

✓ Note

If the paragraph has been indented from the right or left margin, the background color is not applied to the area of the indent. To extend the color to the margin, use a frame, table, or other method; see Chapter 6, *Formatting Pages: Advanced*.

Settings on the Paragraph dialog

The paragraph dialog includes several more tabs: *Tabs* (covered in “Setting tab stops and indents” on page 85), *Borders*, *Drop Caps*, *Area* (more choices than just color), *Transparency*, *Text Flow*, and *Outline & Numbering*. For more information, see Chapter 8, *Introduction to Styles*, and Chapter 9, *Working with Styles*.

Borders

Borders are useful for setting a paragraph off from the surrounding text, to include digressions from the main topic. For example, the Tips, Notes, and Cautions in this book use a border below the text.

You can add borders to any combination of top, bottom, and sides of paragraphs. You can choose the style (solid, dotted, dashed, doubled), width, and color of the lines; these choices apply to all borders on a paragraph. The spacing from each line to the paragraph’s contents can be set individually for the top, bottom, left, and right.

On this dialog you can also choose to apply a shadow to a paragraph; “distance” refers to the width of the shadow.

Select the Merge with next paragraph option to suppress top or bottom lines when the indent, border, and shadow styles of the next paragraph are the same as the current paragraph.

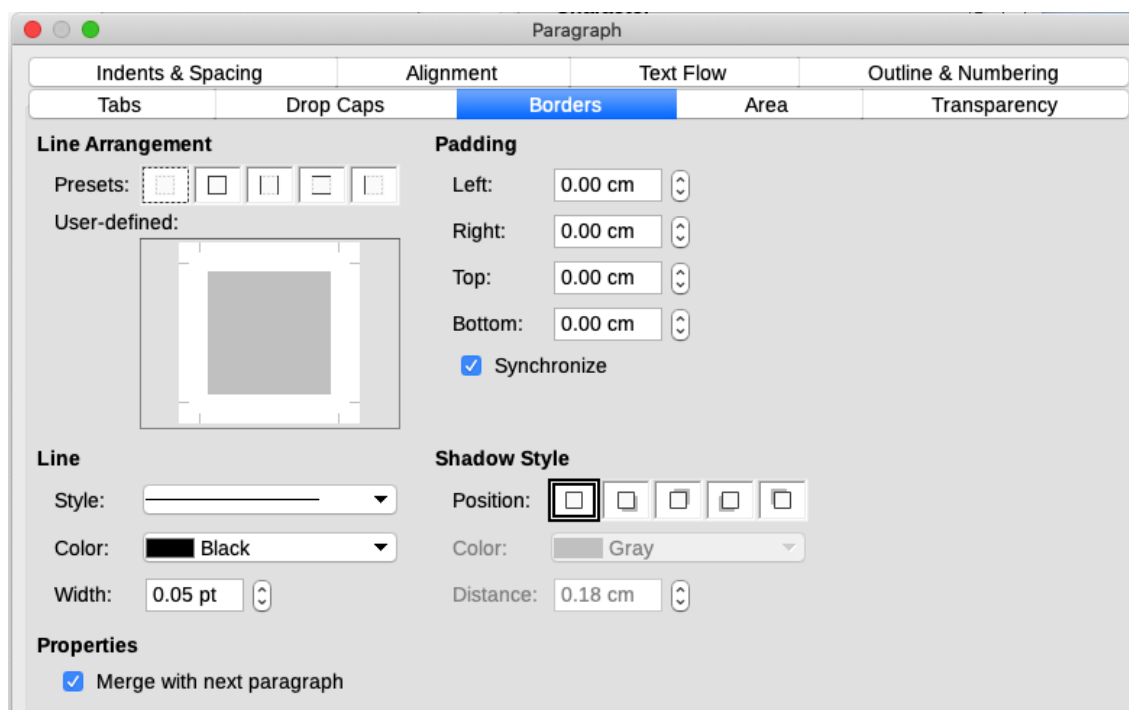


Figure 67: Options for paragraph borders

Drop caps

Drop capitals are enlarged letters that mark the start of a new chapter or section. To improve consistency, they are best set up in a paragraph style that you apply to the relevant paragraphs. See Chapter 9, *Working with Styles*, for details.