

### Notebook Properties

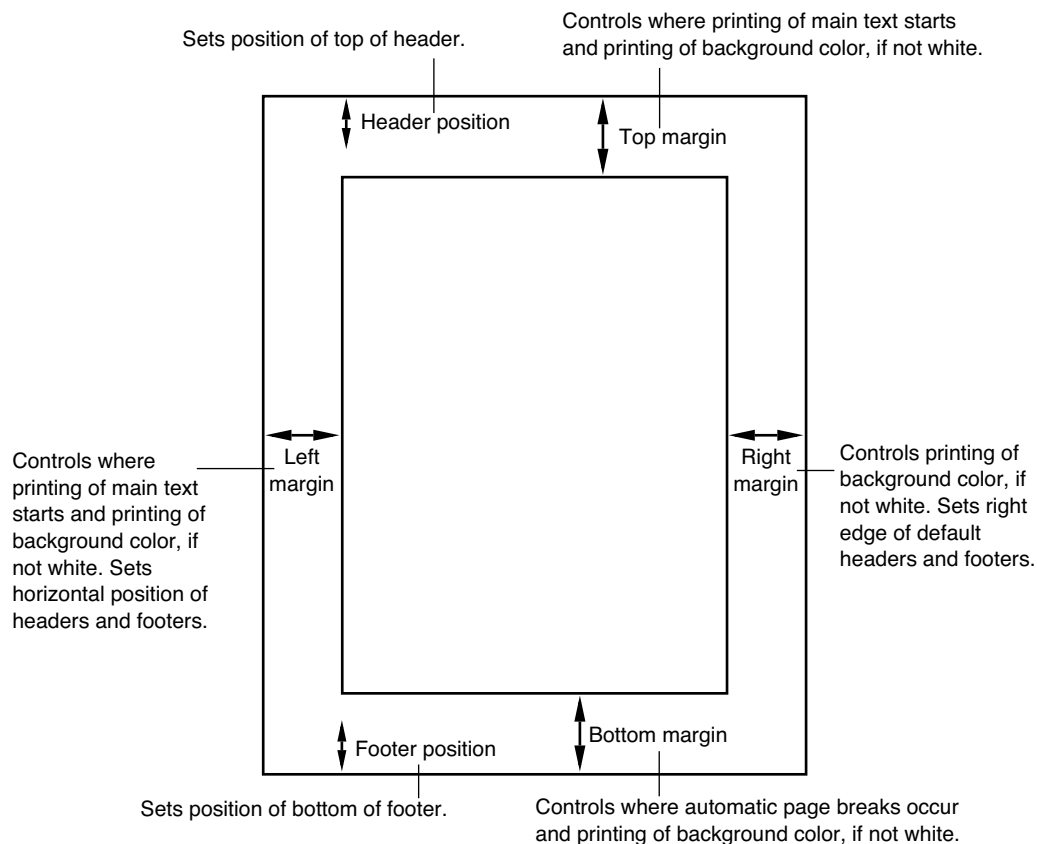
Everything in a notebook that you can control falls into one of four categories, as shown in this table.

Category	Settings
Document properties	Page margins, background color, default tab stops, headers and footers.
Paragraph properties	Paragraph margins and indents, tab stops, line alignment, line spacing, default text format.
Character properties	Font, text size, text style, text color, vertical offset.
Read/write properties	Read-only, write-protect and <code>changeableByCommandOnly</code> .

### Notebook Document Properties

To set document properties, choose Notebook→Document Settings. These are properties that apply to the notebook as a whole, such as page margins, headers, footers, background color, and default tab stops.

The next illustration shows the effects of the page margins and header and footer position settings. In addition, these settings affect the Rich Text format file which you can use to export a notebook to a word processor.



The notebook page margins override margins set via the Page Setup dialog and the `PrintSettings` operation margins keyword.

### Notebook Default Tabs

The default tab width setting controls the location of all tab stops in plain text notebooks and of all tab stops after the last explicit tab stop in formatted notebooks. You set this using the Document Settings dialog in the Notebook menu or using the Notebook operation `defaultTab` or `defaultTab2` keywords.