


Now let's resize our picture. Select the picture (*Handles visible*) and place your cursor over a corner handle. Click onto the corner handle and drag the picture in or out to the desired size.

Note: When you hover over a handle the cursor changes to . Two-way arrows indicate dragging will resize the object. A four-way arrow indicates dragging will move the object.

NEVER RESIZE FROM SIDE HANDLES

as it changes the original aspect ratio and this will distort your picture.




Now let's add a border to our picture and a page border to the page.

Place your cursor over the picture and then right click your mouse.



A dropdown list will appear.
Select **Borders and Shading...** by clicking onto it.
The **Borders** window will open.



Click  in the **Settings** area.

Note: **Colour** and **width** choices are limited for several of the **style** settings so choose the style first.



To choose a different style click the small arrow on the right of the **Style** box and scroll down the list.

Click onto your selection.

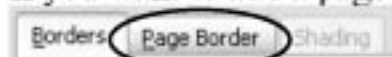


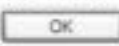
Click into **Color** and choose your colour from the dropdown box. Click **More Line Colors** to widen your choices.



Click into **Width** and select the desired thickness from the dropdown list that appears. Note: In my example I selected **6pt**.

If you want to add a page border click the **Page Border** tab.



Make your selections from the **Style**, **Color** and **Width** lists or select from the **Art** dropdown list. Click  (**OK button**).



Note: If when you print your document the bottom of the page border doesn't print check that your printer and document are both set to A4 sized paper.

