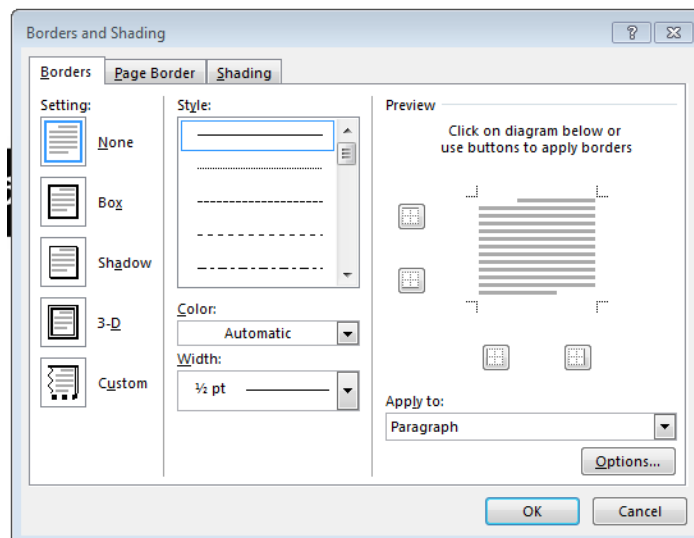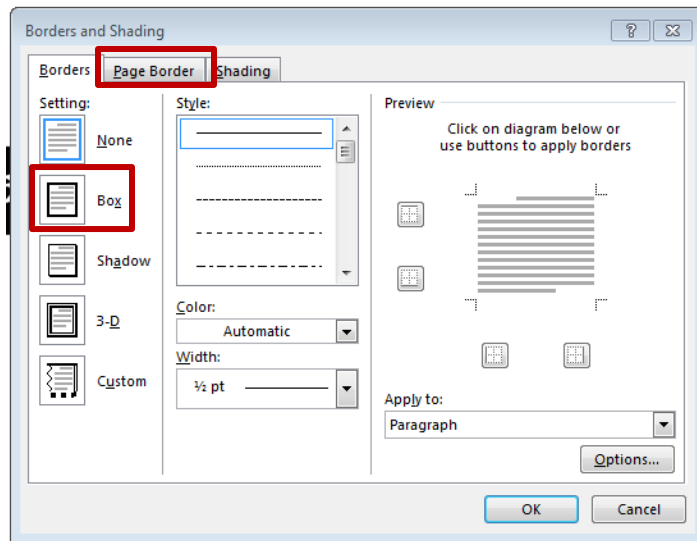# Adding a Border in Word

Step 1: Select the Borders button on the **Home** Tab in the Paragraph grouping.
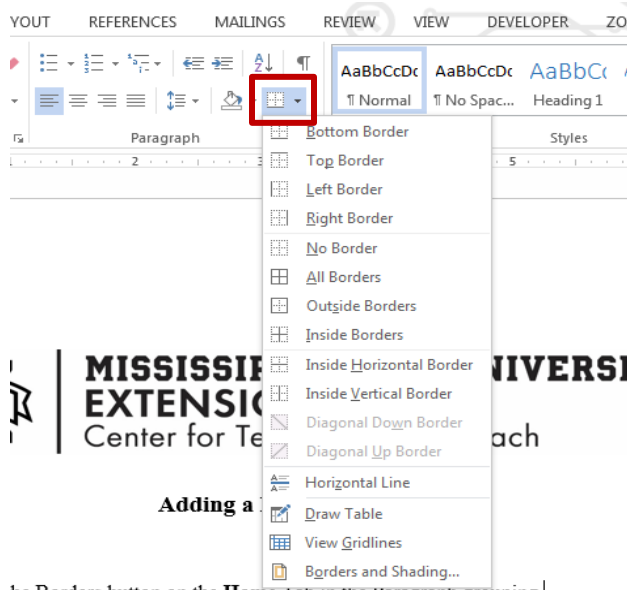
Step 2: Select Borders and Shading and a new Window box appears.

Step 3: Select the Page Border tab and click on Box.

Step 4: Choose the Style, Color, and Width of the border.