

Borders and Shading Options

Borders and shading help you to emphasize information and guide a reader's eye through a document. When adding borders and shading, remember that they are both applied to entire paragraphs. This document covers the following options for adding borders and shading to paragraphs.

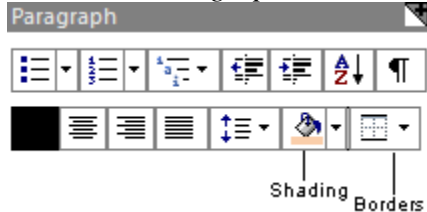
Borders and Shading Options: Ribbon Option



Use the *Home* command tab to quickly add borders and shading to paragraphs. Both borders and shading can be applied to the same paragraph.

Adding Borders and Shading



1. From the *Ribbon*, select the *Home* command tab

Within the *Paragraph* section, the *Shading* and *Border* options are available.




2. Select the paragraph(s) to which you want to add shading and/or border(s)
3. To add a border, click **BORDERS**  » select the desired border option
4. To add shading, click the ▼ next to SHADING  » select the desired shading option

Removing Borders and Shading

1. Select the paragraph containing the border or shading you want to remove
2. To remove the border, click **BORDERS**  » select *No Border*
3. To remove the shading, click the ▼ next to SHADING  » select *No Color*



Modifying Borders and Shading

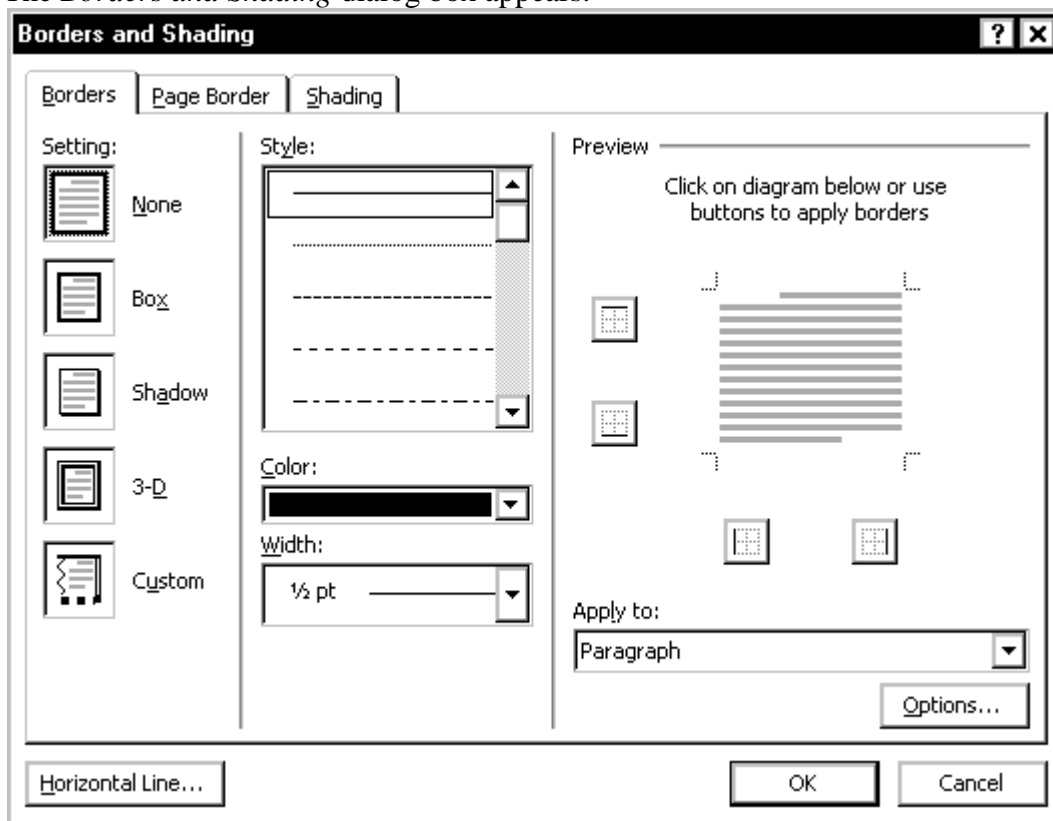
1. Select the paragraph containing the border or shading you want to modify
2. To modify the border, click **BORDERS**  » select the desired border option

3. To modify the shading, click the ▼ next to SHADING  » select the desired shading option

Borders and Shading Options: Dialog Box Option

To view the Borders and Shading dialog box:

1. Select the paragraph(s) to which you want to add shading and/or border(s)
2. From the *Ribbon*, select the *Home* command tab 
3. Within the *Paragraph* section, click **BORDERS**  » select *Borders and shading...*
The *Borders and Shading* dialog box appears.



