## Horizontal Lines Microsoft Word XP

You can use the Borders feature or Clip Art to add horizontal lines to your documents and newsletters. Several varieties of horizontal lines are available in the Borders option and the Clip Art Gallery has an extensive set of horizontal lines to choose from.

## **Borders and Shading**

When using the *Borders and Shading* feature to add a horizontal line, it helps to think of a paragraph as a box. You can add a line to the top, bottom or sides of your paragraph box. For example, you want to add a horizontal line in between the articles in your newsletter to separate them.

- 1. Click the last line of your first article. Think of this as the bottom of your paragraph box.
- From the Standard toolbar, click Format > Borders and Shading. The Borders
  and Shading window displays. See Figure 1.

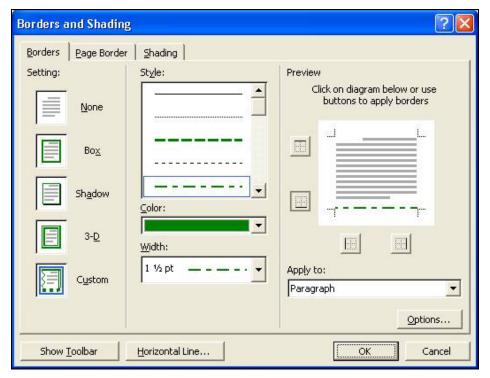


Figure 1 - Borders and Shading

- 3. Click **Box** in the *Setting* area.
- 4. Highlight the *Style* of **line** you want.
- 5. Click the **down arrow** to display the choice of *colors* for your line. Click a **color**.
- 6. Some line styles allow for different *widths*. Click the **down arrow** to view the choices and make your selection.
- 7. The *Preview* section shows where your line is added. The default is to add lines around the entire paragraph. Since you just want the line at the bottom of the paragraph, click the **top border** button and the **two bottom border** buttons. This changes the *Preview* so your line is at the bottom only.
- 8. The default is to add the line one point below your paragraph. When you want the line to be further away from your paragraph, click the **Options** button. In the *Bottom* field, click the **up arrow** until you have the number of points you want. The example in Figure 2 is with the bottom at 10 points. Click **OK** when you have your options selected.

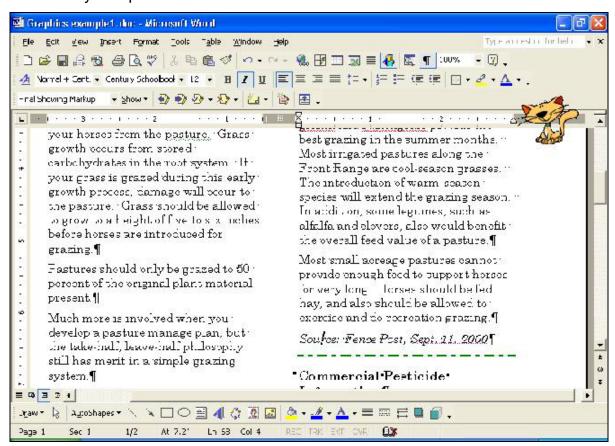


Figure 2 - Horizontal Line

9. Click **OK** at the *Borders and Shading* window when you are done making your selections. The line is added.

## **Clip Art Gallery Horizontal Lines**

The horizontal lines available in the Clip Art Gallery give you more variety than are available using Borders and Shading. This example shows how to add a horizontal line using Clip Art instead of the Borders and Shading option.

- 1. Add a blank line by pressing the **Enter** key after the last paragraph in your article.
- 2. From the *Standard* toolbar, click **Format > Borders and Shading**. The *Borders and Shading* window displays.
- 3. Click the **Horizontal Line** button. The *Horizontal Line* window displays with a representation of the lines available. See Figure 3.

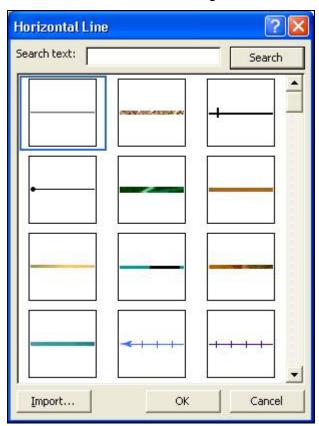


Figure 3 - Horizontal Lines

- 4. **Scroll** down to review the lines. Click on the **line** you want. Click **OK**.
  - 1. The line is added to your newsletter.

- You can format the line. Right-click the horizontal line. From the drop down menu, click Format Horizontal Line. The Format Horizontal Line window displays.
- You can change the width or height by clicking the up or down arrows for each option. Figure 4 shows the line with the height changed to 15 points. Click **OK** when you are done.

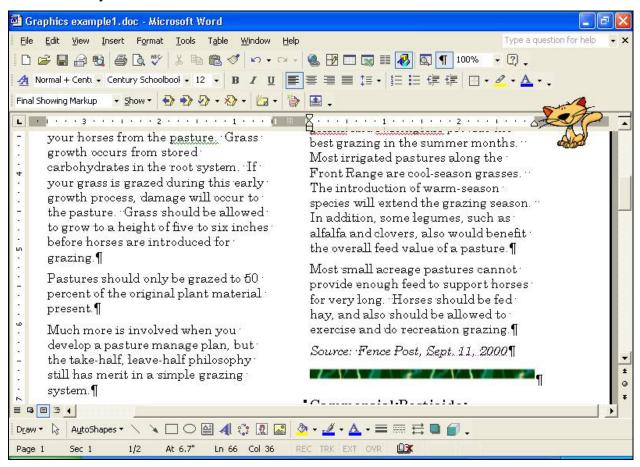


Figure 4 - Change Horizontal Line Width