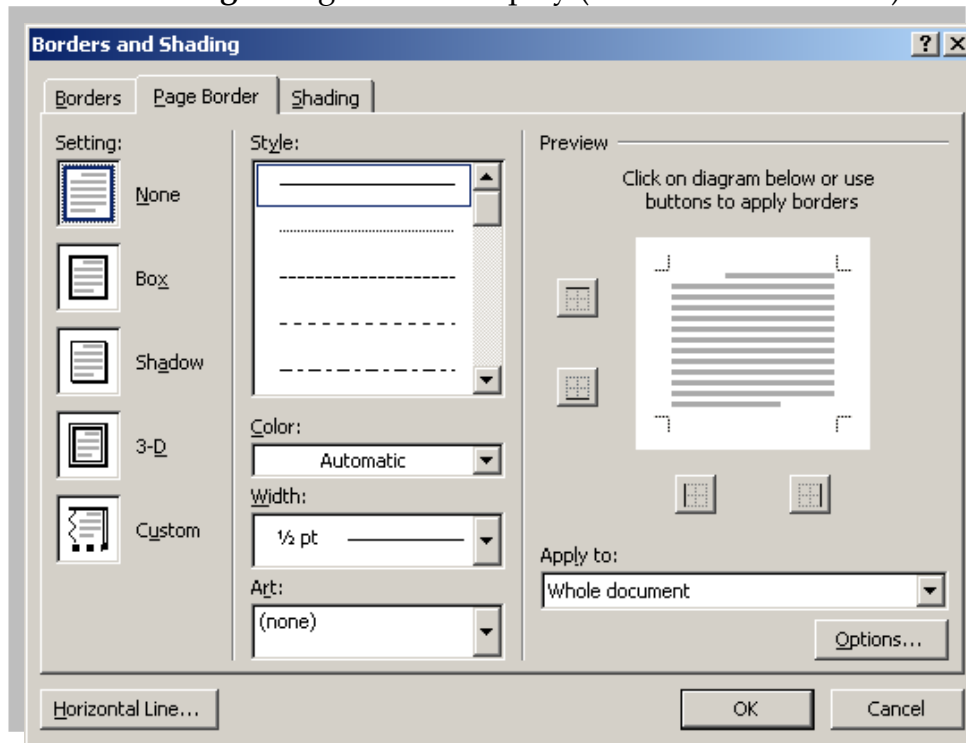
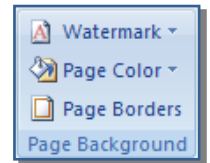


## PAGE BACKGROUND-PAGE BORDER

- ❖ Make sure the insertion point is somewhere in the first page
- ❖ Click the **Page Layout** Tab.
- ❖ In the **Page Background Group**, click **Page Borders** (see illustration at right).
- ❖ The **Borders and Shading** dialog box will display (see illustration below).



- ❖ Look at the **Page Border** options.
  - **Setting** – Applies one of the five 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.