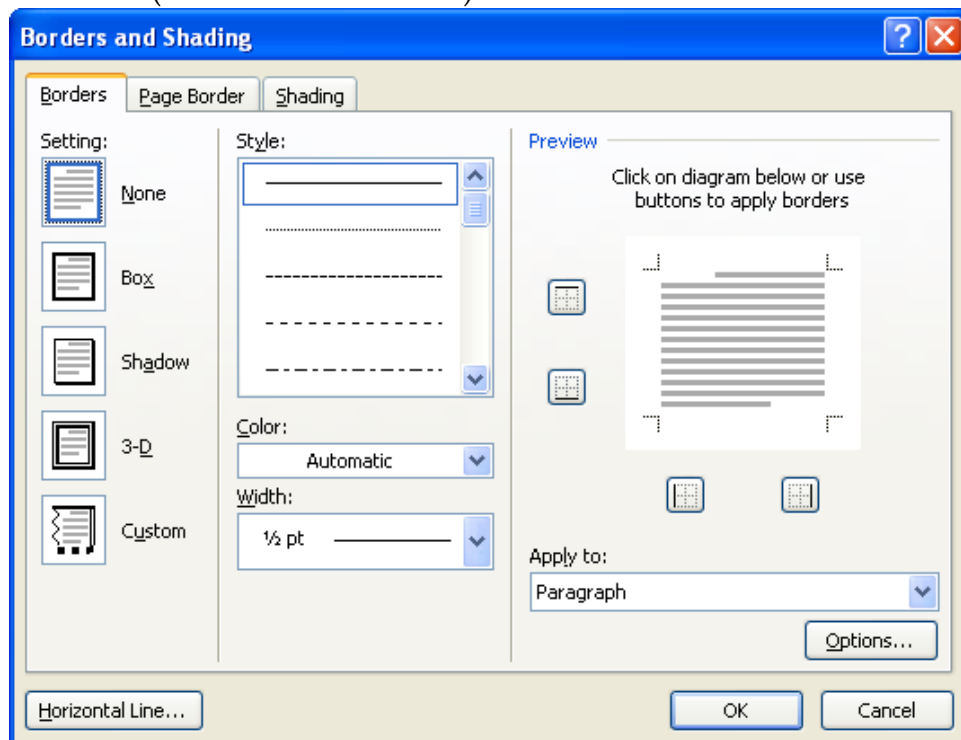
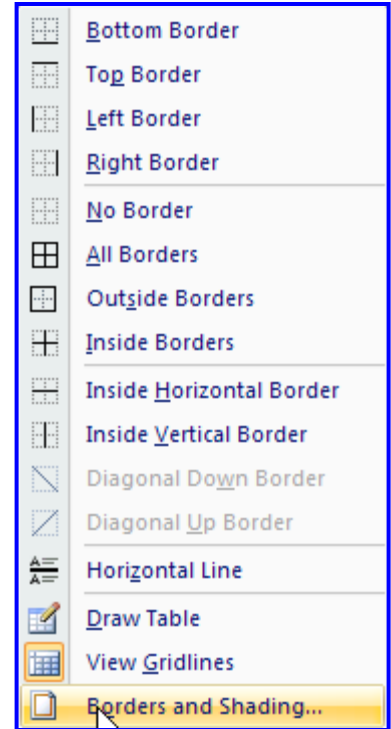


Paragraph-Text Borders

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.

- ❖ Click the **Home Tab**.
- ❖ In the **Paragraph Group**, click the **All Borders** button (see illustration at right).
- ❖ A list of different border locations will appear (see illustration at right).
- ❖ Some of the border locations apply to tables, and some to text.
- ❖ Click the border location to apply it to the paragraph. The best for paragraphs are:
 - **Bottom Border** – This option will place a border at the bottom of the paragraph.
 - **Top Border** – Click this button to place a border at the top of the paragraph.
 - **Left Border** – To place a border to the left of a paragraph.
 - **Right Border** – This option will place a border to the right of the paragraph.
 - **The other buttons in the list are used to insert borders into tables.**
- ❖ To place a Horizontal Line at the location of the insertion point, click the **Horizontal Line** button.
- ❖ To open the **Borders and Shading** dialog box, click the **Borders and Shading** button from the list.
- ❖ The **Borders and Shading** dialog box will appear with the **Borders** 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. 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.
- ❖ 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 **Borders and Shading** dialog box.

