

LESSON 46

Boxed ruled display with the heading the longest line Study this display. It is to be typed on a sheet of A5 paper (210 x 148 mm).

English Towns	French Towns
London Bristol Coventry	Paris Brest Bordeaux

- Step 1** Leaving one space before and after the vertical lines, set the left margin and tab points.
- Step 2** Calculate the starting point down the sheet. If you use the roller and half space method turn the roller towards you one 'click' or half space for each of the following:
Line, space after the line, English Towns, line, space after the line, London, Bristol, Coventry and the bottom ruled line.
(If you use the calculation method count up the lines and space and take the total from 35. Divide the answer by 2. There are 9 lines and spaces in the display:
(1) Ruled line (2) Space after the line (3) English Towns (4) Line (5) Space after the line (6) London (7) Bristol (8) Coventry (9) Bottom ruled line.
The calculation is $35 - 9 = 24$. Margins = $24 \div 2 = 12$.
Turn up 13 single lines to leave 12 lines blank at the top and bottom.)
- Step 3** Type the tabulation as far as the second set of underscore points. Turn up 2 single lines after the underscore points.
- Step 4** Find the middle of the first column.
If you set the margin on the line you must tap out:
Linespace En gl is h (and the space) To wn s (and the space)
(If you set the margin at the start of the longest line (*English Towns*) tap out *En gl is h (and the space) To wn*)
- Step 5** Find the longest line in the column after the heading. Backspace once for every two letters. The longest line is *Coventry* so backspace *Co ve nt ry*
Type **London**.
- Step 6** Find the middle of the second column and backspace once for every two letters in the longest line under the heading, *Bordeaux*, before typing *Paris*.
- Step 7** Carriage return and make sure that *Bristol* and *Coventry* start at the same point as *London*, and that *Brest* and *Bordeaux* start at the same point as *Paris*.
It will save you time if you set an extra tab at these points.
- Step 8** Finish the display and rule up in ink or ball point pen.

Tabulation 15

Repeat the display on a sheet of A5 paper (148 x 210 mm) Target time: 15 mins.