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To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week - Changing the white background in Outlook and Word

Changing the solid white background ...in Outlook and Word

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage
and Computer Tech



SITUATION:

Your eyes sometimes start to ache a little bit from staring all day at so much white background on your screen (Outlook, Word, etc.).

SOLUTION:

Change it to gray.

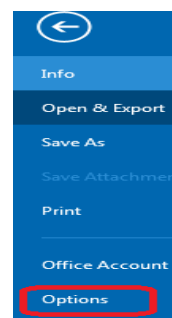
Here's how:

1. On the main page of Outlook, click [File] on the top left.
2. Select [Options], as shown here - >>
3. Experiment with these options:

(Here is what I have.)

Office Background: Clouds

Office Theme: Dark Gray



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>