INSTRUCTIONS FOR USING DECORATIVE BORDER FONTS

1. Once you get used to making borders with Decorative Borders fonts you will find it very easy to create beautiful borders. The Decorative Borders Keyboard Template that comes with each font will help you to locate characters.

2. Keyboard characters are grouped together, these groups of characters will produce different borders. A group usually consists of 1, 4, 6, 8 or 12 keys with 1 and 8 being the most common, these numbers do not include the space key. One of these groups consists of the capital letters R, T, Y, F, H, V, B, N and the Space Key. By placing these characters in the right order and adjusting the leading of the font, you can create a beautiful border.
See below example:

R	T	T	T	T	T	T	Y
F	SPACE	SPACE	SPACE	SPACE	SPACE	SPACE	H
F	SPACE	SPACE	SPACE	SPACE	SPACE	SPACE	H
F	SPACE	SPACE	SPACE	SPACE	SPACE	SPACE	H
F	SPACE	SPACE	SPACE	SPACE	SPACE	SPACE	H
V	B	B	B	B	B	B	N

3. Below I'll detail the creation of a border that consists of 8 keys, others will be similiar except the characters used will be different.

4. The upper left corner of the border is the capital R. Next, add the top line of the border, which is composed of 6 capital T's. The number of capital T's used for the top line of the border relates to the point size of the border and the actual physical size of the border. After typing a few characters I usually pick the point size that I want for the border, for this example I'll be using 30 points.

5. This is also a good time to set the leading of the font. If you are using PageMaker the leading must be set to the same size as the point size of the type. For this example the leading is set to 30 points the same as the type size.

6. Each program uses a different method of setting leading. In CorelDraw the leading is set by % of Character Height. In CorelDraw this setting would be about 95%. You may have to experiment with each program to find the setting that will bring each line together just enough so the bottom of one line just touches the top of the next line. If after printing the border you still have a white space between lines, the leading has to be decreased a little more. Sometimes the monitor will show a space between lines, adjust the line spacing so that when the border is printed there will be no space between lines.

7. The smaller the point size the more capital T's you must use. The larger the point size the lesser amount of capital T's will be needed. The upper right corner is made from the capital Y. After the capital Y press the Enter key to insert a carriage return.

8. The second line starts with a capital F and then insert 6 blank spaces. This line ends with a capital H and then press the Enter key.

9. This second line is then copied into the clipboard and pasted to create as many lines that are needed. For this example a third, fourth and fifth line are pasted, making a total of 4 lines that create the sides of the border.

10. The bottom left corner of the border is created by typing the capital V. The bottom line consists of 6 capital B's and the bottom right corner is made from a capital N.

11. If after printing the border the width is not exactly the size you want you can add or subtract an equal amount of characters from each line to make the width that you want. Also if the height is not correct you can add or subtract a line to adjust the height of the border. After completing the border print the sample border.

13. Changing the point size and the number of characters horizontally, adjusts the width of the border.

14. Changing the point size, leading and the number of horizontal lines, adjusts the height of the border.

15. Use the Decorative Borders Keyboard Template that comes with each font and experiment, you can create unlimited size and style variations of Decorative Borders.

16. By using the Decorative Borders 2 font with the characters from the line 2 example the below border would be created.