

## Page Border

Borders and shading are used to add visual effects to text. Borders are lines that can be added to the top, bottom, or sides of paragraphs or pages. Several preset borders come with Word, making it easy to create a box border. Shading is a transparent color or pattern that may be added to a paragraph. Borders and Shading may be applied using the Format, Borders and Shading dialog box.

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Select **Borders and Shading** from the list of options.
- ❖ In the **Borders and Shading** dialog box, click the **Page Border** tab.
- ❖ Click one of the icons under **Setting**.
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  - **None** – This button is used to remove the border from the selected text.
  - **Box** – Use this button to place a box border around the selected text.
  - **Shadow** – To place a shadow around the bottom and right edge of the border, click this button.
  - **3-D** – This button is used to add a three-dimensional effect to the border.
  - **Custom** – This button is used to create the type of border desired.
- ❖ Under **Style**, choose a **Style** option, if desired.
- ❖ It may be necessary to scroll down to see all the options available.
- ❖ To add a color border, choose a color from the **Color** drop-down list.
- ❖ Click the drop-down arrow for the **Width** box to change the width of the border.
- ❖ To add an **Art** border, click the drop-down arrow for the **Art** box.
- ❖ A gallery of different fancy borders will appear.
- ❖ Scroll through the list and choose a **Border** by clicking on it.
- ❖ The **Border** will appear in the preview window.
- ❖ Click the drop-down arrow next to the **Width** box to change the size of the border.
- ❖ The **Border** will appear in the **Preview** area on the right side of the dialog box.
- ❖ Click the **Apply to** drop-down arrow. The option under this list could be:
  - **Whole Document** – This choice will apply the page border to the whole document.
  - **This Section** – When this option is chosen, the border will be applied to the section of the document where the insertion point is located.
  - **This Section – First Page Only** – This option will apply the border to the first page of the section where the insertion point is located.
  - **This Section – All Except First Page** – To apply the border to all the pages in the document or section except the first page, choose this option.
- ❖ To show the **Tables and Borders** toolbar, click the **Show Toolbar** button.
- ❖ When all the options have been selected, click the **OK** button.

