

Lesson 5-4: Changing the Background of a Publication

Figure 5-7

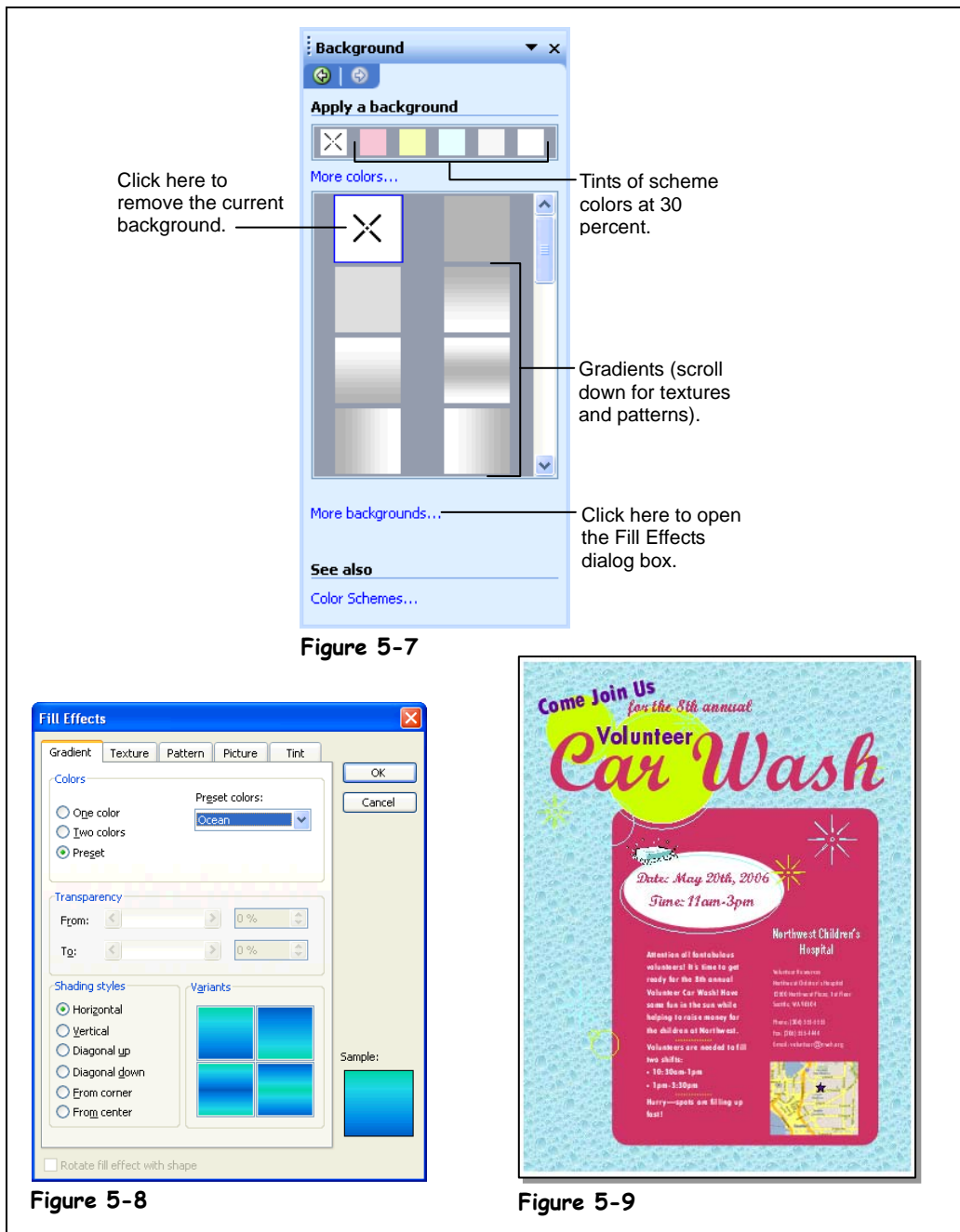
The Background task pane.

Figure 5-8

The Fill Effects dialog box.

Figure 5-9

The Car Wash publication with the Water Droplets background applied.



Choosing an appropriate background for your publication is like picking out wrapping paper—it's the first thing people are going to notice about your publication. Because of this, you want it to be visually appealing and tasteful. This lesson will explain background fill patterns and effects and how they can be used effectively in your publications.

1. Select **Format** → **Background** from the menu.

The Background task pane appears, as shown in Figure 5-7. This task pane contains thumbnail images of several schemed background colors, as well as gradients, textures, and patterns. Simply click a schemed color to view its variations.

2. Click the **30% tint of Accent 1 color (the pink color)** in the **Apply a background** section of the task pane.

Variations of the Accent 1 color appear in the task pane.

3. Click the **14% tint of Accent 1 color (first column, second thumbnail)** in the **Apply a background** section of the task pane.

A light pink background is applied to the publication. Use the vertical scrollbar to scroll through the available gradients, textures, and patterns.

If the background you want doesn't appear in the list, open the Fill Effects dialog box.

4. Click the **More backgrounds...** link in the task pane.

The Gradient tab of the Fill Effects dialog box appears.

5. Click the **Preset** option in the **Colors** section.

This indicates that you want to fill the background with one of Publisher's professionally designed background gradients.

6. Click the **Preset colors** list arrow and select **Ocean** from the list.

A preview of the Ocean gradient appears in the Sample window, located in the bottom-right corner of the dialog box. Compare your dialog box to Figure 5-8.

7. Click **OK** to close the Fill Effects dialog box.

The dialog box closes and the background of your publication changes. Hmm...this isn't exactly what we're looking for. Let's try another background.

8. In the Background task pane, scroll down the list until the **Water droplets texture fill** appears. Click the **Texture fill (Water droplets)** option.

The background of your publication changes once again, as shown in Figure 5-9.

You may have noticed there were five different tabs in the Fill Effects dialog box. The following table describes each of these tabs.



Texture fill (Water droplets)

Table 5-1: Tabs in the Fill Effects Dialog Box

Tab	Example	Description
Gradient		Fills the background or object with a gradient that gradually changes from one color to another.
Texture		Fills the background or object with a texture. Simply select a texture from the list or click the Other Texture button to import a texture you have on file.
Pattern		Fills the background or object with a pattern. Adjust the foreground and background color(s) as you wish, and then select a pattern.
Picture		Fills the background or object with a graphic or picture file. Click the Select Picture button to browse for an image you have on file.
Tint		Fills the background or object with a shade of a particular color. Select a base color from the list and then select a tint/shade.

Quick Reference

To Change the Background of a Publication:

1. Select **Format** → **Background** from the menu.

2. In the task pane, select the options you want.

To Use Fill Effects for the Background:

1. Select **Format** → **Background** from the menu.

2. Click the **More backgrounds** link in the task pane.

3. Click the tab of the fill effect you want to use and make your selections.

4. Click **OK** when you're finished.