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Border Settings

About

Borders have a default style which can be altered using the Border settings for each type of Border.

An annotated diagram showing what each customisable setting does is available at the end of this document.
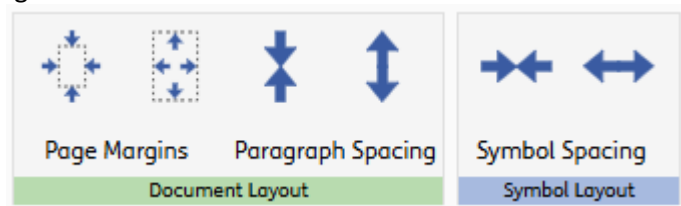
Notes

Altering the **Page Margin Properties** in the **Page Border Settings** will alter the margins for the entire document, including on pages where the Border isn't present. This is a document wide setting.

Paragraph Spacing is also a document wide setting.

Symbol Spacing is a line by line setting.

All these settings can be managed through the layout buttons found in the Borders section of the toolbar.
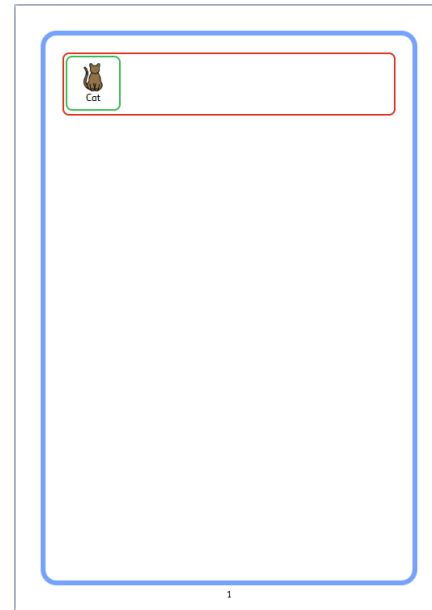

Tips

If you want to add a blank symbol Border to allow for tick boxes, for example. You can type "blank" and make the text white, making the Border appear empty.
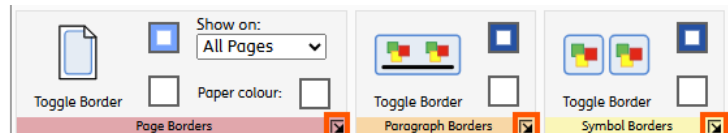
Default Borders

1. By default, enabling all the Borders will provide you with a **Page Border**, a **Paragraph Border** and a **Symbol Border**.

2. You can alter any of these Borders by clicking the arrow button in the bottom right of the Border section.

Page Borders

1. Within the **Page Border Settings** you can alter:
   a. Border Colour

   b. Border Background (colour)

   c. Border Thickness

   d. Border Radius (how curved the corners are)

   e. Border Style (Solid, dashed, etc.)

   f. Show on:
      i. All Pages
      ii. First Page
      iii. Last Page
      iv. First and Last Page

   g. Border Offset (the gap between the Border and the edge of the page)

2. You can also alter the **Page Margin Properties** here, this is the margin between the document and the text, not the Border.

Note:
Changing the **Page Margins** will apply to all pages.

Paragraph Borders

1. Within the Paragraph Border Settings you can alter:

    a. Border Colour

    b. Border Background (colour)

    c. Border Thickness

    d. Border Radius (how curved the corners are)

    e. Border Style (Solid, dashed, etc.)

    f. Paragraph Padding (the gap between the paragraph Border and the symbol within)

2. The **Global Paragraph Spacing** option can also be edited here, this is the spacing between paragraphs.

Note:
Changing the **Global Paragraph Settings** will apply to all pages.

Paragraph Border Settings ✕

Paragraph Border Properties

Border Colour

Border Background

Border Thickness	2.5	mm
Border Radius	0.1	mm
Border Style	Dotted ▾	
Paragraph Padding	10	mm

Global Paragraph Settings

Paragraph Spacing	15	mm

OK   Cancel

Symbol Borders

1. Within the Symbol Border Settings you can alter:

   a. Border Colour

   b. Border Background (colour)

   c. Border Thickness

   d. Border Radius (how curved the corners are)

   e. Border Offset (how far away the symbol Border is from the symbol)

   f. Border Style (Solid, dashed, etc.)

   g. Symbol Spacing (how far apart symbols are from each other)

Symbol Border Settings ✕

Symbol Border Properties

Border Colour	[green]
Border Background	[orange]
Border Thickness	1.6 mm
Border Radius	15 mm
Border Offset	0 mm
Border Style	Solid
Symbol Spacing	5 mm

OK   Cancel

Example Border

1. To the right is an example document with some Border Settings altered.
   a. Page Border Changes:
      i. Border Thickness: 8mm
      ii. Border Radius: 0mm
      iii. Border Style: Ridge
      iv. Border Offset 15.2mm
   b. Paragraph Border Changes:
      i. Border Thickness: 2.5mm
      ii. Border Radius: 0 mm
      iii. Border Style: Dotted
      iv. Paragraph Padding: 10mm
   c. Symbol Border Changes:
      i. Border Radius: 15mm
      ii. Border Offset: 1mm
      iii. Symbol Spacing: 10mm