

How To Add A Border In Google Docs

In this tutorial, you will learn how to add a border in google docs.

How To Add A Border In Google Docs

Adding borders to your documents can be a great way to make them look more professional and visually appealing. Borders can also be used to give attention to certain pages or paragraphs of text in your document.

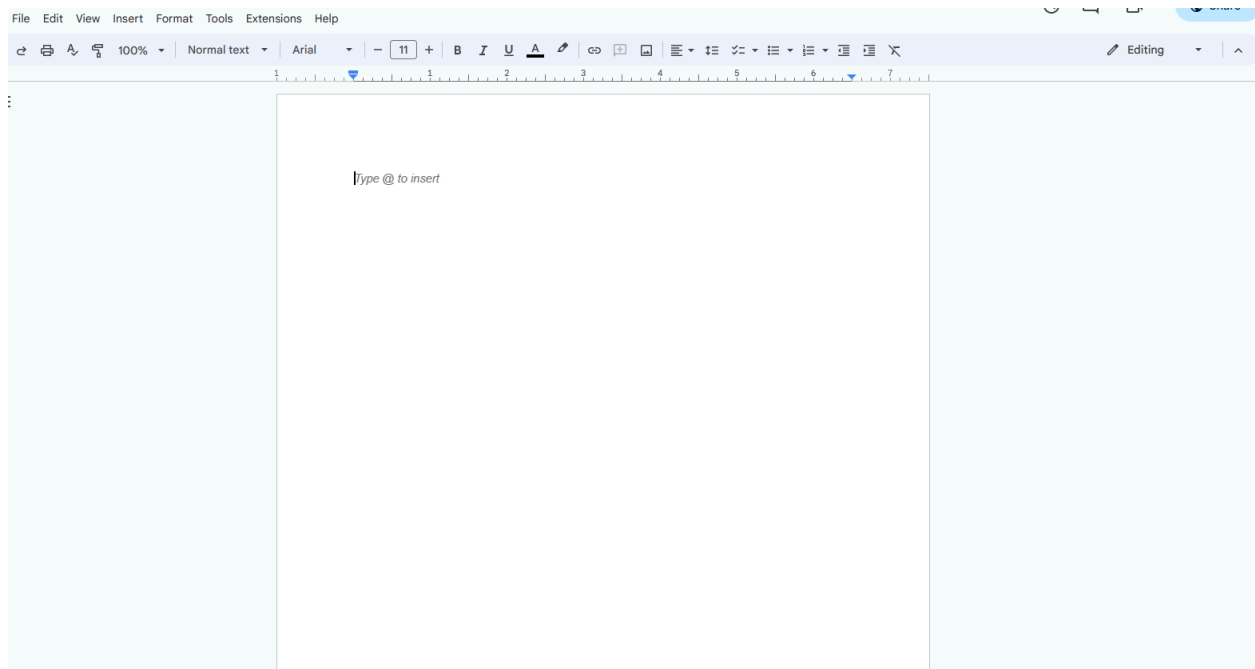
In this guide, we will show you how to add a border in Google Docs. We'll show you how to add a border using the table tool, drawing tool, and through your document's border and shading options.

How to Insert a Border in Google Docs

Here's our step-by-step guide on how to insert a border in google docs.

