



Borders

About

Borders can be used to enhance the layout for specific symbols, paragraphs or pages. This can be useful under certain circumstances, particularly in cases where you want emphasis on a certain part of a document or wish to visually enhance the layout and presentation of a resource.

Notes

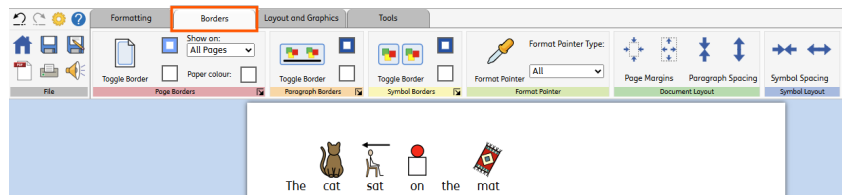
Borders can only be used within the document editor – not templates. To create a new blank document click on the **Create a Document** button.

To include multiple lines of text in one **Paragraph Border**, press **Shift+Enter** at the end of each line.

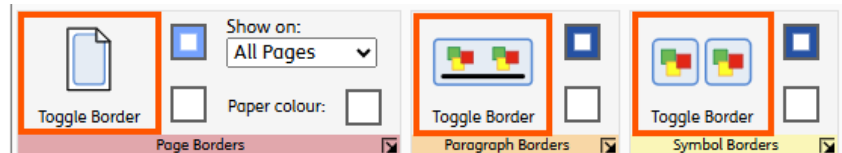
A full annotated diagram of the toolbar is available at the bottom of this document.

How to use Borders

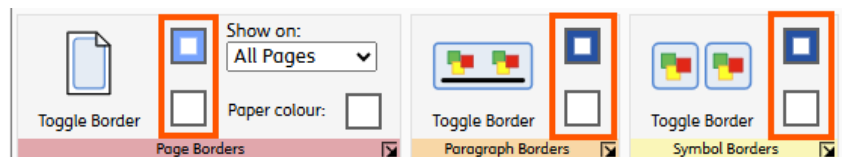
1. To begin using Borders in your document, click the **Borders** tab on the top of your document.



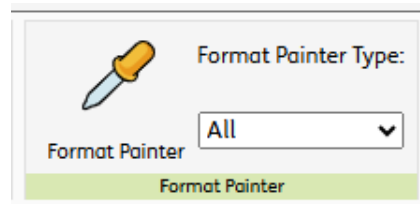
2. You can enable the Border on your document, paragraph or word by clicking the **Toggle Border** button. This will apply the Border to where your cursor is located.



3. Once a Border has been applied to the document, you can change the **border colour** and **background colour** with the change colour buttons.



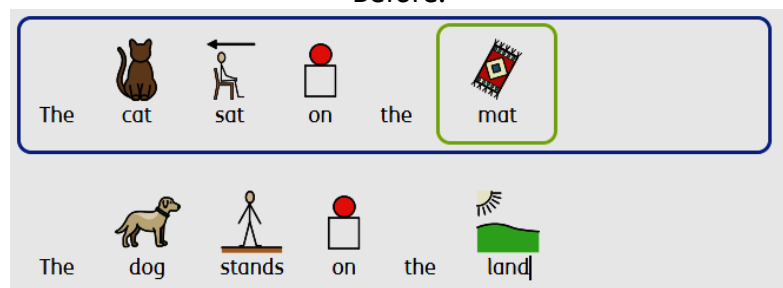
4. If you want to reuse the same Border style in a different part of your document, you can copy the Border to another part of the document using the **Format Painter**.



