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Stephanie Breaux Microsoft Network, or MSN, homepage displays a wide range of topical topics and new stories. These themes range from sports, weather and top entertainment stories. To customize your experience on its website, Microsoft has added a number of customization tools. One such tool is the ability for the user to change the background color of the MSN homepage. If you want to change the background of a white homepage by default to a different color, such as blue, you can do so by editing your personal settings. Visit the msN website homepage. Sign up for your account. Click on the link To set up your page. Choose a color under the title Change Color. You will be able to choose from different colors. Click on the Save and Close button. Author Updated July 21, 2017 Print document in booklet format allows you to save space and paper and read a document like you would book. With a word-processing program such as Microsoft Word, you can print a document in booklet format if the document is two pages or more. Word will turn the layout of the document into landscape mode, so you can fold the pages in half, creating a spine similar to a book and read the document this way. Open the document in Microsoft Word. Go to the Page Layout tab. While you can choose the booklet print option later with the printer settings, you should first set up the layout of the page so that the booklet print options appear later. Click the Page Settings button. You can find this arrow in the bottom right corner of the page setting. Select Margin, then click bookfold on the Pages menu. Choosing a Bookfold layout allows you to print two pages on one side to make it look like a page in a book. Set up fields by entering numerical value in boxes Inside and Out. Then click the Sheets button behind the booklet to select the number of pages to include in the booklet. Your document will be adjusted to fit on the same page. Click on the File menu in the top left corner of the screen. The menu will appear. Click Print, then Properties. The options you can choose from will appear. Depending on the printer, check or control the Manual Duplex box. This allows you to print back-to-back pages or manually feed them on a printer. Select Print Preview. Clicking on this option allows you to first check the document in the format of the booklet. If you're satisfied with the layout, click THE GOOD button to print out the file. The printer will receive the file and print the document on two pages for each sheet. Denise Sullivan It can be difficult to match all your relevant experiences on a one-page resume after you have worked for a while. Two-page resumes are acceptable as long as they are formatted to make them easy to read. that you do have enough information to require a second page, however. However. You can't fill at least half of the second page, it may be better to condense the details so that all your resume can fit on one page. Even if you add a second page, you still have to be as brief as possible to keep the reader's attention. Keep the most important information on the front page. A busy hiring manager may not be interested enough to get to the second page of each resume. Tailor your resume for each job application and include a cover letter to link your skills to an open position. Always be truthful about your past experiences. Employers will check your links and uncover any distortions. Create a personal form at the top of the first page so that employers know right away that they are looking at your resume. Include all current contact information such as your mailing address, phone number and email address. Add a second page header to define it as part of your resume. Include your full name and phone number and Page 2 label. Use a smaller font for a title than you used for the rest of the resume. Make sure the page breaks in the middle of the section. Keep the fields at 1 inch, and use a reasonable font for body resumes. Pages with narrow fields and fine print are likely to be pushed aside because they are difficult to read. Start your resume with an objective statement that summarizes your career goals. Use this statement to also highlight one or two of your most valuable skills. Instead of listing all your responsibilities and expect the reader to view all the resumes to find important details, add a short section on the first page. Choose five or six of your most important skills and list them with bullet points. Include any computer software or specialized equipment you own to impress the hiring manager for that particular employer. Focus on the last 10 years of your work history if you think listing an earlier position will help you get this particular job done. List the latest works first and include the employer's name, location, job name and dates worked. Describe your core responsibilities and list your key achievements during your time in the company. Try to use achievements that are measurable, such as increasing sales by 20 percent or reducing your department's costs by $100,000. List your higher or higher education, professional certificates and other recognitions of your achievements on the second page. Depending on the type of work you're looking for, it may also be helpful to list the volunteer organizations or community service projects you've been involved in. you are already running out of space for your work experience and advanced degrees, you can omit this type of random information. About the author Denise Sullivan wrote professionally for more five years after a long career in business. It has been published on Yahoo! Voices and other publications. Her areas of business knowledge, law, gaming, home repair, gardening, sports and exercise. Get our free SUPER WHY coloring book for hours of creative fun. Help Alpha Pig build something special on this coloring page. Advertising Advertising Princess Presto looks dreamy as the literal star of this page. Super Readers climb the bean stalk in this color-ready page. Advertisement Get a comic book watch with this page featuring super readers. Looks like Alpha Pig found the bug. Do you know what kind of insect is? Help Princess Presto look beautiful with pencils or markers. Advertising Advertising Super Why is ready to go with your Super Duper computer. Wonder Red keeps her Wonder Words trash in this coloring page. Time to get rolling! Wonder Read rides right to you. Is the ad ready for color? Super Why is waiting for you to give his costume a boost. Create eight mini colorings with words and objects related to the main colors. 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