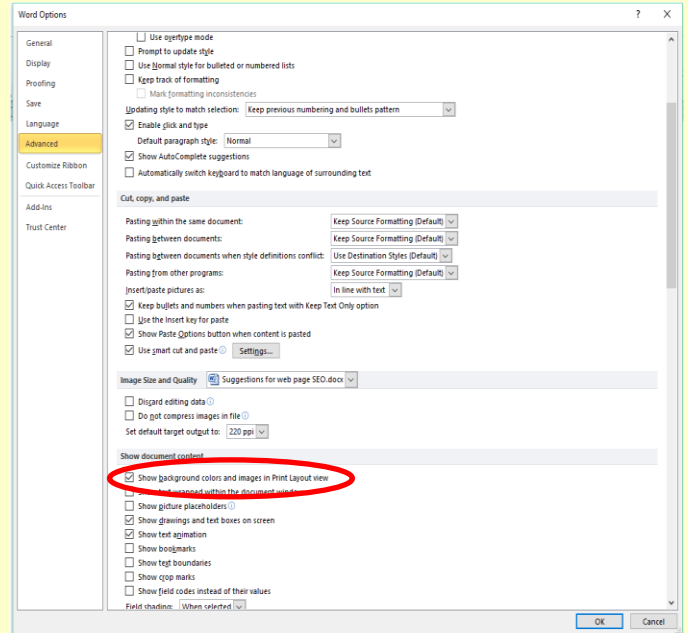




For some people who find a coloured background helps with reading text on screen, this is how to show a yellow background on your word document. When printed out the background is still white.

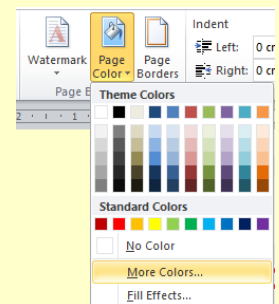
Open Word

Select **File/options** then choose advanced

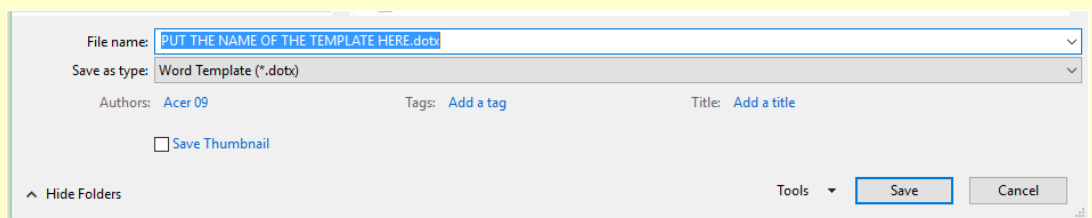


Click on the check box to show background colors and images
Click OK

In Word select the **Page Layout** tab
Select **Page Color** drop down arrow
Choose a background colour



Then save the document as a **template** (give it a name) by choosing word Template (docx) in the files of type



The next time you start a new Word document choose **File/New/My templates** and choose the template that you saved.

