

APPLY A PAGE BORDER

- ❖ Make sure the insertion point is somewhere in the first page
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Borders and Shading** from the list that appears.
- ❖ Click on the **Page Border** tab.
- ❖ Look at the **Page Border** options.
 - **Setting** – Applies one of the four options: None, Box, Shadow, 3-D, or Custom to the specified page or pages.
 - **Style** – A list of different line styles is displayed in this box.
 - **Color** – To change the color of the Page Border, click the list arrow. A gallery of different colors will appear.
 - **Width** – Click the list arrow for this option to change the width of the chosen line style.
 - **Art** – This list displays a gallery of different border styles and patterns.
 - **Preview** – Click any of the buttons in this area to apply the border to that part of the page. The options are Top, Bottom, Left, and Right. It is also possible to click the edge of the grid to apply the border.
 - Click the **Apply to** drop-down arrow.
 - **Whole Document** – Choose this option to apply the page border to the entire document.
 - **This Section** – To apply the page border to the section where the insertion point is located, choose this option.
 - **This Section - First Page Only** – Choose this option to apply the page border to only the first page of the selected section.
 - **This Section - All Except First Page** – To apply the page border to all the pages of the section, except the first page, choose this option.
 - **Horizontal Line** – Displays a list of line styles that can be applied below a line of text.
- ❖ Choose a **Border Style** from either the **Style** area or the **Art** area.
- ❖ Change the color of the border, if desired.
 - The color for some of the **Art** styles cannot be changed.
 - If the style color cannot be changed, the **Color** box will be dimmed.
- ❖ Change the width of the border style, if desired.
 - The size of some of the **Border Widths** cannot be changed.
 - If the width of the border cannot be changed, the **Width** box will be dimmed.
- ❖ In the **Apply to** box, choose the option that is to be used for this document.
- ❖ When all the changes have been made, click **OK** to exit the dialog box.

