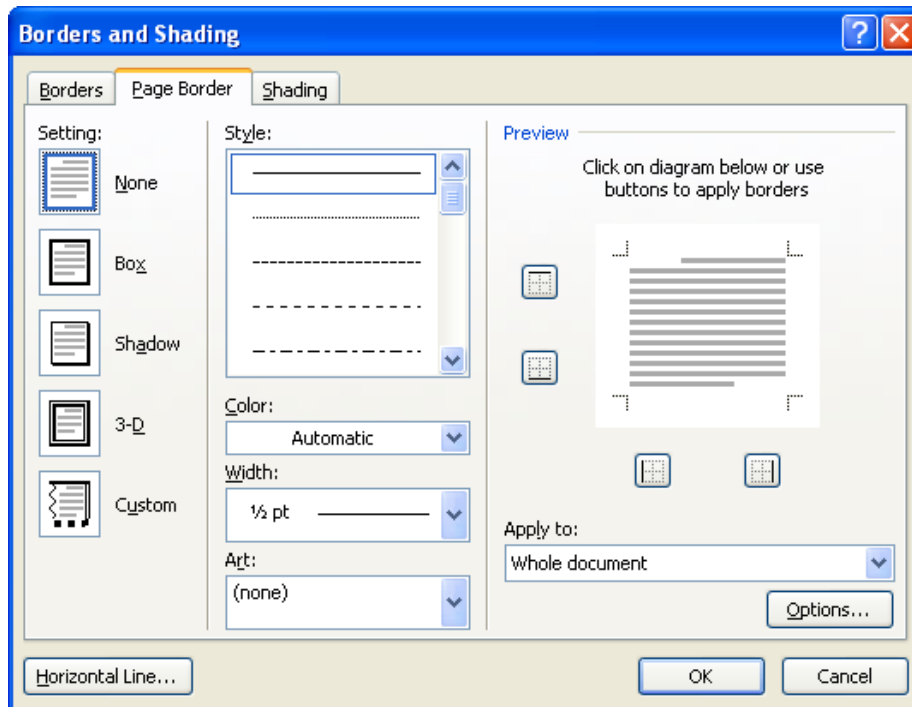


## Page Border

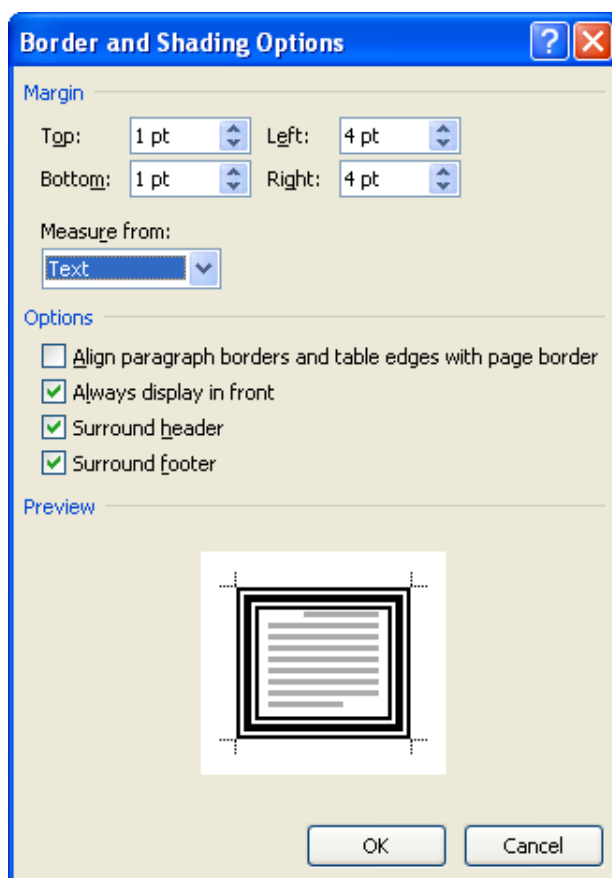
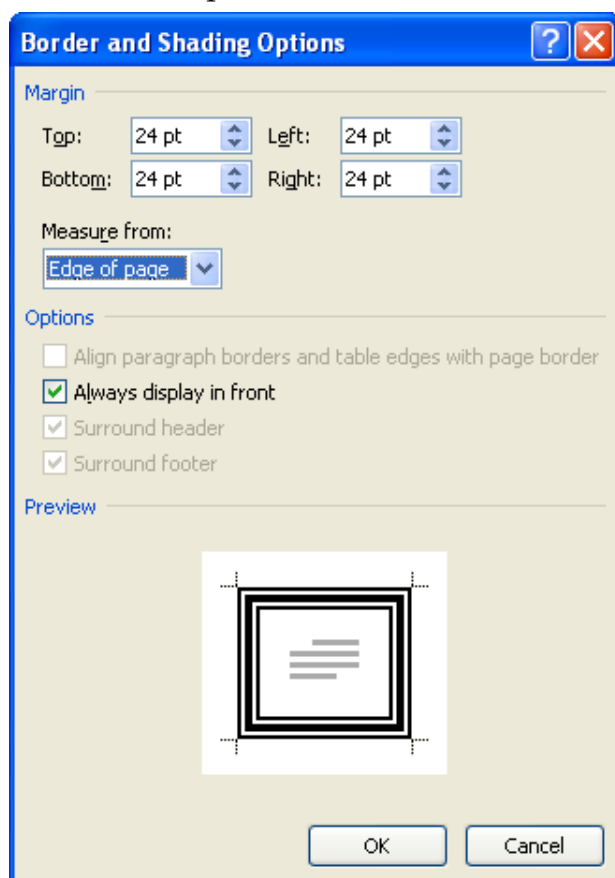
Borders and shading are used to add visual effects to text, entire page, or the whole document. Borders are lines that can be added to the top, bottom, or sides of paragraphs or pages. Several preset borders come with Word, making it easy to create a box border. This document will explain how to add a Page Border to a document.

- ❖ Click the **Page Layout Tab**.
- ❖ In the **Page Background Group**, click the **Page Border** button.
- ❖ The **Borders and Shading** dialog box will appear with the **Page Border** tab selected (see illustration below).



- ❖ 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, 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 options 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 apply other options to the **Page Border**, click the **Options** button.
- ❖ The **Borders and Shading Options** dialog box will display (see illustration at right).
- ❖ To change the margins for the border, click the scrolling buttons for each border.
- ❖ Click the **Measure From** list arrow to select from the options below.
  - **Edge of Page**
    - This option is used to set the margins from the edge of the page.
    - The illustration below left shows the dialog box available for this option.
  - **Text**
    - This option is used to set the margin for the border from the edge of the text.
    - The illustration below right shows the dialog box for this option.
    - This is the best option to use if the document is to be printed on an Ink Jet Printer.
- ❖ When all the options have been selected, click the **OK** button.



- ❖ Click **OK** a second time to exit the **Borders and Shading** dialog box and apply the border.