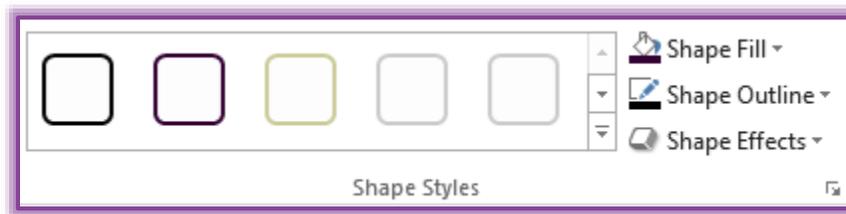


## Add Border to Textbox Frame

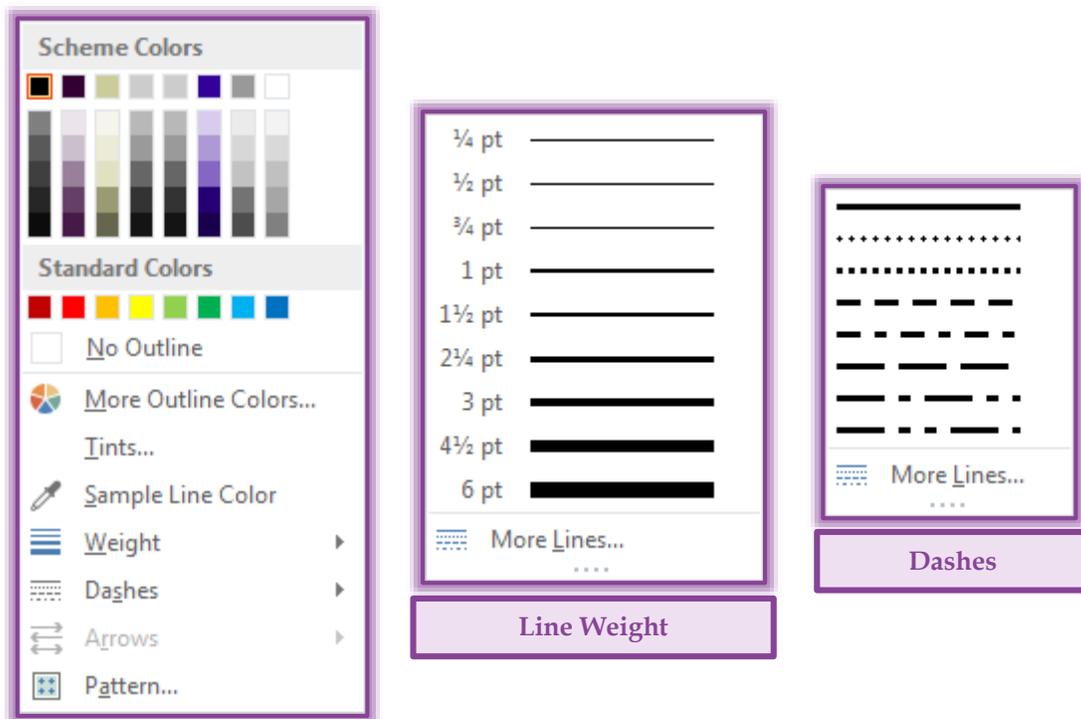
When a frame is placed in a publication page, it is transparent and does not have a border. Therefore, the size and shape of the frame can only be determined when the object is selected. However, it is possible to apply border lines to a frame and also place shading and background colors on any frame. Adding borders to frames is very simple. Also, it is not always necessary to apply a border to all sides of a text box. It is possible to select certain borders of the text box and add a border line to that area of the frame.

### Apply to Whole Textbox Frame

- ✦ Click the frame where the border is to be applied.
- ✦ Click the **Drawing Tools Format Tab**.
- ✦ In the **Shape Styles Group**, click the **Shape Outline** button (see illustration below).



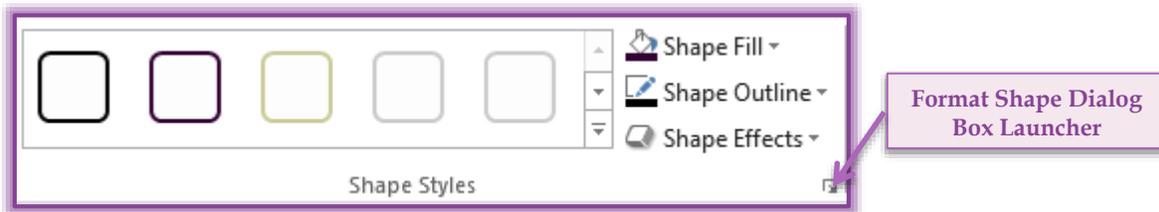
- ✦ A gallery of different colors and border options will appear (see illustration below).



