

GRAPHICS BORDER

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Some documents look better with borders. Here's how to insert them in WordPerfect. You can add borders around a graphics box, paragraph, column, or page.

TO ADD A BORDER TO A GRAPHICS BOX

1. RIGHT-click a graphics box, then click Border/Fill (Figure 1).
2. Choose a border pattern from the available border styles menu.

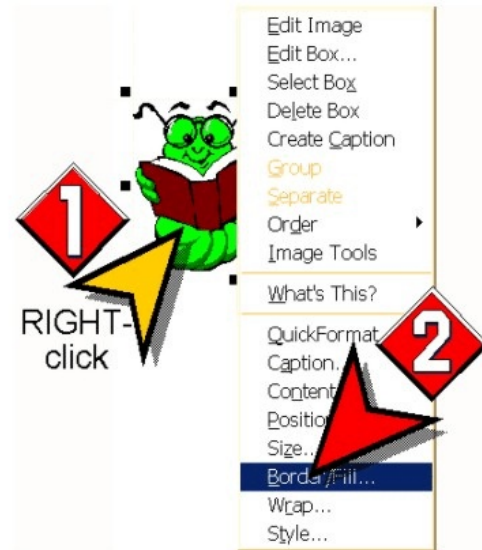


Figure 1

TO ADD A BORDER TO A PARAGRAPH

1. Click in a paragraph:
 - ▶ Left-click, hold, and drag to select all the text in the paragraph — or —
 - ▶ Triple, left-click anywhere inside a paragraph to select the entire paragraph.
2. Click Format ▶ Paragraph ▶ Border/Fill (Figure 2).

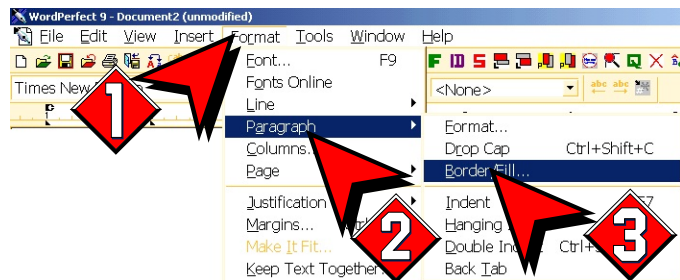


Figure 2

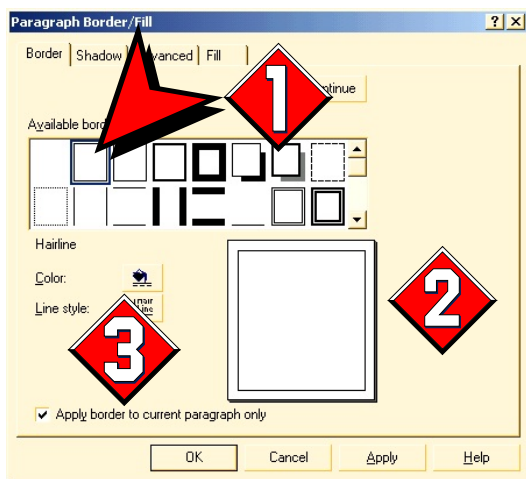


Figure 3

3. Choose a border pattern from the “Available Border Styles” box (1 in Figure 3).
4. A preview appears (2 in Figure 3).
5. To apply the border only to the paragraph, click “Apply Border To Current Paragraph Only.” (3 in Figure 3)

NOTE: If you disable “Apply Border To Current Paragraph Only,” the border surrounds the current paragraph and all subsequent paragraphs in the document.

TO ADD A BORDER TO A COLUMN

1. Click in a column.
2. Click Format ► Columns.
3. Click the Border/Fill button (Figure 4).
4. Choose a border pattern from the “Available Border Styles” box (1 in Figure 3).

To apply the border only to the selected column, click Apply Border To Current Column Group Only.

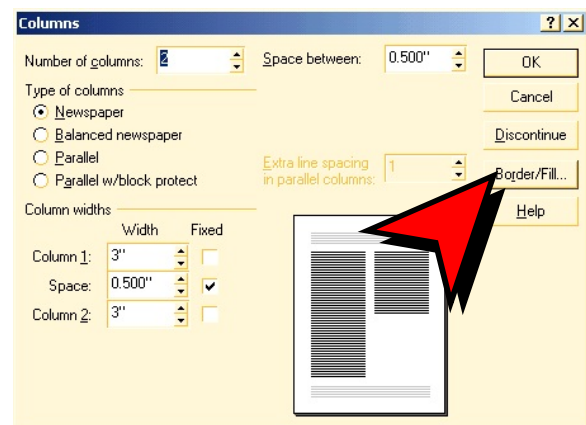


Figure 4

NOTE: If you *disable* “Apply Border To Current Column Group Only,” the border surrounds the current column and all subsequent columns in the document.

TO ADD A BORDER TO A PAGE

1. Click in a page.
2. From the MenuBar, click Format ► Page ► Border/Fill.
3. Choose one of these options from the Border Type list box:
 - ➡ “Line” lets you choose a border from the preset line borders
 - ➡ “Fancy” lets you choose a border from the default Fancy Borders folder.
- ❶ Click on downward arrow to select “Fancy” borders (❶ in Figure 5).
- ❷ Click on downward arrow to select a style (❷ in Figure 5).
4. Choose a border pattern from the Available Border Styles box. To apply the border only to the current page, click “Apply Border To Current Page Only.”

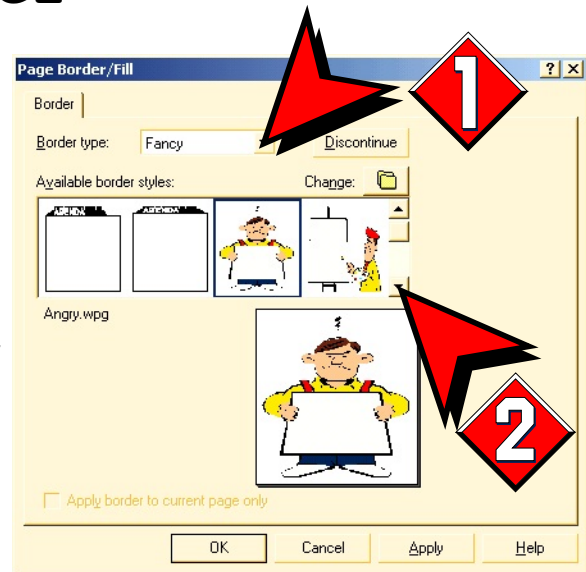


Figure 5

NOTE: If you disable “Apply Border To Current Page Only,” the border will surround the current page and all subsequent pages in the document.

TIPS

- ❶ To browse for fancy borders located in other folders, click the “Change Folders” button and type the filename of the folder you want to open in the File Name box.
- ❷ After you put a fancy border on a page, you can type text on the page as you usually would. However, the border does not change page margins. If you don’t want to type over the border, you may need to move the page margins within the border.