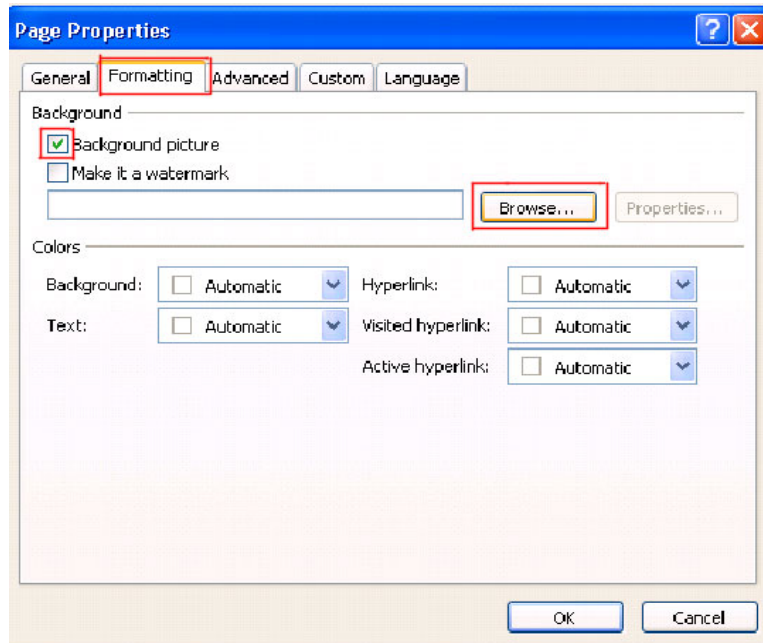
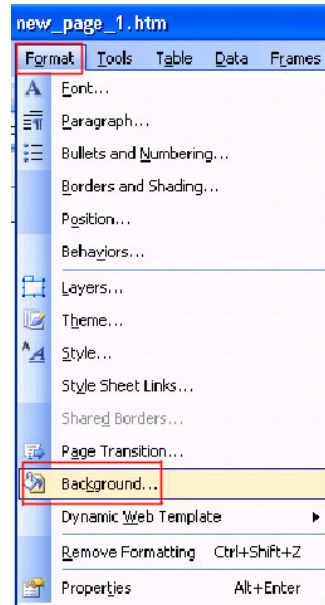


## Microsoft FrontPage Setting as a Background

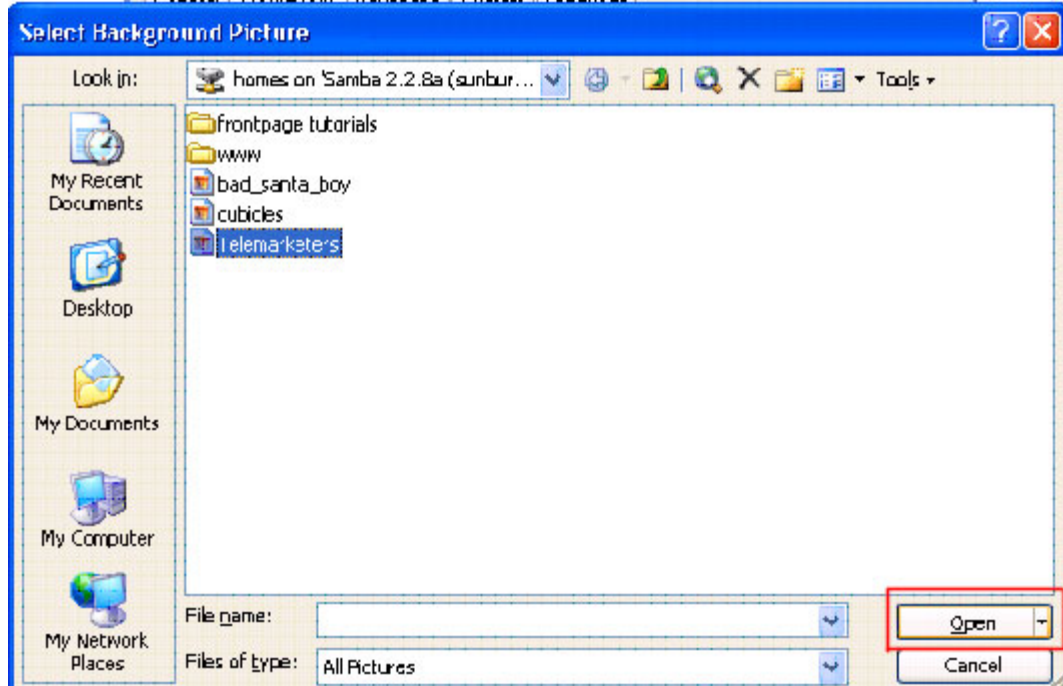
Any graphic image can be used as a background pattern. You can use a single image to fill the entire space or you can use a small image that will be “tiled,” which means that it will be duplicated throughout the background of your document in a checkerboard pattern.

