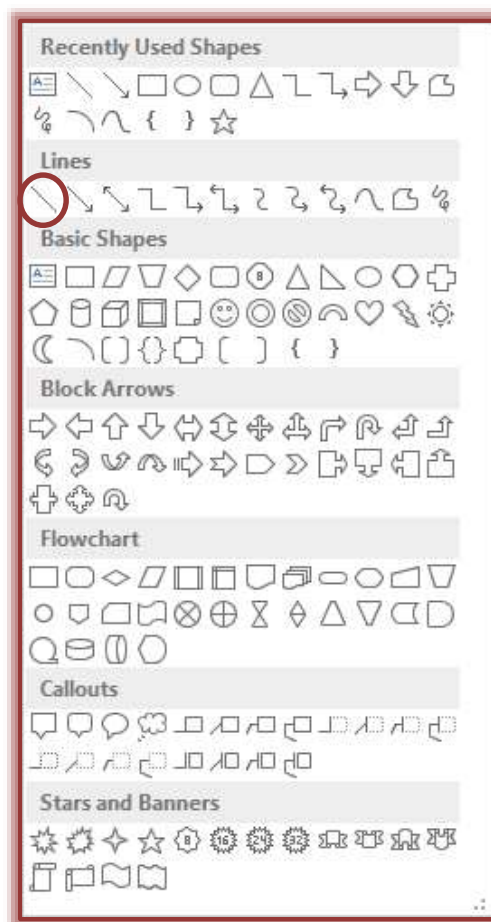
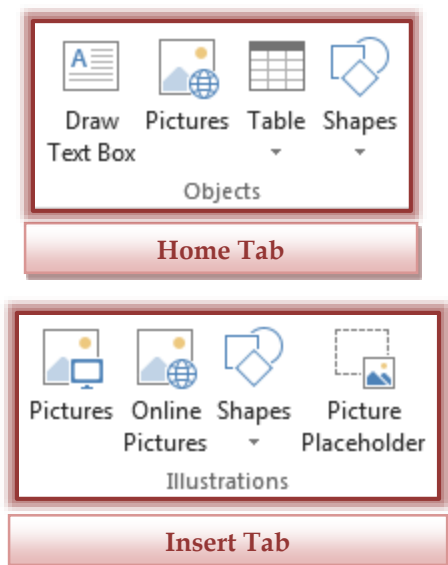


DRAW AND/OR FORMAT A LINE

Lines or borders can make any document more attractive. In a Publisher publication, they can serve as a visual guide to help readers focus on specific elements. Surrounding a specific story with a border will help to draw attention to the story. A well-placed visual line provides a visual definition of a column. A line or border can be incorporated into a publication's style. A border or line can be changed to any color, but the default is black.

Draw a Straight Line

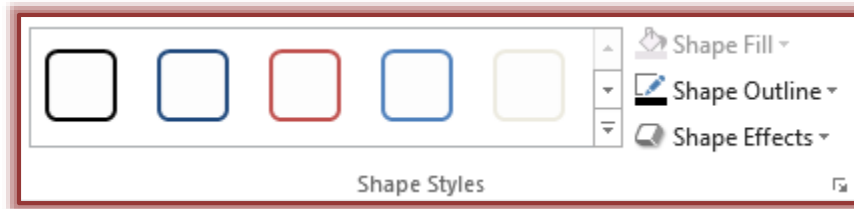
- ✚ Click the **Home Tab**.
- ✚ In the **Objects Group**, click the **Shapes** button.
or
- ✚ Click the **Insert Tab**.
- ✚ In the **Illustrations Group**, click the **Shapes** button.
- ✚ The **Shapes Gallery** will display (see illustration).



- ✚ Click the **Line** button in the **Lines Section** of the **Shapes Gallery**.
- ✚ To draw the line, drag the mouse pointer until the object is the desired length.
- ✚ To make the line straight, hold down the **Shift** key while dragging the mouse to the desired size.

