

# Technology Tips

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## Question:

*I'd like to put an "artsy" page border on a flyer — something more interesting than the line borders built into Word 2000. The problem is that I can't get both the border graphic and the text to print on the same page. What should I do?*



## Answer:

There are two ways to get "artsy" page borders in Word 2000. One is to use the art borders included in Word and the other is to insert a border graphic from another source in the page header. Here are the two techniques:

### Using an Art Border Included in Word

- 1 On the menu bar, click **Format** and then click **Borders and Shading** in the drop-down menu.
- 2 In the Borders and Shading dialog box, click the **Page Border** tab. Near the bottom of this tab in the center column, you will see a box labeled **Art**. To select an art border, click the down triangle at the right side of this box. Scroll through the pictures of the art borders until you find one you like. Click once on the border to select it. Then click the **OK** button. Word will add the border in the margin around the edge of the page. Your cursor will appear inside the border and you can start typing your text.

### Using a Border Graphic from Another Source

- 3 If you don't find an art border that you like in Word's art borders, you can use a graphic from another source such as a clipart collection. To keep the graphic from interfering with the text, you must put the graphic in the page header. To create a header in your document, click **View** on the menu bar and then choose **Header and Footer** in the drop-down menu. A floating Header and Footer toolbar will appear on the screen and your cursor will be in the header box.
- 4 To insert a graphic in the header, click **Insert** on the menu bar. In the drop-down menu, click **Picture** and then click **From File**. In the Insert Picture dialog, the first box is labeled **Look In**. Click the down triangle at the right side of this box to see a list of all the drives on your computer and your network. Select the drive where your clipart is stored by clicking it once. The window below will now show all of the folders on that drive. Browse through the folders until you find the graphic you want to use. Click the graphic once to select it. Then click the **Insert** button.
- 5 Next you must format the graphic to set its size, alignment and position behind the text. **Right click** on the graphic and then left click **Format Picture** in the pop-up menu. This will bring up the Format Picture dialog where you can adjust the settings for the graphic.

(Another way to get the Format Picture dialog is to left click the graphic to select it. Then click Format on the menu bar and click Picture in the drop-down menu.)

- In the Format Picture dialog, first click the **Colors and Lines** tab. Make sure that **Fill** is set to **No Fill** and **Line** is set to **No Line**.
  - Next, click the **Size** tab. Enter the **Width** that you want the border to be. If you want the border to leave a half inch margin around the edge of an 8.5 x 11 inch page, set the width to 7.5 inches. If the graphic is designed to be used as a page border on an 8.5 x 11 inch page, the height will automatically adjust to about 10 inches when you click once in the height box. If the height is much larger or smaller than 10 inches, you may want to stretch or shrink the graphic. To do this, click once in the Lock Aspect Ratio box to clear the check mark. Then enter 10 in the Height box.
  - Finally, click the **Layout** tab. Under **Wrapping Style**, click **Behind Text**. Then click the **Advanced** button. Click the **Picture Position** tab. Under **Horizontal**, click the radio button next to **Alignment**. Click the down triangle on the box to the right of Alignment and click **Centered**. On the **Relative To** box, click the down triangle and click **Page**. Under **Vertical**, click the radio button next to **Alignment**. Click the down triangle on the box to the right of Alignment and click **Centered**. On the **Relative To** box, click the down triangle and click **Page**. Click the box next to Move Object with Text to clear the check mark. Click the box next to Lock Anchor to add a check mark. This ensures that the graphic will not move if you change the page margins. Make sure that there is a check in the box next to Allow Overlap. Click **OK**.
  - You are done formatting the graphic. Click the **OK** button in the Format Picture dialog. The graphic should now be sized and aligned correctly. If not, right click on the graphic, click Format Picture again and make appropriate adjustments.
- ⑥ When you are satisfied with the graphic border, click the **Close** button on the Header and Footer floating toolbar. You will exit the Header view and return to the regular page.
- ⑦ To make sure that your text does not overlap the border graphic, switch to Print Layout view. On the menu bar, click **View** and then click **Print Layout** from the drop-down list. Type and format your text. If the text overlaps the border graphic, you may want to set wider page margins. On the menu bar, click **File** and then click **Page Setup** in the drop-down menu. On the **Margins** tab, change the page margins to ensure that your text stays within the border. Click the **OK** button to apply the new margins.

*Note:* You can use this technique to place other kinds of graphics behind the text on a page. For example, to use a graphic as a watermark behind your text, you would place the graphic in the header as discussed in Steps 3 and 4. In addition to adjusting size, alignment and wrapping style, as discussed in Step 5, you would also adjust the picture settings to print the graphic as a watermark. In the Format Picture dialog, click the Picture tab. Under Image Control, click the down triangle on the Color box. Click once on Watermark to select it. Click the OK button. Your graphic will fade to lighter shades appropriate for a watermark. Click the Close button on the Header and Footer toolbar to exit the header and return to your regular page.