

5 paragraph / grid studies 2 : marking paragraphs, lists

We've done paragraph studies using Paragraph styles, in which we were concerned with even gray text areas, even rags (where unjustified text).

Now a little more with paragraphs, again using Paragraph Styles.

Paragraphs involve breaking text down into units. The means include:

How is this done?

the work —

11 × 17 (tabloid sheet) : two sheets, three columns each.

Using the Gertrude Stein text, break it into paragraphs, and indicate paragraphs with each of the above means, one column each (needn't extend to bottom of page).

Think of this as “pointing” the text, as if you were reading a Medieval manuscript, providing your own reading hints as you went along.

Each should be governed by a paragraph style.

- 1 indent and line break
- 2 line break and additional “space after”
- 3 outdent involves indent entire paragraph, and negative indent for first line (in style sheet)
- 4 no indents, but symbols, e.g., ¶ or ■
- 5 list (using figures)
- 6 list (using symbols)

for lists, Cohen p72

indents : left indent, first line indent (for example, left indent **1p0**, but first line indent **-1p0**).

Remember to use a positive first-line indent (e.g., .5 inch), plus a negative first line indent (thus, -0.5 inch). Place a decimal tab (if you're using periods after number), or a right-align tab in between these. Enter material thus : tab, number, decimal point (if any), tab, text.

In fact, one could arrange a multi-column grid with no margin gutters, but gutters handled by paragraph indent settings (left and right).

Where is this heading?

Redesign of a form.

for Wednesday —

Bring in a typeset list, possibly with hierarchies of information (e.g., a Table of Contents, or an Index).

Bring in an example of a form/questionnaire, tax return, etc etc. on Wednesday. Ideally, a copy for everyone. Be prepared to discuss what works and doesn't work so well with your form.