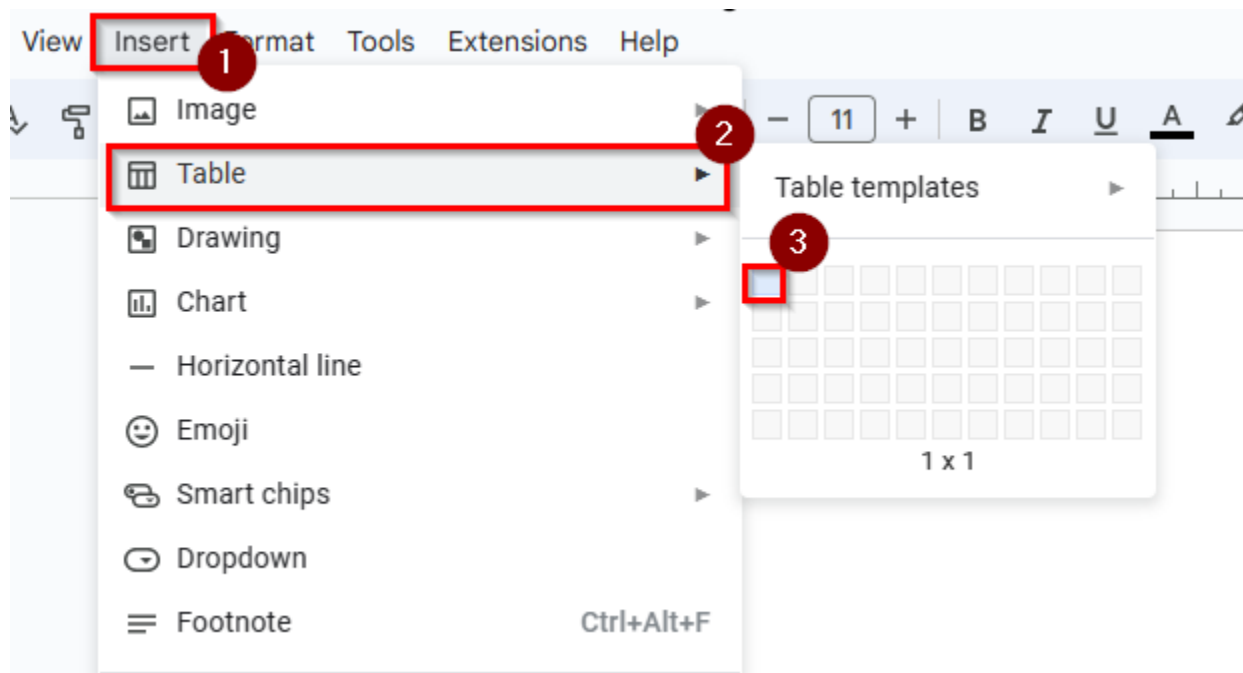
Step 1

First, open the document that requires a border.



Step 2

Click on Insert > Table and create a new 1x1 table.