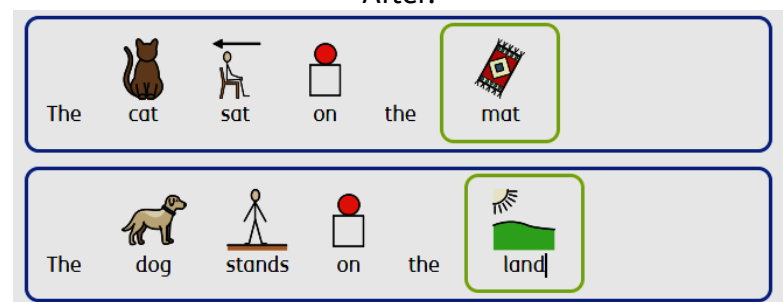
To begin using the **Format Painter**

1. **Highlight** what you want to copy
2. Click **Format Painter**
3. **Highlight** where you want to copy the formatting to
4. Click **Format Painter** again

Before:



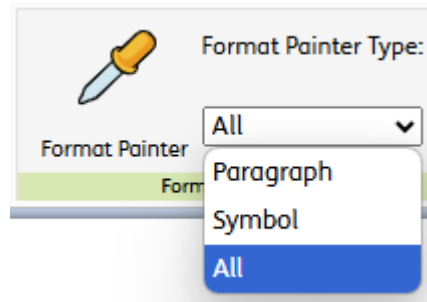
After:





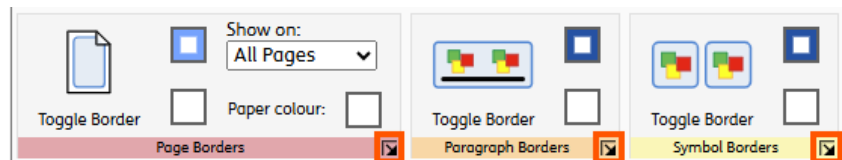
Note:

If you only want to copy the **Paragraph style** or the **Symbol style**, change the **Format Painter** from **All** to **Paragraph** or **Symbol**.



Border Styling

1. You can change the styling of the Borders by clicking the arrow in the bottom right of the **Page**, **Paragraph** or **Symbol Borders** sections.



2. Changing the **Page Border Styling** will allow you to change several aspects, including colour, Border thickness and corner sizing, the type of Border, and the margins.

