

# *Adding a Border*

To add a page border...

1. Click *Format*.
2. Click *Borders and Shading*.
3. On the dialogue box, click the *Page Border* tab.
4. Select *Setting*, scroll to select *Style*, *Color* and *Width*. (Scroll to check out the *Art* options.)
5. Then click *OK*.

To add a border to text or graphics...

1. Highlight the paragraphs you want to display.
2. On the task bar, click on the *border icon*.
3. Click on the page to remove highlight and set border.

To change border style or shading...

1. Click *Format*.
2. Click on *Borders and Shading*.
3. On the dialogue box, click on the *Borders* tab.
4. Make selections for Setting, scroll to select Style, Color, and Width, and click OK.
5. (Click on the *Shading* tab to select shading inside the border.)