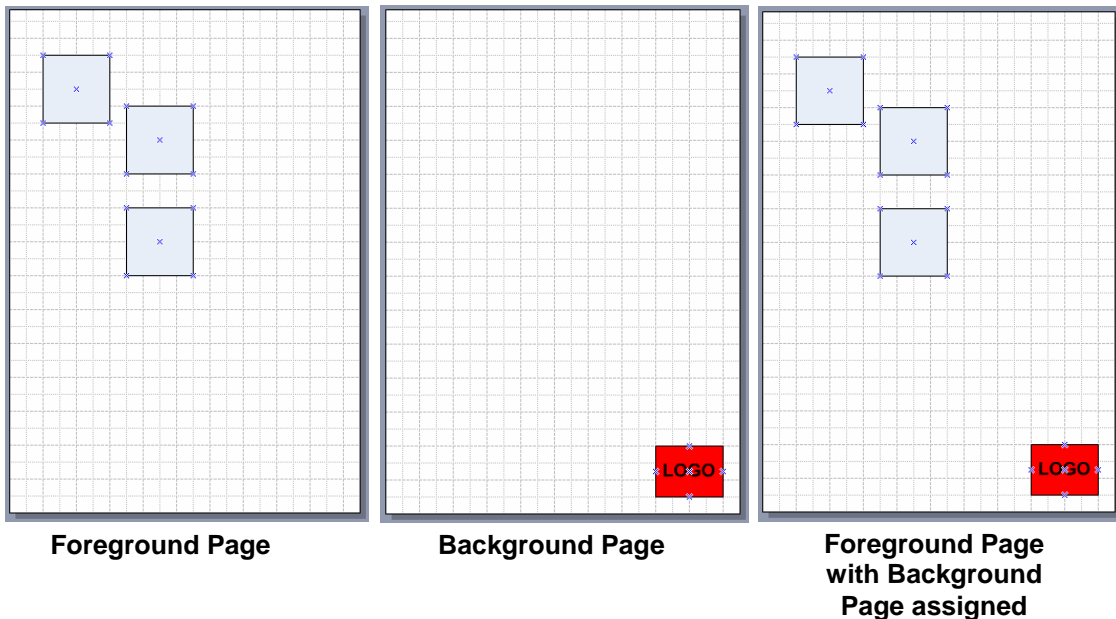


Microsoft Visio – Background Pages



Working with Visio Background Pages

Each Visio drawing contains at least one page; its foreground page. A drawing may also contain one or more background pages. When you assign a background page to a foreground page, the shapes on the background page are also visible on the foreground page. This can be a very useful way of displaying a logo, for example.



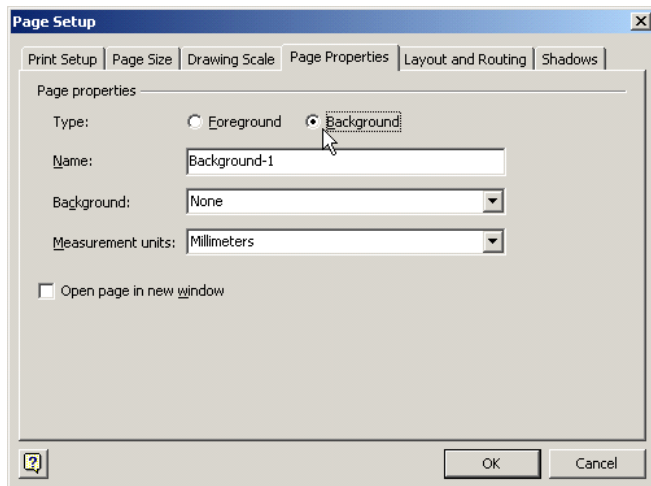
You can assign only one background page to a foreground page, but each background page can also have its own background page. This allows multiple background pages to be used to create a layered effect.

Inserting a Background Page

- Choose **New Page** from the **Insert** menu.

Microsoft Visio – Background Pages

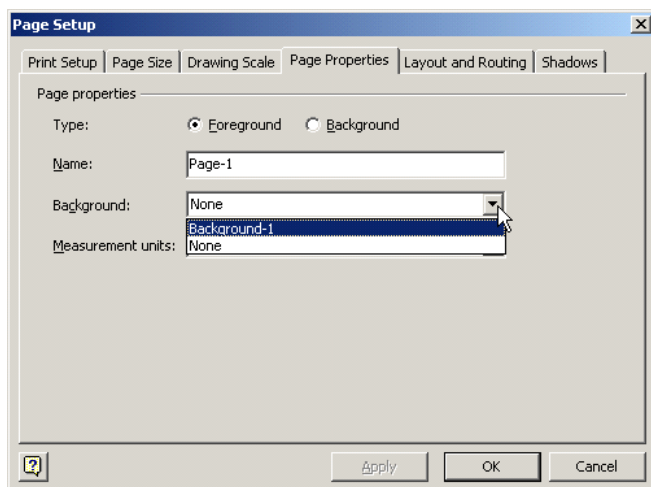
- In the **Page Setup** box, choose **Background** from the **Type** section:



- Visio will give a default name of 'Background-1', until you create a new name.
- Choose **OK**.
- Design the layout of the background page.

Assigning a Background Page

- Display the foreground page for which you wish to assign a background page.
- Choose **Page Setup** from the **File** menu. Click onto the **Page Properties** tab.
- Choose the desired Background page from the drop-down:



- Choose **OK**.

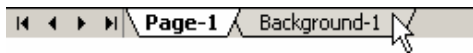
Microsoft Visio – Background Pages

Creating a Background Page from an Existing Page

- Display the foreground page you wish to become the Background Page.
- Choose **Page Setup** from the **File** menu. Click onto the **Page Properties** tab.
- Select **Background** from the **Type** section.
- Choose **OK**.

Editing an Existing Background Page

- Display the background page as you would a normal foreground page:



- Edit as normal.