Bottom Page Border Will Not Print?

If your bottom page border fails to print properly, follow these steps:

- 1. With your cursor flashing somewhere on the page, click on Format on the Menu Bar.
- 2. Choose Borders and Shadings . . .
- 3. Click on the Page Border tab.
- 4. Choose a setting (Box, Shadow, 3D, etc.).
- 5. Click on Options . . .
- 6. On the Borders and Shading page, choose to Measure from: Text.
- 7. Check the Options to be sure there are check marks beside *Always display in front*, *Surround header*, and *Surround footer* (See below).
- 8. Click on OK, and OK again.

Your page border should successfully print on all four sides.



