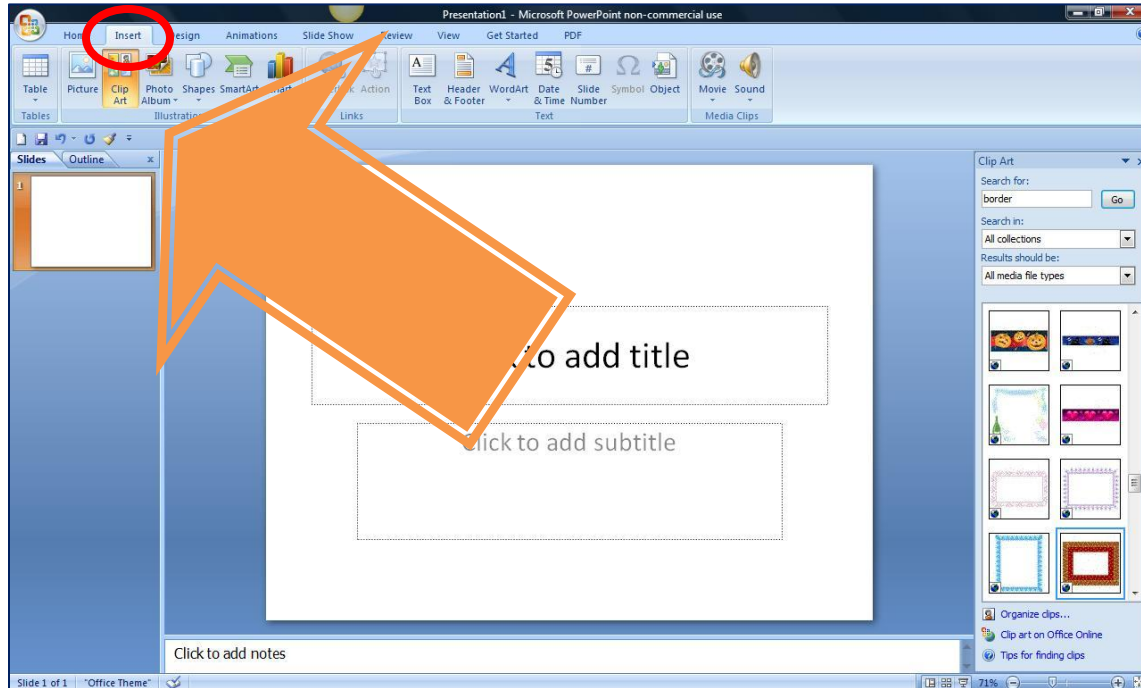





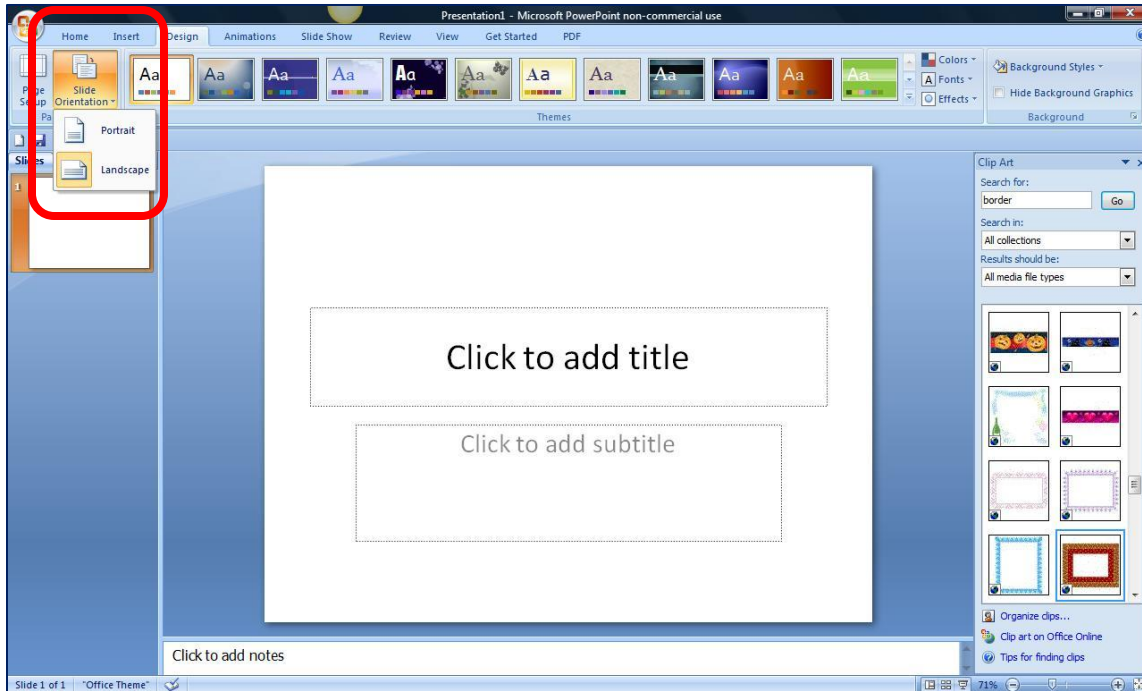
PowerPoint 2007: Adding Borders

To add a border to PowerPoint 2007, use clip art.

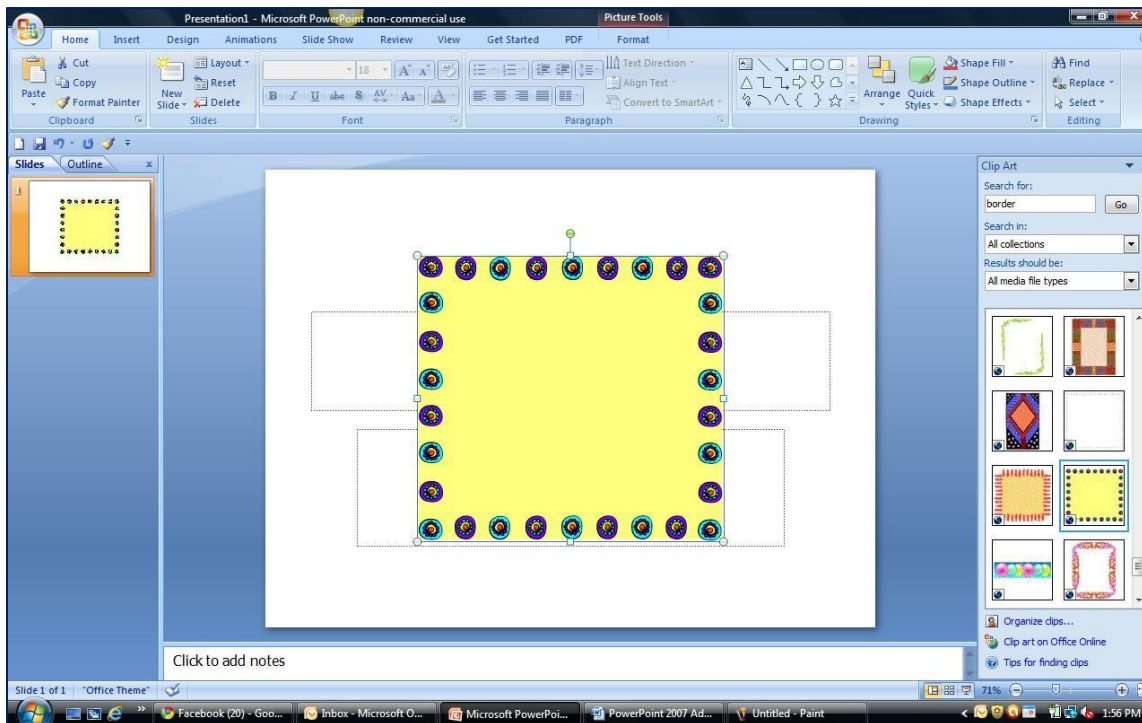


1. Click the **Insert** tab
2. Click **Clip Art** from the **Illustrations** group
3. A task pane appears on the right. Type border in the box under **Search for**
4. Press the Enter key on the keyboard or click 
5. Look at the borders on the right side. Scroll down to see all borders.
6. Look at the orientation of the borders. Do they look like they would fit on portrait  or landscape  paper?