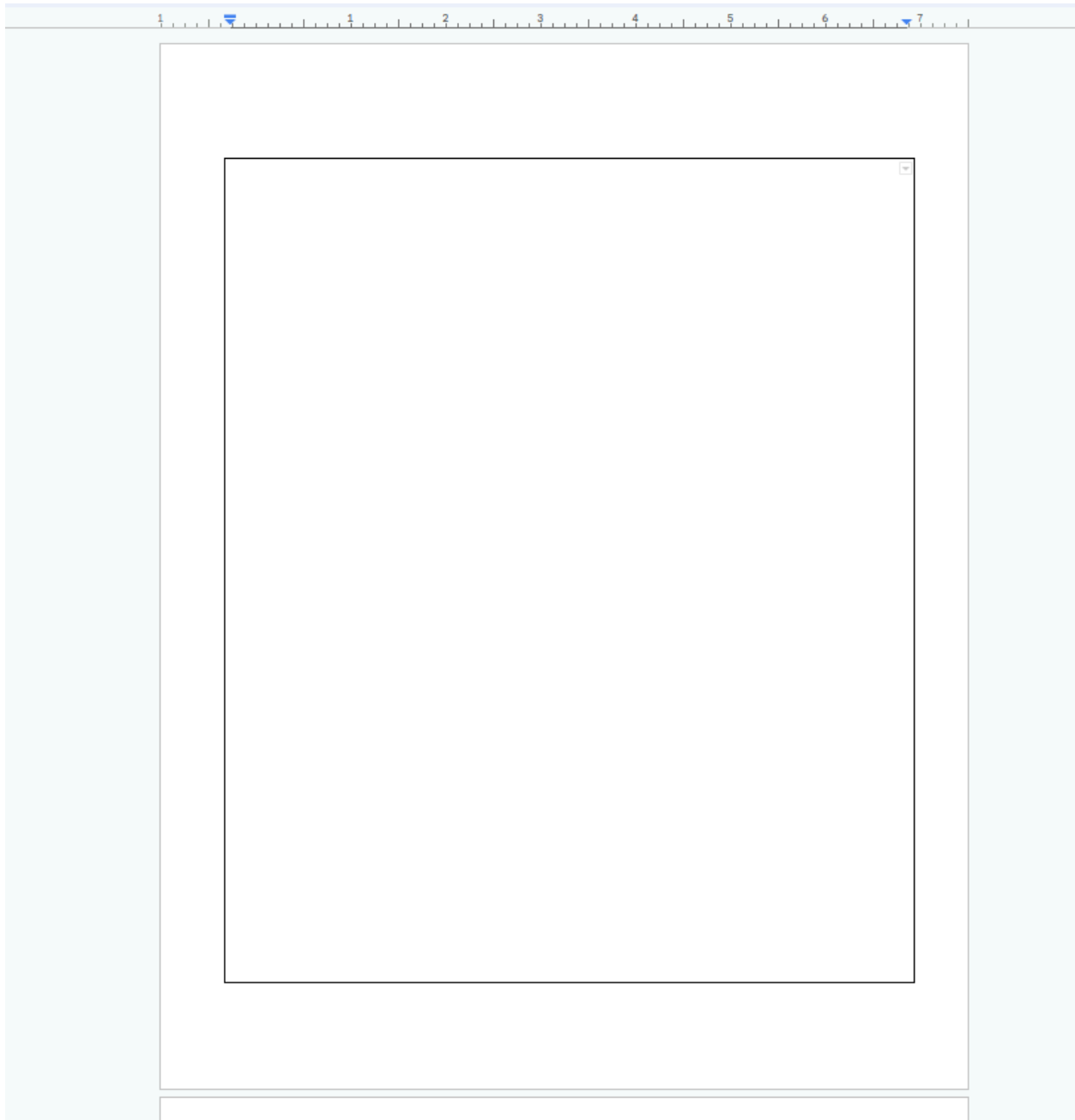
Step 3

The 1x1 table should now appear in your document.



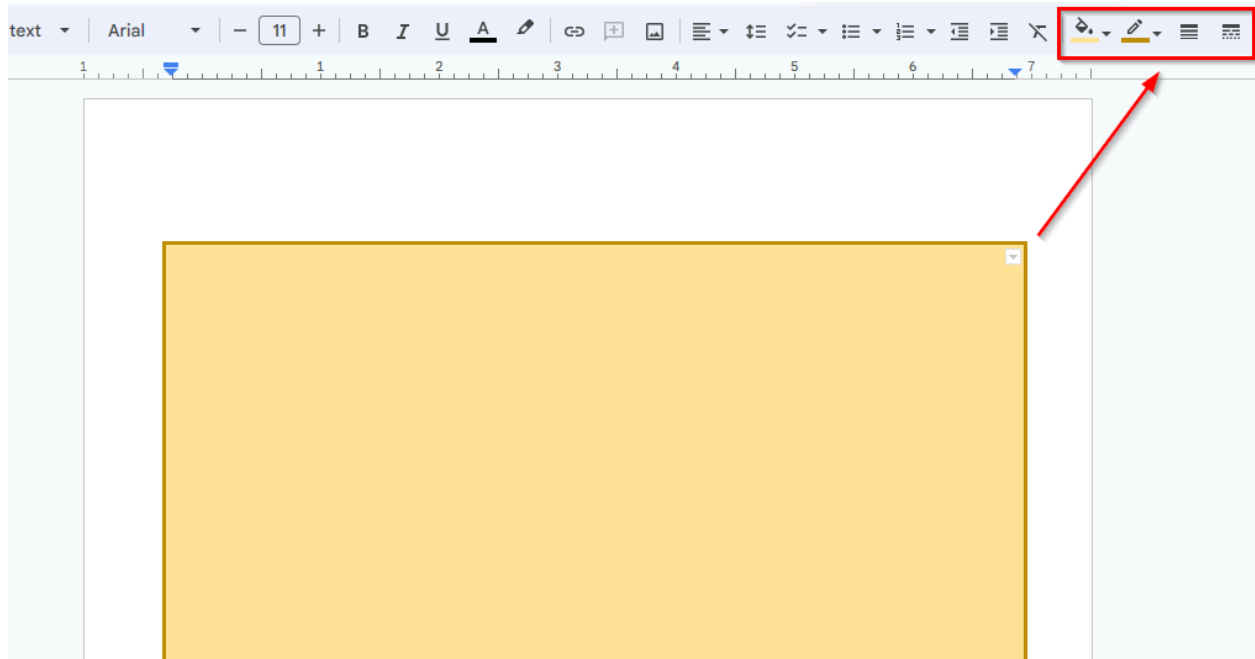
Step 4

Use your cursor to drag the bottom of the 1x1 cell downward. Keep dragging until the 1x1 cell fills the entire document.



