

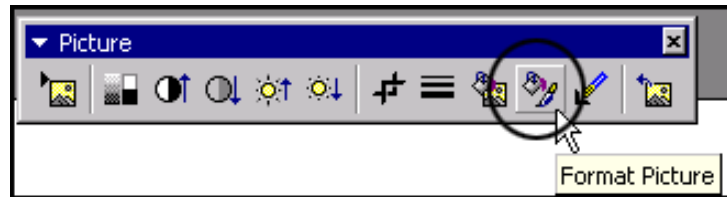
User Services

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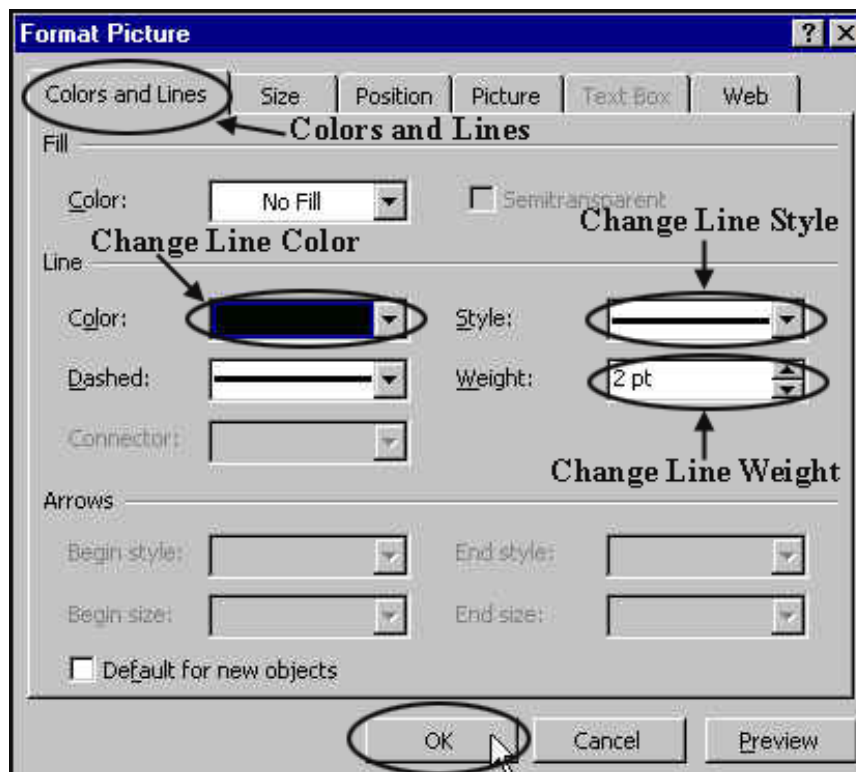
Adding a Line Around a Picture in Microsoft PowerPoint 2000®

In PowerPoint 2000, some pictures that have been inserted look best with a border around the picture. A border can be added automatically by following the steps below.

1. **Select** the picture. The Picture Toolbar will appear. If the picture toolbar does not appear, right-click on the picture and select **View Picture Toolbar** from the menu.
2. Click on the **Format Picture** button on the **Picture Toolbar**.



3. The **Format Picture** dialog box will appear. Click on the **Colors and Lines** tab. Select the **Color, Style and Weight** of the line. When completed, select **OK**.



4. A line formatted with the specifications made in the Format Picture dialog box will appear around the picture.

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