



Page Border

Technology for Classroom Teachers
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To insert a page border:

- Open a **Word** document.
- Click on **Format** and **Borders and Shading**.
- Select the **Page Border** tab.
- Choose either **Box**, **Shadow**, or **3D**.
- Select a style and click **OK**.

NOTE: If you get a wide rectangle on your page instead of a border around the page, you've selected a *paragraph border*.

1. Go back to **Format**, and **Borders and Shading**.
2. Notice the **Border** tab and the **Page Border** tab.
3. Click on the **Border** tab and select **None**.
4. Now, go back to the **Page Border** tab and select the border you like.

NOTE 2: If the bottom border doesn't print when you look at Print Preview, you should change the bottom margin.

1. Change your bottom margin to .6" (**File, Page Setup, Margins, Bottom: 0.6"**)
2. Change your page border to lining up with text rather than the bottom of the page (**Format, Borders and Shading, Page Border, Options, Measure from: Text**)