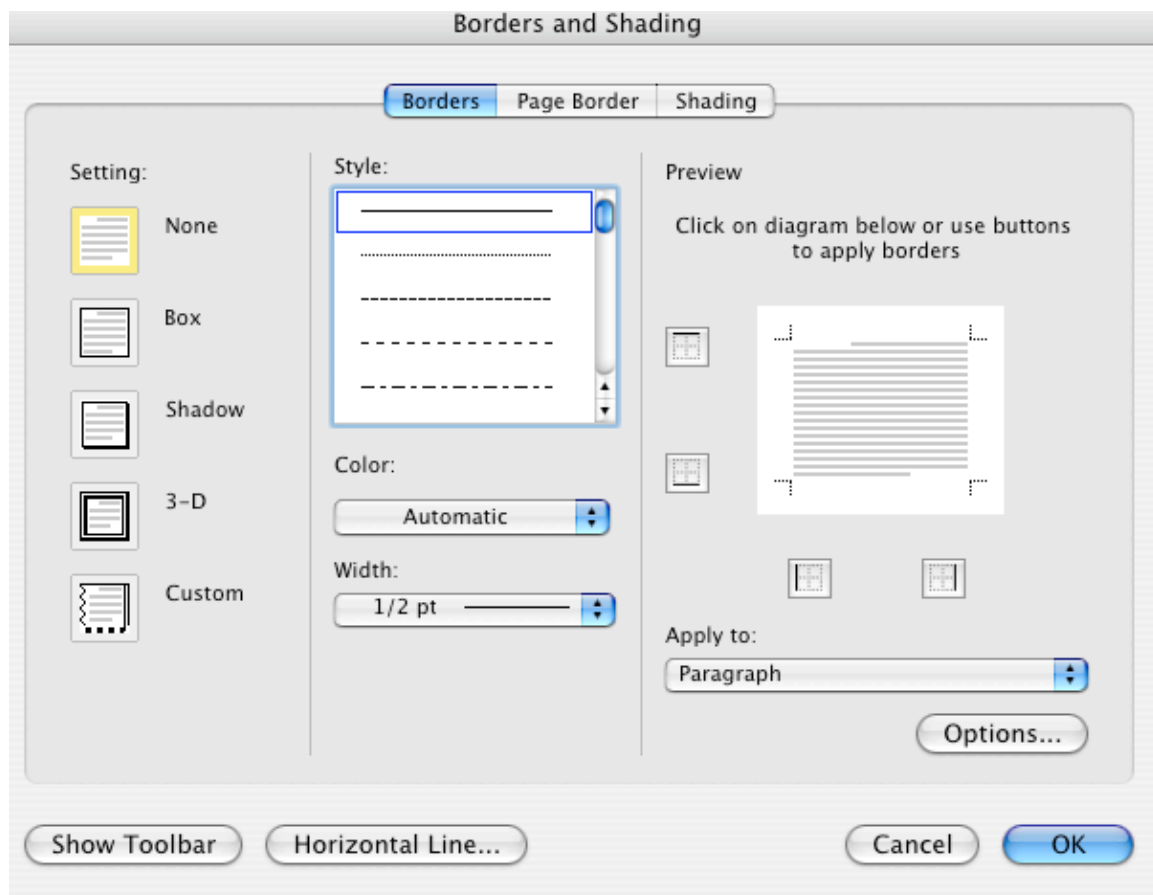


Borders and Horizontal Lines



- To add a horizontal line or a border for a paragraph, go to Format/Borders and Shading and select the Border Tab..
- Place the cursor after the paragraph you want to apply a horizontal line or a border..
- Click Horizontal Line and select the one you want and click Insert.
- You can also add a border around a paragraph. Select the line style, color, width and the number of sides you want to apply a border.
- Click on the diagram to apply borders.



- To add a Page Border, pull down the Format/Borders and Shading. To add a page border select the page border tab.
- You can add a line border or an Art border.
- Select a line style, color and width and setting. Click on the diagram to apply borders.
- To add an Art border pull down Art and select. On some of the Art borders you can edit the width. Use the diagram to apply the border.

