

Objectives

By the end of this project you will have learned to:

1. Set up character and paragraph styles.
2. Apply styles.
3. Use tabs to align text.
4. Use the "Find/Change..." command.

Given

Fonts: American Typewriter, Book Antiqua, Clarendon

Document specifications, sample page

Required

Using the page layout program assigned by the instructor:

1. Create a document as close as possible to the sample.
2. The document must be constructed very accurately following specifications exactly.
3. Set up paragraph and character styles as noted and then apply them to the document.
4. Set up master pages as necessary for repeating information and page numbers.
5. "Print booklet" on LEGAL size paper to any color printer. Use "scale to fit" in order to fit on legal size paper. The document is letter size but you will print to legal size. Print on both sides of the paper.

When finished printing fold in half and check for proper page order.

Terminology

paragraph style

character style

The Rules of Golf

as approved by
United States Golf Association
and
The Royal and Ancient Golf Club of St. Andrews, Scotland

2009 - 2010

(There are 34 rules of golf, this booklet contains the first 8.)

Clarendon Bold 36/auto
Clarendon Roman 12/auto
Clarendon Roman 24/auto
Clarendon Roman 11/auto

align center (hor. and vert.)
text frame at top margin line
frame height = 2.75"

text frame 3 pt. "thick - thin"

DOCUMENT LAYOUT

letter size, 12 facing pages
margins: top .75"
bottom 1"
inside .75"
outside .625"

American Typewriter 12/13

align center (horizontally)
align bottom (vertically)
text frame at bottom margin line

Produced in Desktop Publishing I
by
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THE GAME

Rule 1. The Game

1-1. General

The Game of Golf consists in playing a ball from the teeing ground into the hole by a stroke or strokes in accordance with the Rules.

1-2. Exerting Influence on Ball

No player or caddie shall take any action to influence the position or the movement of a ball in accordance with the Rules.

(Removal of movable obstruction – see Rule 24-1.)

PENALTY FOR BREACH OF RULE 1-2:

Match play - Loss of hole; Stroke play - Two strokes.

Note: In the case of a serious breach of Rule 1-2, the Committee may impose a penalty of disqualification.

1-3. Agreement to Waive Rules

Players shall not agree to exclude the operation of any Rule or to waive any penalty incurred by a breach of any Rule.

PENALTY FOR BREACH OF RULE 1-3:

Match play - Disqualification of both sides;
Stroke play - Disqualification of competitors concerned.

(Agreeing to play out of turn in stroke play - see Rule 10-2c.)

1-4. Points Not Covered by Rules

If any point in dispute is not covered by the Rules, the decision shall be made in accordance with the equity of the situation.

Rule 2. Match Play

2-1. Winner of Hole; Reckoning of Holes

In match play the game is played by holes.

Except as otherwise provided in the Rules, a hole is won by the side which holes its ball in the fewest strokes. In a handicap match the lower net score wins the hole.

The reckoning of holes is kept by the terms: so many "holes up" or "all square," and so forth.

A side is "dormie" when it is as many holes up as there are holes remaining to be played.

2-2. Halved Hole

A hole is halved if each side holes out in the same number of strokes.

When a player has holed out and his opponent has been left with a stroke for the half, if the player thereafter incurs a penalty, the hole is halved.

2-3. Winner of Match

A match (which consists of a stipulated round, unless otherwise decreed by the Committee) is won by the side which is leading by a number of holes greater than the number of holes remaining to be played.

The Committee may, for the purpose of settling a tie, extend the stipulated round to as many holes as required for a match to be won.

Concession of Next Stroke, Hole or Match

When the opponent's ball is at rest on the green and the opponent to have holed out with a club or otherwise.

A player may concede a hole or a match or a concession of a stroke, hole or match.

Claims

In match play, if a doubt or dispute arises between the players and no duly authorized representative of the Committee is available within a reasonable time, the players shall continue the match without delay. Any claim, if it is to be considered by the Committee, must be made before any player in the match leaves the putting green.

A claim shall be considered unless it is based on facts previously unknown to the player making the claim and the player making the claim had been given wrong information (Rules 6-2a and 9) by the opponent. In any case, no later claim shall be considered after the result of the match has been officially announced, unless the Committee is satisfied that the opponent knew he was giving wrong information.

General Penalty

The penalty for a breach of a Rule in match play is loss of hole except when otherwise provided.

Winner

The competitor who plays the stipulated round or rounds in the fewest strokes is the winner.

Failure to Hole Out

If a competitor fails to hole out at any hole and does not correct his mistake before he plays a stroke on the next teeing ground or, in the case of the last hole of the round, before he leaves the putting green, he shall be disqualified.

Doubt as to Procedure

a. Procedure

In stroke play only, when during play of a hole a competitor may, without penalty, play a second ball. If a competitor should, before taking further action, decide to invoke this Rule and the ball with which he will score if the Rules permit.

Paragraph Styles

Section Titles
Clarendon Roman 18/auto
align center
space before = .25 in.
character color = 100% M, 100% Y

Body Text
Book Antiqua Regular 11/13
space before = .0625 in.

Letter List
Book Antiqua Bold 11/13
space before = .0625 in.
first line indent = .25 in.

Penalty First Line
Book Antiqua Regular 11/13
all caps
space before = .0625 in.
character color = 100% M, 100% Y

Penalty Other Lines
Book Antiqua Regular 11/13
character color = 100% M, 100% Y

Rules
Book Antiqua Bold 14/auto
align center
space before = .375 in.
space after = .125 in.
1 pt. rules above and below
character color = 100% C, 100% M

Sub-Rules
Book Antiqua Bold 12/13
space before = .15 in.

Roman Numeral List
Book Antiqua Regular 11/13
space before = .0625 in.
left indent = .5 in.
first line indent = -.25 in.

Character Style
Book Antiqua Bold 12/13
use the "find" command to change the word "Committee" to bold throughout the document

Rule 3. Stroke Play

Footer on master pages
Book Antiqua Italic 10/12
1 pt. rule above
text all in one text frame, rule applied to paragraph