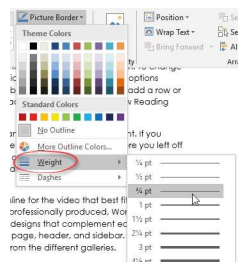




# Images - Working with Borders

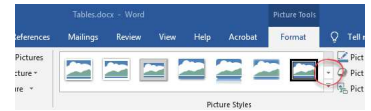
## How do I create a border around my graphic?

1. Click the image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Picture Border' drop down menu.
4. Choose a colour for your border by selecting a colour from the options displayed.
5. Click the 'Picture Border' drop down menu.
6. Alter the width of your line by clicking 'Weight' and choosing a thickness for your border.

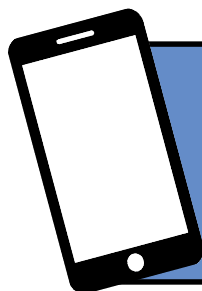


## How do I change the picture style?

1. Click the graphic to select it.
2. In the 'Picture Tools, Format' ribbon select one of the styles. (Click the drop down menu for more options.)



As you move your cursor over each of the styles, your image updates providing a preview of how it will look if that option is selected.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://www.ictsupport.key.org.uk)