PowerPoint 2007: Adding Borders -- continued



7. If you need to change the paper orientation, click the **Design** tab.
8. Under the **Page Setup** group, click **Slide Orientation**
9. From the drop-down screen, click **Portrait** or **Landscape**
10. Click the **Insert** tab
11. Click a border from the **Clip Art** task pane



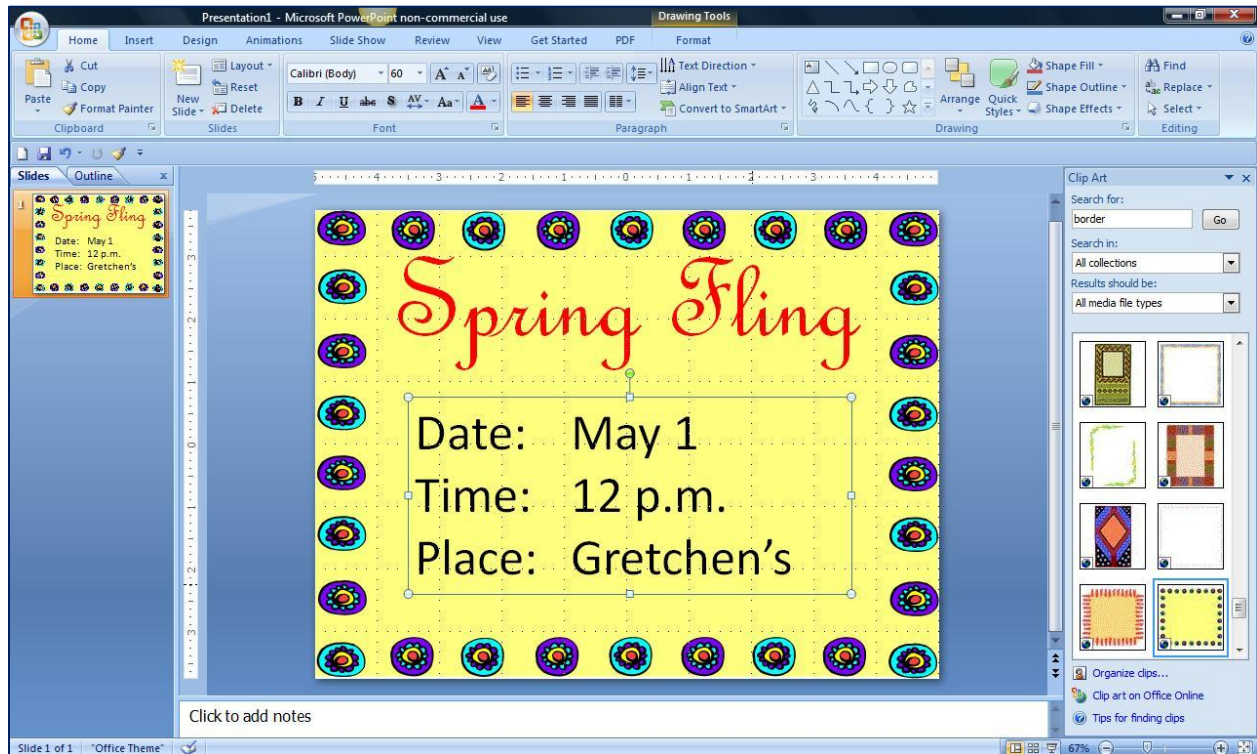
PowerPoint 2007: Adding Borders -- continued

12. Some borders fit perfectly; others need tweaking. The border pictured above will need to be stretched. Click the picture to see handles.
13. Position the cursor on the diagonal handles. The cursor will appear as a two-headed arrow ↕
14. Hold down the left mouse button and drag the cursor to the right or left corner of the paper.



If you want to move the border around, position the cursor until it looks like a four-headed arrow, hold down the left mouse button and drag the image around the paper.

15. You may have to grab a side handle and drag it to the end of the paper.



16. To type, add text boxes.