Page Border Settings x

Page Border Properties

Border Colour

Border Background ☐

Border Thickness mm

Border Radius mm

Border Style

Show on

Border Offset mm

Page Margin Properties

Top Margin

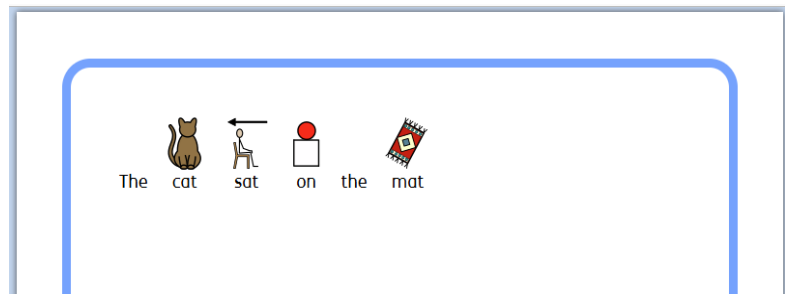
Right Margin

Bottom Margin

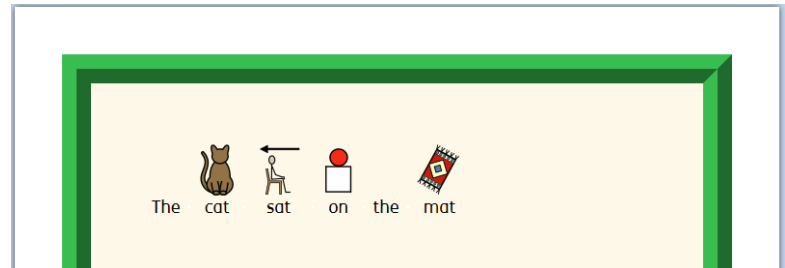
Left Margin

OK Cancel

3. By default, the **Page Border** will look like the image on the right.



4. Altering the default options can result in many different variants in layouts. An example is shown below the default.



5. Both the **Paragraph and Symbol Borders** can be altered too.

Paragraph Border Settings ✕

Paragraph Border Properties

Border Colour



Border Background



Border Thickness mm

Border Radius mm

Border Style ▼

Paragraph Padding mm

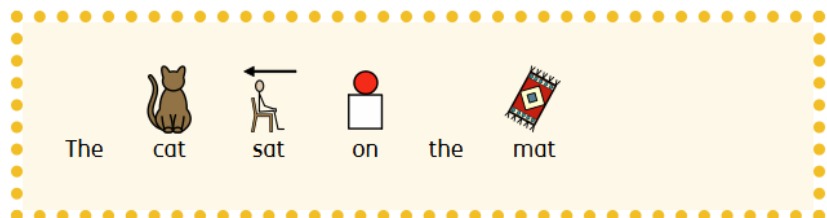
Global Paragraph Settings

Paragraph Spacing mm

OK

Cancel


6. Editing a specific **Paragraph Border** allows you to alter the look of a sentence.




7. In a similar way, you can then alter specific **Symbol Borders** within a Paragraph or Page Border.

Symbol Border Settings ✕

Symbol Border Properties

Border Colour 

Border Background 

Border Thickness mm

Border Radius mm

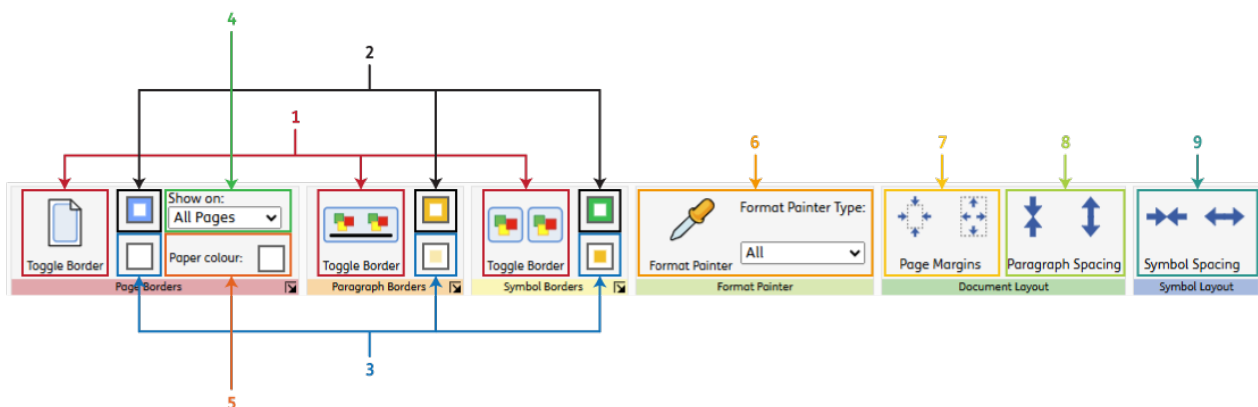
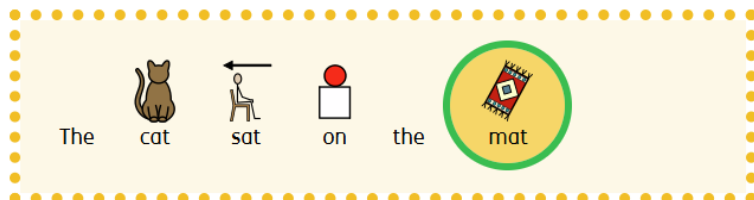
Border Offset mm

Border Style ▾

Symbol Spacing mm

OK Cancel

8. Customising Borders differently allows you to have Borders highlighting different parts of a Page, Paragraph or Symbol.



1. Toggle Border for Page, Paragraph, Symbol
2. Toggle Border Colour
3. Toggle Border Background Colour
4. Choose which pages Page Border applies to
5. Change Page Colour

6. Format Painter
7. Change Page Margins
8. Change Paragraph Spacing
9. Change Symbol Spacing