

## DRAWING AND/OR FORMATTING A LINE OR BORDER

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Lines or borders can make any document more attractive. In a Publisher publication, they can serve as a visual guide to help readers focus on specific elements. Surrounding a specific story with a border will help to draw attention to the story. A well-placed visual line provides a visual definition of a column. A line or border can be incorporated into a publication's style. A border or line can be changed to any color, but the default is black.

### Drawing a Straight Line

- ❖ Click the **Line Tool** button (see illustration at right) on the **Objects** toolbar.
- ❖ To draw the line, drag the mouse pointer until the object is the desired shape and size.
- ❖ To make the line straight, hold down the **Shift** key while dragging the mouse to the desired size.



### Changing the Line Style

- ❖ Click the line that is to be edited.
- ❖ Click the **Line/Border Style** button (see illustration at right) on the **Formatting** toolbar.
- ❖ Click the desired style.
- ❖ To see additional styles, click **More Lines**.
- ❖ The **Format AutoShape** dialog box will display with the **Colors and Lines** tab selected.
- ❖ Click any of the options under **Lines** to change the line style.
- ❖ When all the selections have been made, click **OK**.



### Creating a Border

- ❖ Click the frame to which the border is to be applied.
- ❖ Click the **Line/Border Style** button on the **Formatting** toolbar.
- ❖ Click the border that is to be applied to the frame.
- ❖ To display additional options for working with borders, click **More Lines**.



### Changing a Line or Border Color

- ❖ Click the line or border whose color is to be changed.
- ❖ Click the **Line Color** button (see illustration at right) on the **Formatting** toolbar.
- ❖ Click the desired color
- ❖ To see additional colors, click **More Outline Colors**.
- ❖ Make a selection from the gallery of colors and then click **OK**.

