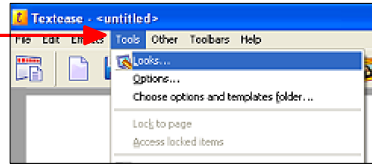


To change a background colour or add an image to the background you need the **Looks tool**.



You can find it under the **Tools menu** at the top of the page or on the **Additional Toolbar**.

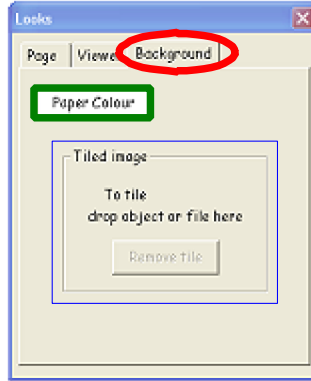


Looks

Change looks, e.g. scale or paper size

Select the **Background** tab,

Click on '**Paper Colour**' to change the background colour,



To use an image as the background. Drag the image on to the **Tiled image** rectangle.



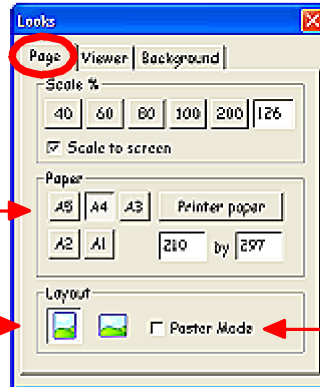
This tool is useful for creating repeated patterns on a page.

Other Useful tools on the **Looks tool**.

The Page Tab

Select paper size

Select layout



Used for creating posters (see Create a Poster help sheet)

The Viewer tab

Click to remove or add

