

## Area and Border tabs

The *Area* and *Border* tabs are described in detail in Chapter 6, *Formatting Pages: Advanced*. Use the *Area* tab to apply a background (covers the entire page, including the margins) or the *Border* tab to draw a border around the text area of the page (inside the margins). You can also add a shadow to the text area.

## Header and Footer tabs

You can associate a different header or footer with each page style. This property makes it easy to have different headers on left and right pages, to avoid headers on pages at the start of a new chapter, and so on. You can also have a different header or footer on the same page style where it is used for the first page of a document.

If you choose a *Mirrored* or *Right and Left* page layout on the *Page* tab, you can specify a different header for left or right pages even if you use a single style for both. This option is not available on the predefined *Left Page* and *Right Page* page styles or on any other page style defined to be a left or right page only.

The *Header* and *Footer* tabs are described in detail in Chapter 5, *Formatting Pages: Basics*.

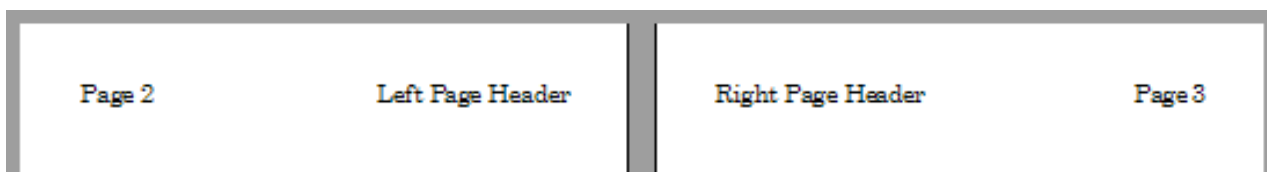


Figure 221: Different content on left and right pages

## Columns tab

Use the *Columns* tab to create the column layout for the page style. It has three sections: *Settings*, *Width and Spacing*, and *Separator Line*. Choose the desired number of columns. If you select more than one column, the *Width and Spacing* section and the *Separator Line* section become active. You can use the predefined settings (equally spaced columns) or deselect the **AutoWidth** option and enter the parameters manually. When you work with multiple columns per page, you can also fine tune the position and size of a separator line between the columns.

## Footnote tab

Use the *Footnote* tab to adjust the appearance of the footnotes. See Chapter 5, *Formatting Pages: Basics*, for details.

## Working with list styles

List styles (also called numbering styles) work together with paragraph styles. They define indentation, alignment, and the numbering or bullet characters used for list items. You can define many list styles, from simple bulleted lists to complex multi-level (nested) lists.

As with other styles, the main reasons for using list styles are consistency and speeding up your work. Although you can create simple lists quickly by clicking the **Toggle Numbered List** or **Toggle Bulleted List** icons on the Formatting toolbar, and create quite complex nested lists using the icons on the Bullets and Numbering toolbar, the appearance of the resulting lists may not be what you want, and you might want to have more than one style of list. You can use the Bullets and Numbering choice on the Format menu to manually format the appearance of some or all of the lists, but if you later need to change their appearance, you will have a lot of manual work to do.

See Chapter 12, *Lists: Tips and Tricks*, for details on how list styles and paragraph styles work together.