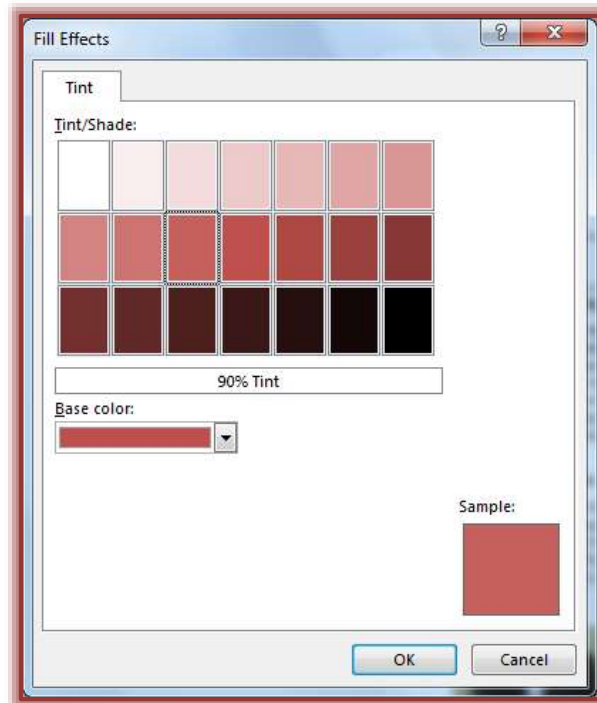
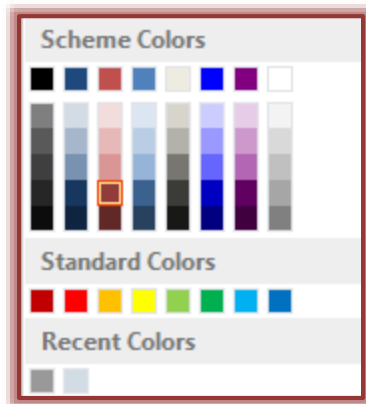
Change the Line Style

- ✚ Click the line that is to be edited.
- ✚ Click the **Drawing Tools Format Tab**.
- ✚ In the **Shape Styles Group**, click the **Shape Outline** button (see illustration on next page).

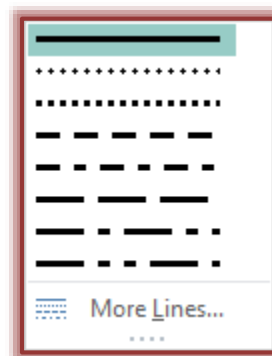
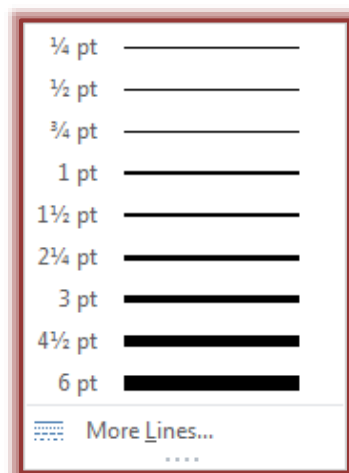


✚ Click one of the options for changing the **Line Style**.

- ☆ **Color** - To change the color of the line, select a color from the **Scheme Colors** or **Standard Colors** gallery. To view additional colors, click the **More Outline Colors** option.
- ☆ **Tint** - Select this option to specify a different tint for the selected color. A gallery of different tints will display.



- ☆ **Weight** - This option is used to apply a different weight (thickness) to the selected line. A gallery of different line weights will display.
- ☆ **Dashes** - To create a dashed line, click this option. A gallery of different styles of dashes will appear.



- ☆ **Arrows** - Use this option to apply different arrow styles to the line. A gallery of different arrow styles will display when this option is selected.
- ☆ **Patterns** - Click this option to open the **Patterned Lines** dialog box. Click the **Base Color** button to change the pattern color. Click in the **Tint/Shade Gallery** to select one of the options.

