

Shared Borders

A shared border is a border that is the same on every page of your site. It can be at the top, bottom or side of your page. When you make a change to the shared border on one page, it will automatically update this change on every page. Many sites use a shared border to make navigation through the site easier.

- Click on **FORMAT** to **SHARED BORDERS**.
- Click on **ALL PAGES**.
- Click where you would like your shared border to appear.
- Click **OK**.
- Click inside the shared border box and type in the text you would like to appear on every page.