

# PLACE A BORDER AROUND THE TEXT IN A WORD DOCUMENT

Beginners' Kaffee Klatch  
Presented by Bill Wilkinson  
May 31, 2008

If you want to place a border around a page or pages of a Word document, simply open an existing document, go to **Format** on the Menu bar and then select **Borders and Shading**

Click on the **page border** tab and examine the variety of choices you have. Experiment with these choices until you obtain the border that you want.

You will also want to click on the **Options** button. When the Options dialogue window opens, you're looking for the "**Measure from:**" field in the top section.

Use the down arrow to select **Text**.

The margin numbers in the fields above will then change. They represent the amount of space from the text area of the page to the page border.

You'll need to experiment with those settings to see what you like best.

Click **OK** to exit the options.

Click **OK** again to exit the page borders.

Go to **Print Preview** on the File Menu to confirm that the borders are set in far enough from the paper's edge that your printer is capable of printing them.

Unfortunately, your borders will not appear if you **copy and paste** a word document to the text area of an email message.

If you want to box in a paragraph to emphasize some text, highlight the target text, then follow the steps in the first paragraph above. Except this time, select the **borders** tab, then the **box** option, and finally select the **shading** tab. With a little practice you will be able to accomplish this task with little effort. Fortunately, your shaded text will appear when you **copy and paste** a word document to the text area of an email message.

