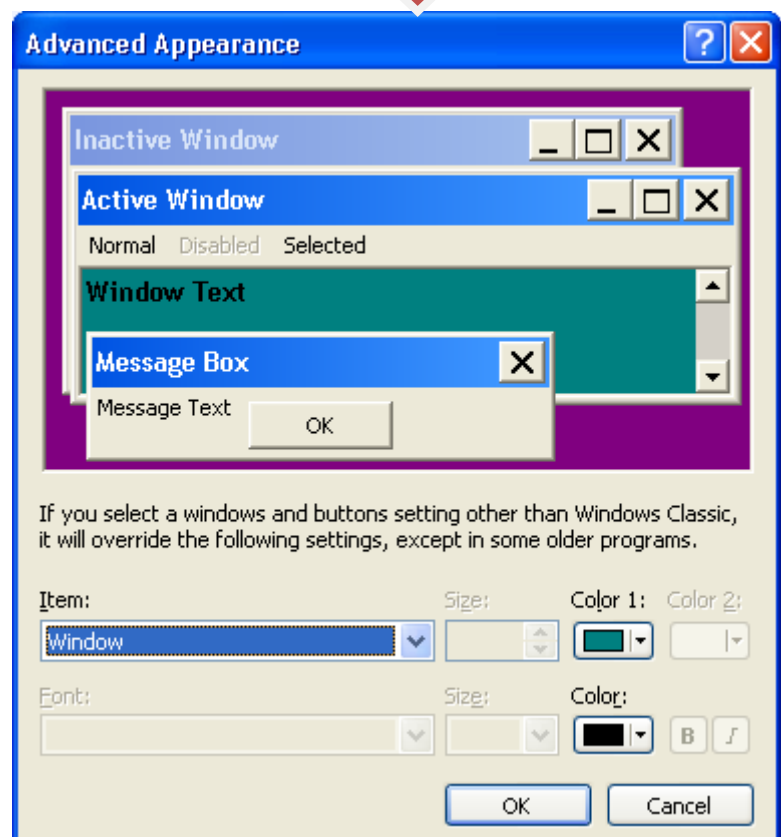


Changing Background Colours in Windows (XP below)

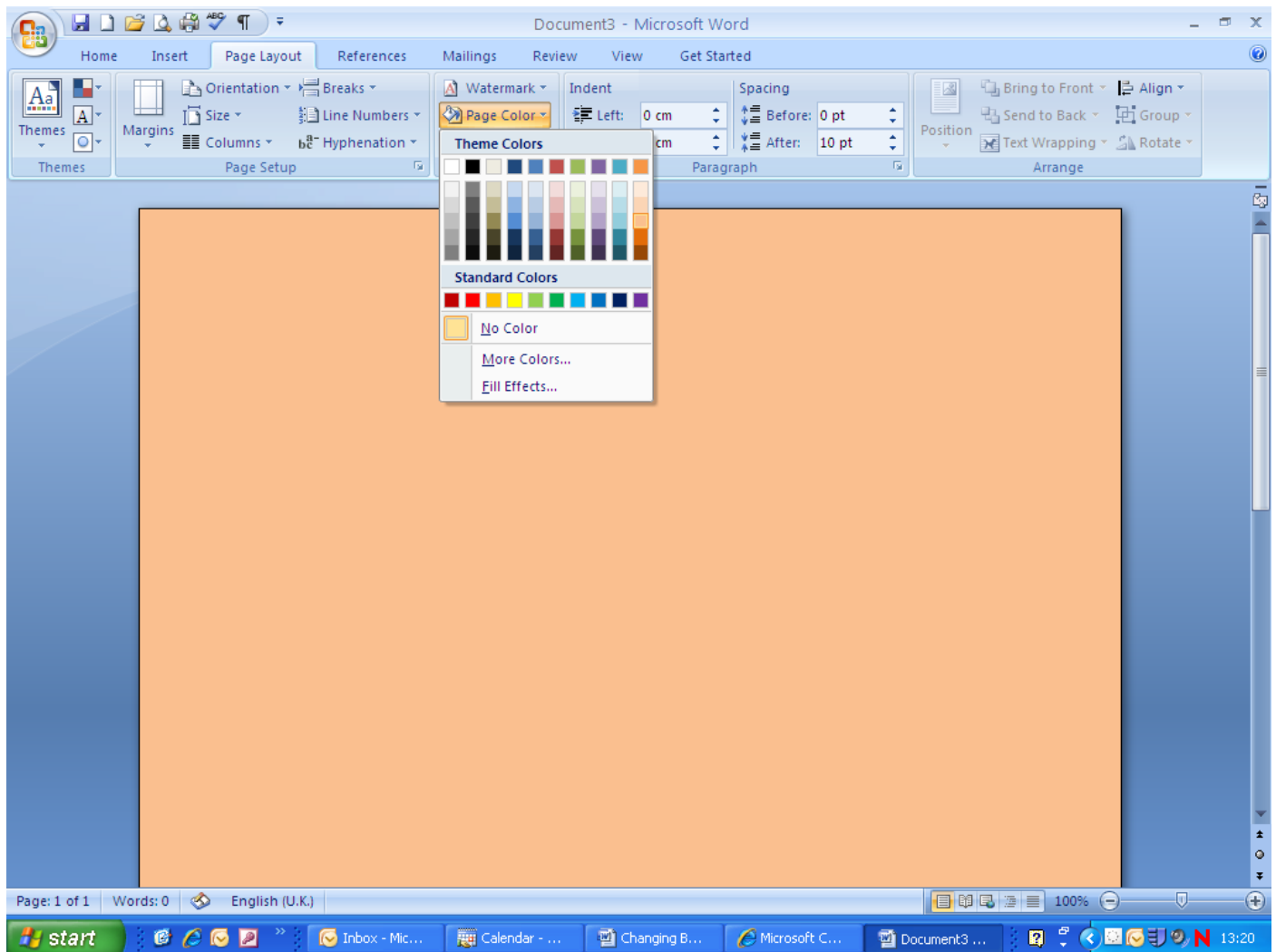


- In Control Panel select Display
- Click the Appearance tab and then the Advanced button

- In the Item box, select Window and change Color 1
- Note that this will change the background colour in most applications including Word
- You might also like to select Desktop and change Color 1



Changing Background Colours in Word 2007 and Word 2010



- Click the Page Layout tab
- Find Page Background section and click Page Colour
- Running your mouse cursor over the colours will change them in real time
- Note that background colours do not print