

# Borders and Shading Paragraphs

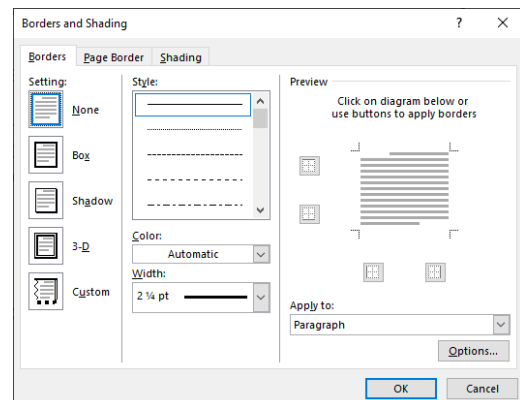
A border may be a box surrounding a paragraph or paragraphs on all sides or a line that sets a paragraph off on one or more sides. A border can include shading, which fills a paragraph with a pattern. Boxes, lines, and shading can be any variety of colors.

Borders are particularly useful in setting special paragraphs apart from the rest of your text for emphasis or for graphic effect.

Borders, like all forms of paragraph formatting, belong to the paragraphs to which they are applied. They are carried forward when you press Enter at the end of a paragraph. Thus, if a group of paragraphs is formatted with a box around them and you press Enter at the end of the last paragraph, your new paragraph falls within the box.

To create a new paragraph outside the border, move the insertion point outside the border before you press Enter. If you're at the end of the document and have nowhere to go outside of the border, create a new paragraph and remove the border.

You use the Borders and Shading dialog box to create boxes, lines and shadows.



**Tip:** Borders are great for setting apart text within a document. However, a simple practice of “less is more” will serve you the best when creating a border for emphasis. Use borders sparingly on a page and avoid complex border combinations. A page with a lot of bordered text begins to look choppy and you will lose the effect of the emphasis.

**Tip:** **A warning about shading.** Shading is a very effective way of drawing attention to specific text within a document. However, what looks great on screen does not always look good when printed. It is good practice to limit the shading of any text to 10-20%. Anything greater than 20% shading will most likely print too dark and will thus become a hindrance or distraction in your document instead of an attraction.