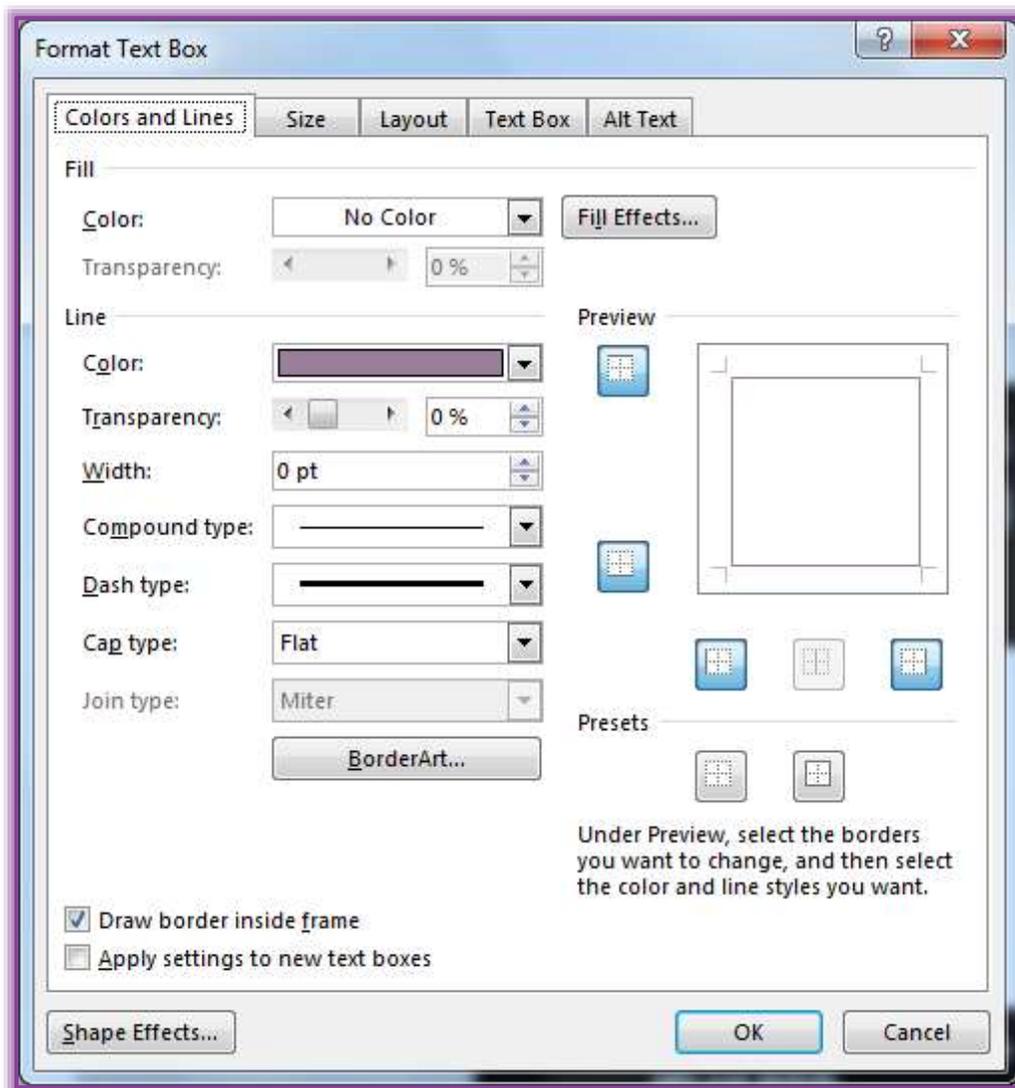
- ✦ Click a **Border Color** from the gallery or click the **More Outline Colors** link to display additional colors.
- ✦ Move the mouse pointer over the **Weight** option to apply a different weight to the border.
- ✦ Move the mouse pointer over the **Dashes** option to change the style of the border.
- ✦ Click the **No Outline** option to remove a border from the frame.
- ✦ Click **More Outline Colors** to display a gallery of additional border colors

## Apply Selected Borders to Text Box Frame

- ✦ Select the **Text Box** the border is to be applied to.
- ✦ Click the **Drawing Tools Format Tab**.
- ✦ In the **Styles Group**, click the **Format Shape Dialog Box Launcher** button (see illustration below).



- ✦ The **Format Text Box** dialog box will appear with the **Colors and Lines** tab selected (see illustration on next page).



- ✦ In the **Preview** area on the right side, click the border that is to be changed.
- ✦ Click the **Color** button to change the color or to remove the border.
- ✦ Click the **Dashed**, **Compound Style**, or **Width** options to change the border style or weight.
- ✦ Click the **Border Art** option to apply a decorative border to the textbox.

- † Click the **Fill Color** list arrow to select a color for the background of the textbox.
- † Click the **Transparency** arrows to change the transparency level for the border.
- † Click **Fill Effects** to apply a **Gradient**, **Texture**, **Pattern**, or **Picture** as the background for the textbox.
- † When all the changes have been made, click the **OK** button to apply them to the textbox.