Background colors and Images in MS Word

Change the background or color of a document

1. Click Design > Page Color.
2. Pick the color you want under Theme Colors or Standard Colors. To add a custom color, click More Colors and then click a color. To add a gradient, texture, pattern, or picture, click Fill Effects, click the Gradient, Texture, Pattern, or Picture tab, and then click the options you want.

You'll use the same Page Color option on the Page Layout tab (in the Page Background group) to add a picture, as follows:

1. Click the Page Color option and choose Fill Effects.
2. Click the Picture tab.
3. Click Select Picture.
4. Locate the picture you want to insert and click Insert.
5. Click OK.

_____

TO ENSURE BACKGROUND NOW PRINTS:

1. Go to FILE => OPTIONS => ADVANCED => DISPLAY
2. Under PRINTING OPTIONS ensure:
   a. Print Background color and images is checked:

Printing options

☐ Print drawings created in Word ⓘ
☑ Print background colors and images