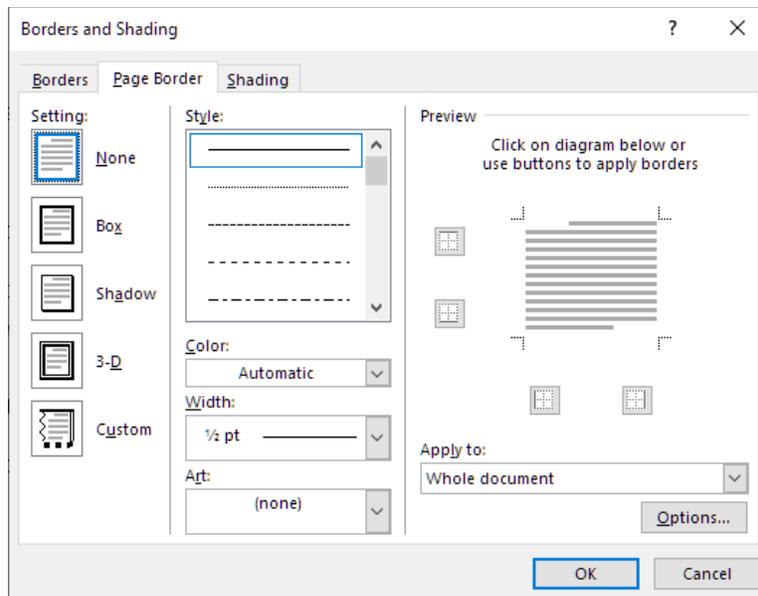


## Borders in Word

I think we all agree that borders are great for table cells or for entire pages in special documents like a Prospectus.

But, have you thought about using borders for paragraphs (or even words) that need to stand out? *[Note the box around the words in the previous sentence.]* Many of us are tempted to use text boxes (covered in another tip) or a one-cell table. But text boxes are meant to be floating items and tables are structurally isolated from the adjoining text. When you have text that should remain inline, but you want to call out or separate specific portions, a border is a great bet.

In case you haven't used borders much or at all, here's a basic primer. Just keep in mind that YOU can control where the border is applied - to the page, the paragraph, the line or the word. That's a lot of power and it can all be found on the Borders and Shading dialog box. There are a couple of ways to get to this dialog box, so let's review the box first and then talk about how to launch it.



**Border Settings:** From the dialog box, you can select a pre-defined option from the left-hand column. If you don't like one that is shown, click on **Custom** to create your own.

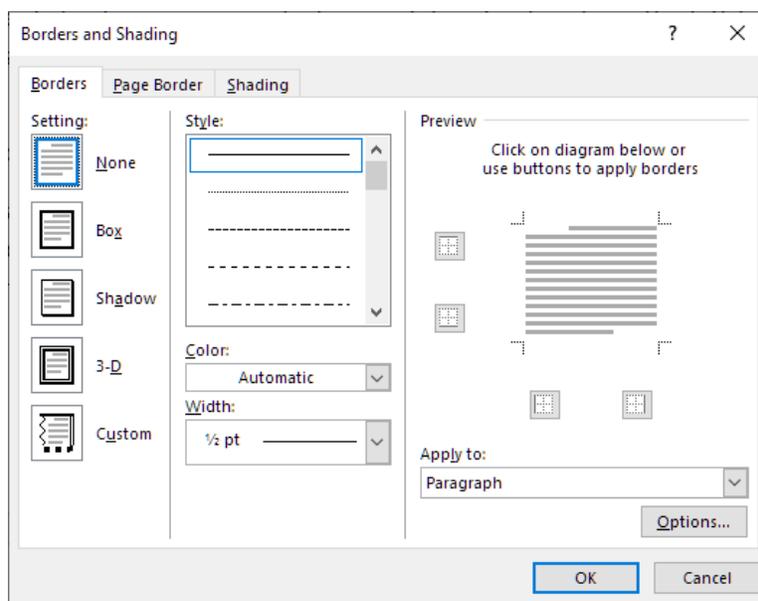
**Border Style:** The gallery of options is pretty extensive. Simply click on one of the line styles to select it, then move on to the Color and Width if you want to adjust those elements.

**Preview:** The Preview area is pretty interesting. It not only shows you how your selection will appear, but it also lets you *apply* borders in this area. **Simply click directly on the diagram or on one of the mini**

**image buttons**  **to add the border.** The Style, color and width options you already selected will be applied.

**Apply to:** This is where you need to pay attention to where you were when you launched the dialog box. Be sure to note which Tab is selected at the top of the box. In the image above, we are on the Page Border tab. Any border applied here will be applied to the page, section or whole document. If you want a Page Border on all pages, or on the First Page, or the current Section, click in the **Apply to:** drop-down and make a selection.

The **Borders** tab is where you want to land if you are applying a border to text, lines or paragraphs.

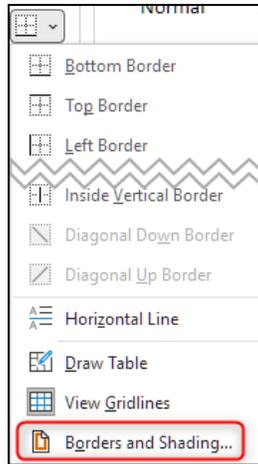


It's easy to see how you can get confused, since the dialog box looks virtually the same. Just double-check where you are (Borders or Page Border tab) and note the options in the **Apply To:** drop-down.

Make sure to place the cursor in the location where you want to apply the border. If it's a word or phrase, select it. If it's a paragraph, make sure the cursor is in the desired paragraph. And, if it's a single page or section, again, place the cursor where you want the border.

**To launch the Borders and Shading dialog box:**

- Using KeyTips, press (one at a time): **Alt, H, B, O**; or
- Click on the drop-down next to the Borders icon on the Home tab and choose **Borders and Shading** from the bottom of the gallery. (*Note: These two options open the dialog box to the Borders tab.*)



- Select the **Design** tab of the Ribbon and choose . (Note: This option opens the dialog box to the Page Borders tab.)

#### To quickly add a border without launching the dialog box:

If you have already defined the border's style (e.g., single line, solid border on the top, bottom and both sides), you can simply click on the **Border** icon  on the Home tab. If you first select some text and then click on the icon, only the selected text will have the border applied.

**Pro Tip:** What if you don't want a box around your text, but want a horizontal line separating two paragraphs? Simply add a bottom (or top) border to the current paragraph and the border will span the page margin. Like this. This is not the same as adding a "line shape" - it is attached to the formatting of the paragraph with the border applied. To remove it, change the border style to None.

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Try it out - remember, you can always **Undo (Ctrl+Z)** or close without saving! No harm done.