

Defining borders and backgrounds

You can apply borders and backgrounds to many elements in Writer. Paragraphs, pages, frames, sections, page styles, paragraph styles, character styles, and frame styles can include both borders and backgrounds. The dialog pages for borders and backgrounds are similar in each case. To illustrate their use, we will define a border and background for a frame.

Tip

Page backgrounds fill the entire page (sheet of paper), but page borders surround only the area within the margins, including the header or footer (if any exist).

Tables of data can also have borders and backgrounds, although the choices for background are limited to Color or Bitmap. See Chapter 13, Tables of Data, for details.

Adding a border

To begin, select the frame, right-click, and choose **Properties** in the context menu. Select the *Borders* tab (Figure 142).

Borders have three components: where they go, what they look like, and how much space is left around them.

- **Line Arrangement** specifies where the borders go. Writer provides five default arrangements but you can click the line you want to customize in the User-defined area to get exactly what you want. Each line can be individually formatted.
- **Line** specifies what the border looks like: the style, width, and color. Each parameter has a number of attributes to choose from. The attributes selected will apply to those borders highlighted by a pair of black arrows in the *User-defined* thumbnail on the left side of the dialog.
- **Padding** specifies how much space to leave between the border and the contents of the element. Spaces can be specified to the left, right, top, and bottom. Select **Synchronize** to have the same spacing for all four sides.
- **Shadow Style** properties always apply to the whole element. A shadow has three components: where it is (Position), how far from the element it is cast (Distance), and what color it is.

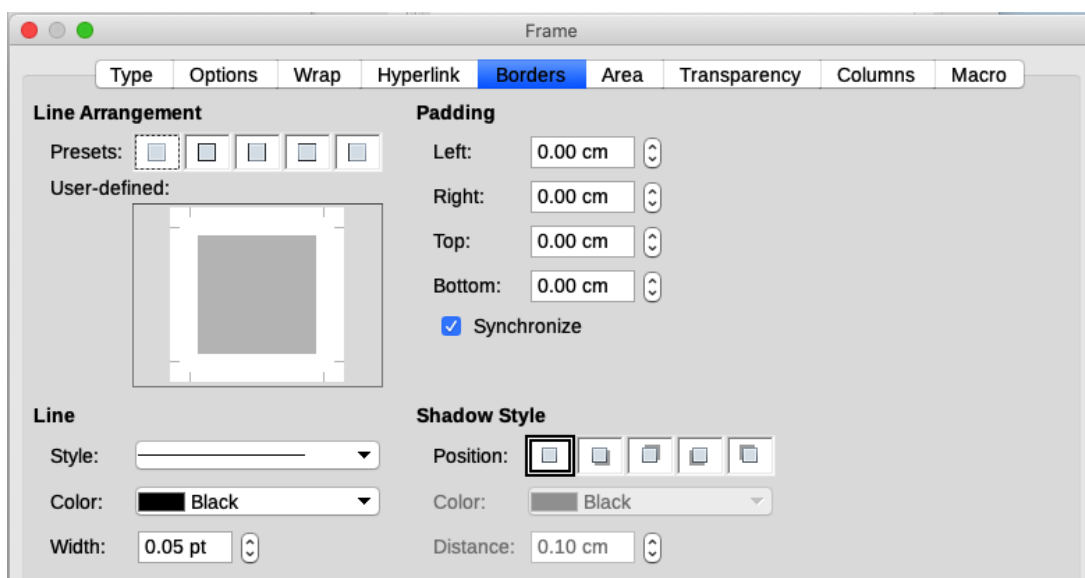


Figure 142: Frame dialog: Borders page