**Setting up the Page**

**Page Border and Backgrounds**

**Near Background**

Click *Insert*. Click *Shapes.*

Click *rectangle rounded corners*:

Now draw this rectangle in the header so that it covers your full page.

Adjust the corners using the Yellow Dot. This will make them less curvy (as we don’t want to lose too much space to our border).

Right click on the shape to bring up *Fill* and *Outline* and *Weight* options. Choose your light background (via Fill) and border colour (via outline). Use Weight to choose 3 pt. This makes the border distinct but not so big that it distracts from the content.



**Far Background**

* Click Design
* Click Page Colour
* Pick your colour

This gives a colour for *far background* that is the same for every page.

If you need a different appearance for your front cover (or back cover), use the tips above for *Near Background* to add a shape that covers up the *Far Background* Colour.