

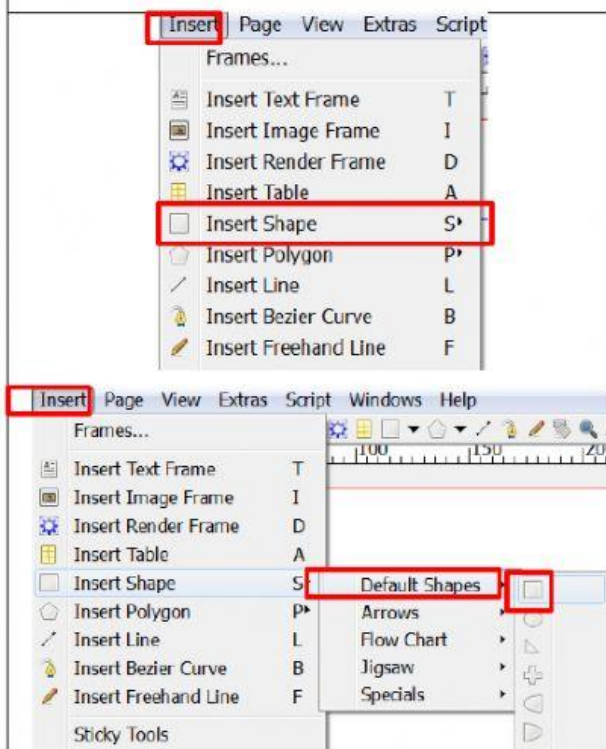
Name: _____

Date: _____

TOPIC: USING BASIC TOOLS IN SCRIBUS- ADDING BACKGROUND

A. Fill in the missing blanks

Steps to add background



Step 1:

Go _____ and
choose on ' _____ '

Insert shape

Default shape

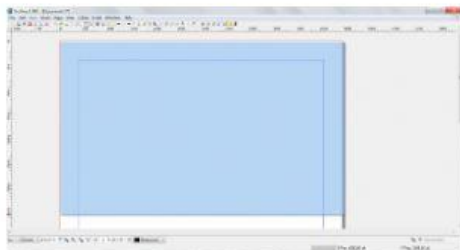
Step 2:

Click on _____ and
choose the _____

Insert menu

Rectangle tool

Steps to colour the background

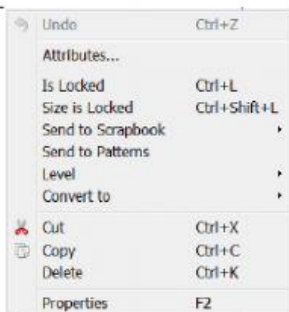


Step 1:

Click and drag the mouse on the
_____. Cover the whole
document to create a solid

background

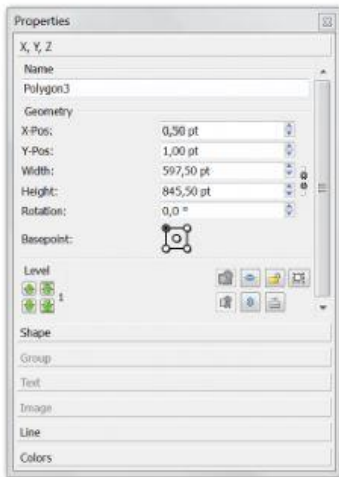
document



Step 2:

Right click on the shape and click

list



Step 3:

Click _____

properties

colour

shade

Colors



Shade: 10 %

Normal

Cyan

Green

Magenta

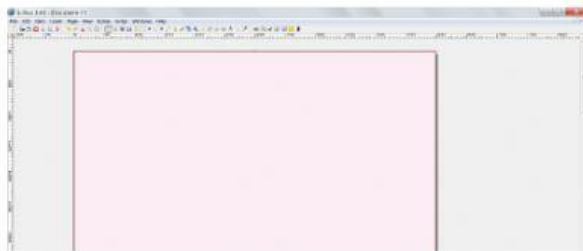
Red

Step 4:

Choose a color from the

_____ and then

choose _____



The background colour has been changed to Magenta