Step 5

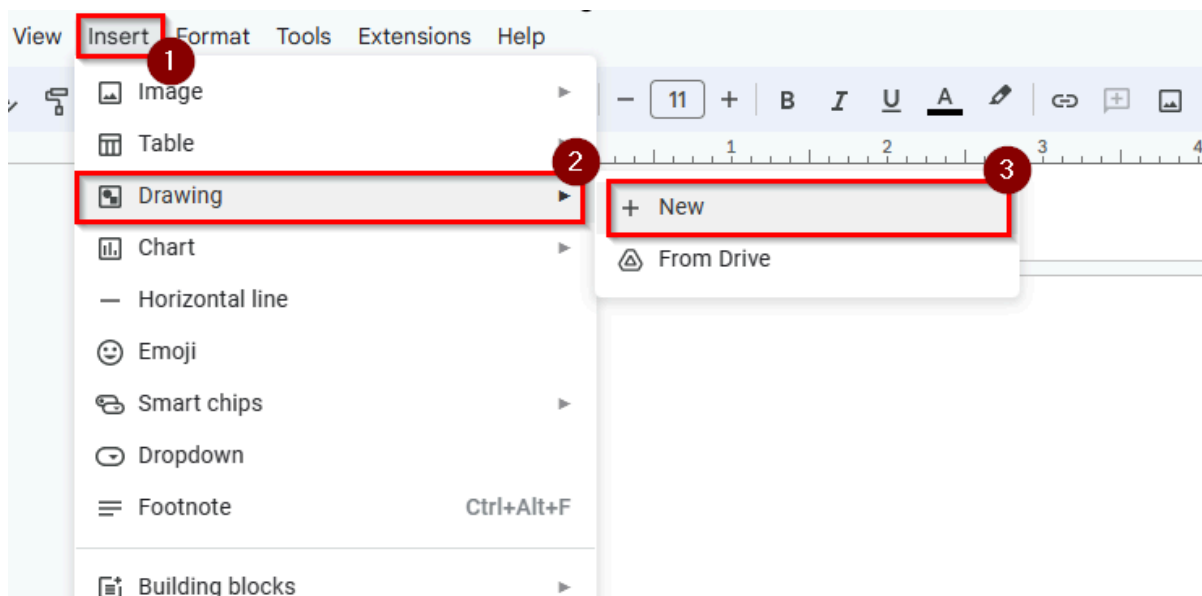
We can use various formatting options on the 1x1 cell. For example, we can change the border color, border thickness, and even the background color of the cell.



Step 6

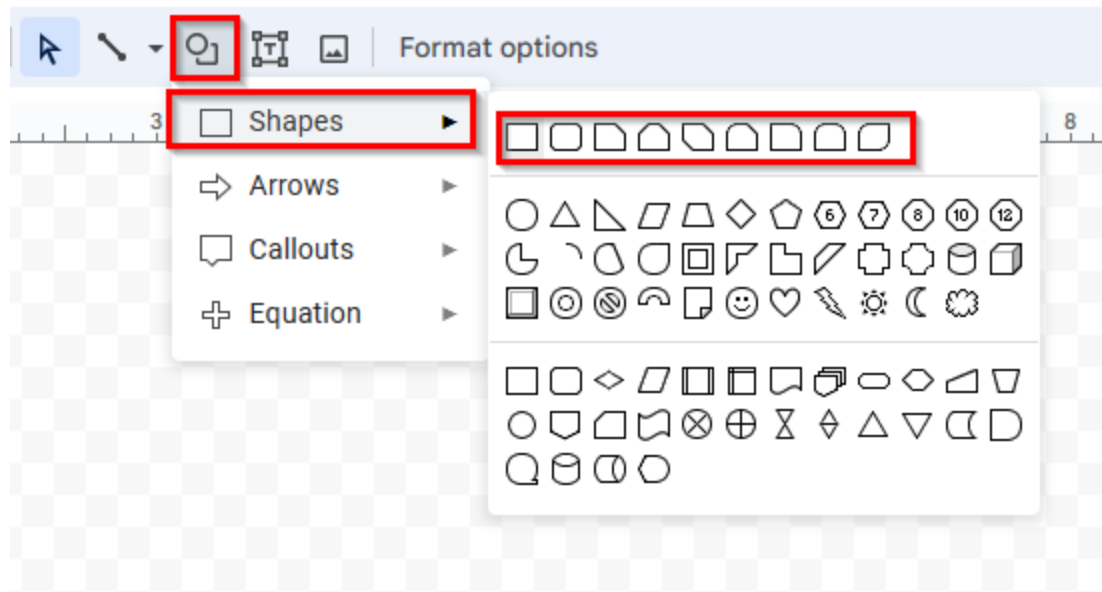
Another way to add a border is through the Drawing tool.

To add a new drawing, click on Insert > Drawing > New.



Step 7

In the Shapes icon, select any rectangular shape to add it to the checkered canvas.