### Adding a background image from a file.

1. Click on **Format** on the menu bar
2. Scroll and select **Background**
3. The page properties box will appear.
4. Make sure the **Formatting** tab is selected.
5. **Check the Background Picture** box
6. Click on **Browse**
7. The **Select Background Picture** box will appear.
8. Navigate to the folder where your pictures are stored
9. Select the picture you would like to use as your background.
10. Click **Open**



Notice now what is inserted into the picture text box. Its where the picture was from.

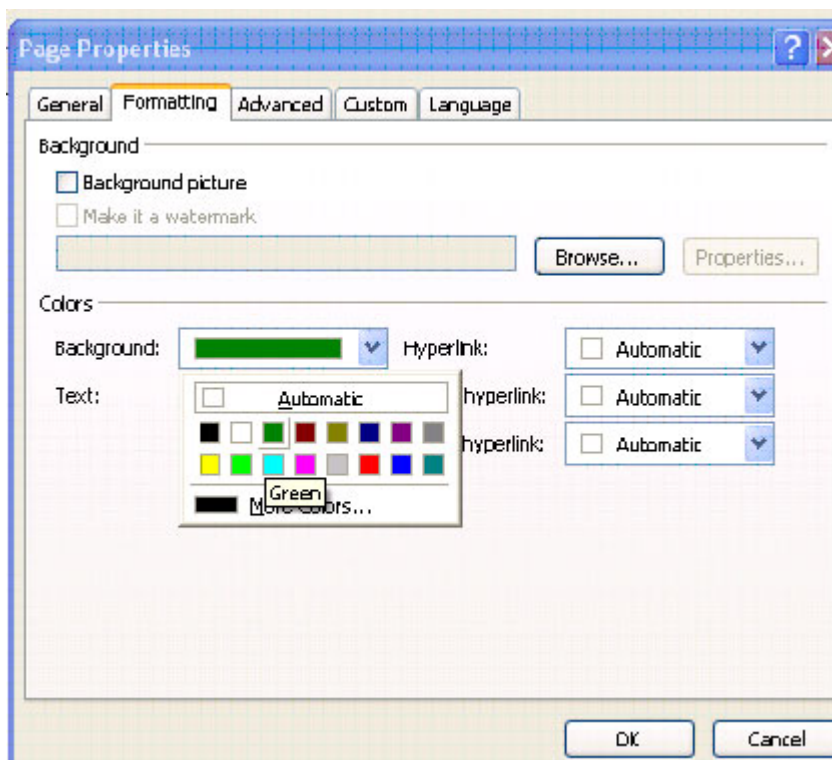


11. Click on **Ok**.

If your image you used was large enough it would cover as much as possible of the page. If it is a smaller image then it will be repeated in a checkerboard pattern.

### **Making your background a color**

1. Click on **Format** on the menu bar
2. Select **Background**
3. Click on the **drop down arrow** for **background colors**.



4. Select a color of your choice.
5. If you would like to change the color of what the text, and hyperlinks will be, click on their respectable drop down arrows and select the colors you'd like.
6. Click **OK**.

Notice that your hyperlinks and text are the colors you chose (if you have any) and your background is the color that you chose.

### To add Clip Art as your Background

1. Click on **Insert** on the menu bar
2. Scroll down to **Pictures**
3. Select **Clip Art**
4. In the Clip Art "**Search For**" type a **keyword** for an image you'd like to use.
5. A bunch of pictures should show up in the gallery after a bit.
6. Look at the pictures, and find the one you like.
7. Select it (once you click on it, the image should automatically become your background. If not drag-and-drop it on the document.)