Adding Borders

1. Select the paragraph(s) to which you want to add border(s)
2. Open the Borders and Shading dialog box
3. Select the *Borders* tab
4. From the *Style* scroll box, select the desired border style
5. From the *Color* pull-down list, select the desired border color
6. From the *Width* pull-down list, select the desired border width
7. Click **OK**

Modifying Borders

1. Select the paragraph containing the border you want to modify
2. Open the Borders and Shading dialog box
3. Select the ***Borders*** tab » select the desired border option
4. Click **OK**

Removing Borders

1. Select the paragraph containing the border you want to remove
2. Open the Borders and Shading dialog box
3. Select the ***Borders*** tab
4. Under *Setting*, select ***None***
5. Click **OK**

Adding Shading

1. Select the paragraph(s) to which you want to add shading
2. Open the Borders and Shading dialog box
3. Select the ***Shading*** tab
4. From the *Fill* pull-down list, select the desired fill effect
5. OPTIONAL: Under *Patterns*, from the *Style* pull-down list, select the desired pattern style
6. OPTIONAL: Under *Patterns*, from the *Color* pull-down list, select the desired pattern color
7. Click **OK**

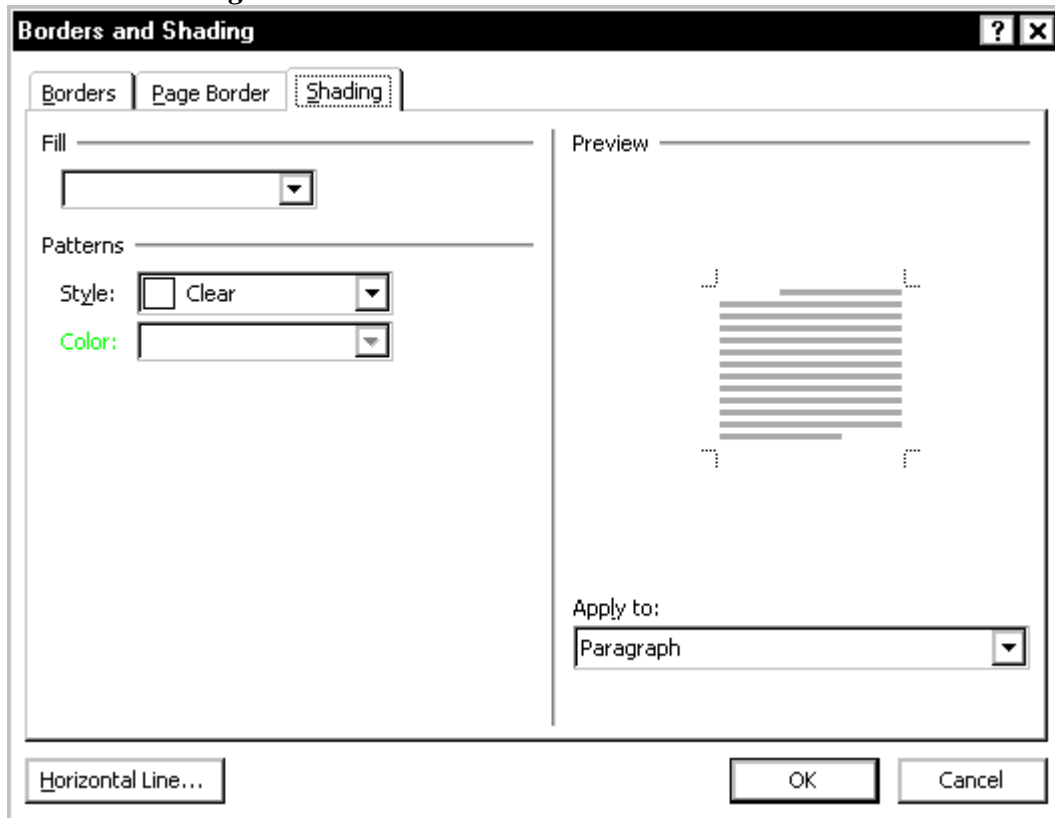
Modifying Shading

1. Select the paragraph containing the shading you want to modify
2. Open the Borders and Shading dialog box
3. Select the ***Shading*** tab » select the desired shading option
4. Click **OK**

Removing Shading

1. Select the paragraph containing the shading you want to remove
2. Open the Borders and Shading dialog box

3. Select the *Shading* tab



4. From the *Fill* pull-down list, select *No Color*
5. In the *Patterns* section, from the *Style* pull-down list, select *Clear*
6. Click **OK**

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