Step 8

We can add our desired text to our rectangular shape and insert it into our document.

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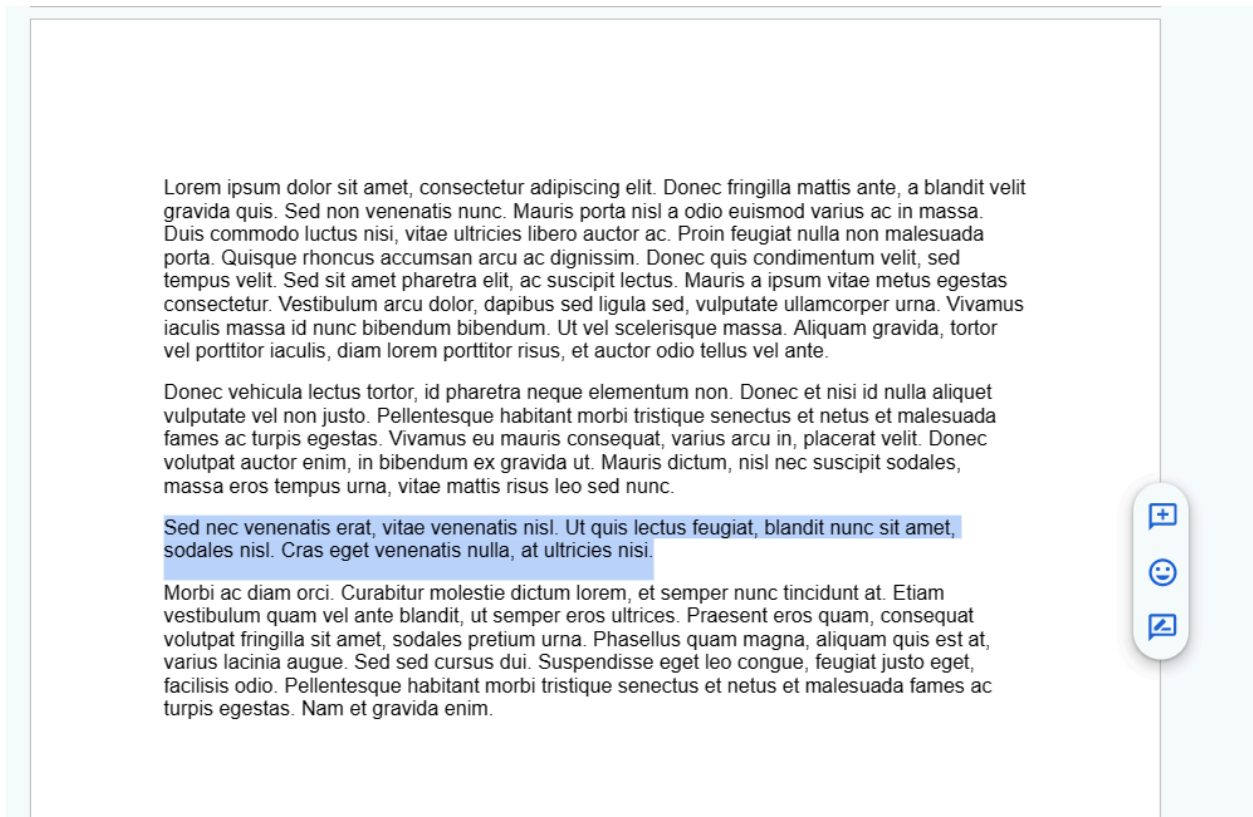
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Step 9

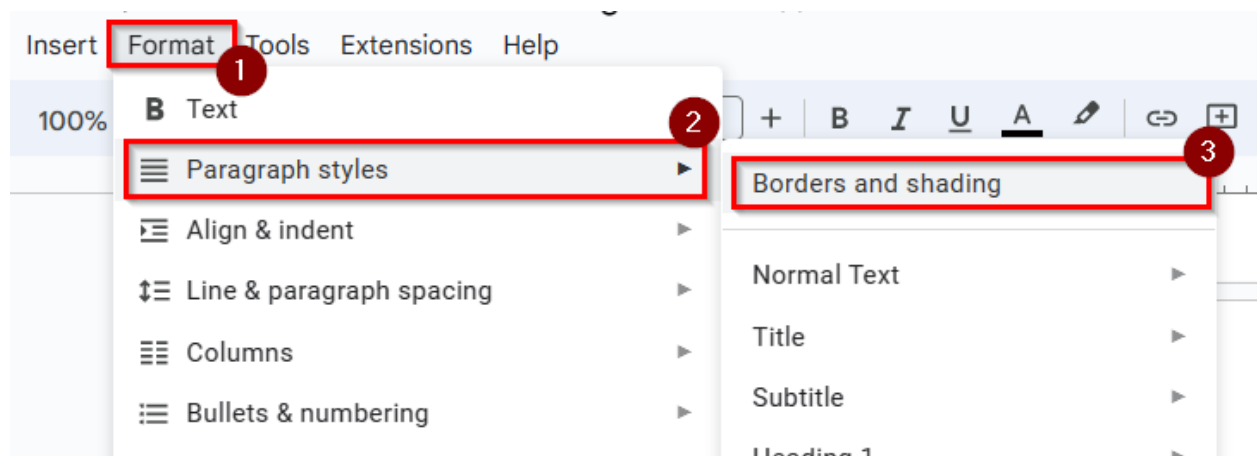
Besides adding a border around a page, we can also add a border around a specific paragraph as well.

