

## Paragraph-Text Borders

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.

- ❖ Select **Format** from the **Menu Bar**.
- ❖ Select **Borders and Shading** from the list of choices.
- ❖ The **Borders and Shading** dialog box will appear (see illustration at right).
- ❖ Click the **Borders** tab, if necessary.
- ❖ Click one of the icons under Setting.
  - **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. It may be necessary to scroll down to see all the available options.
- ❖ 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.
- ❖ **Preview** shows where the borders will be placed and shows the design of the border.
- ❖ The buttons around the **Preview** box allow borders to be removed from the top, bottom, left, or right side of the selected text or page.
- ❖ **Apply to** allows you to specify what the border is to be applied to. The default value is paragraph.
- ❖ The **Options** button brings up a dialog box that allows the distance the text will appear from the border to be changed.
- ❖ The **Show Toolbar** option, displays the **Tables and Borders** toolbar in the Window.
- ❖ Click the **Horizontal Line** button to bring up a gallery of **Border Pictures** (see illustration at right).
  - Click one of the **Borders** and then click **OK**.
  - A Horizontal Line will appear below the selected paragraph.
- ❖ Once all the selections have been completed, click **OK** to close the dialog box.