First, select the paragraph you want to add a border to.



Step 10

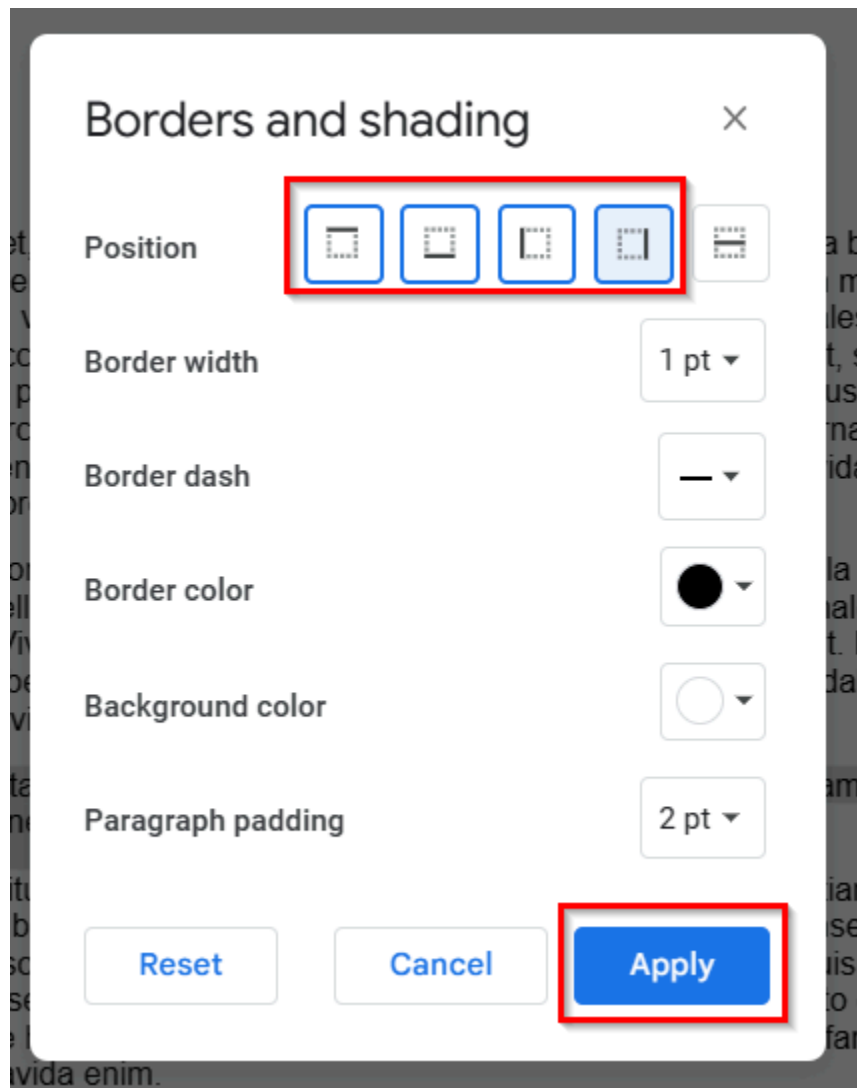
Click on Format > Paragraph styles > Borders and shading.



Step 11

In the Position section, check the first four boxes to add a border to the top, bottom, left, and right side of the paragraph.

Click on Apply to proceed.



Step 12

The selected paragraph should now have a border around it.

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The user can also change the border's color, background color, and style.

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Summary

This guide should be everything you need to learn how to add a border in google docs.

You may make a [copy of this sample document](#) to test it out on your own.