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**More on tables:** The table style sheets are set up for five column tables. The table head is Frutiger 45 Light 8/10 with a rule below 30% offset .5pt thick, 100% black with p3 space after. For **bold** styling within the heads, use the "table title" character style sheet (just below "secondary head"). The data in the table uses a "table text" style sheet and is Frutiger 45 Light 9/17. The final line of any table uses a "table text-last line" style sheet with a rule below 20% offset .5pt thick, 100% black. If your table has a foot note use the "footnote" style sheet, which is Frutiger 45 Light 7/12 with a 1p space after.

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## Title, Garamond 15/17, bold

This paragraph is styled using the "body copy" style sheet. The type face is Frutiger 45 Light 9.5/17. That means the font is Frutiger 45 Light, the size is 9.5 points and leading is 17 points. It is aligned to the base line grid which is set at 17 points. Most of this document is written using this style sheet. It has been set up so that it is flexible for special applications through out such as bullet points.

Sometimes your document will be only four columns as opposed to five, like this one. This style sheet is used in both applications. Use just one space after periods and enter two returns after a paragraph. The heading above uses the "primary head" style sheet it is aligned to the baseline grid. Primary heads are used to separate specific ideas within the shell-sheet document. There is only single return after a primary head and before a new paragraph. Another way to delineate ideas is to use bullet points.

- Bullets. Use "bullet copy;" Based on body copy but the type has a p9 margin with a hanging indent set to -p9. Use a tab after the bullet to properly align the first line

– Dashes. Use "dash copy;" Based on bullet copy but the type has a 1p6 margin with a hanging

indent set to -p9. Use a tab after the dash to properly align the first line

1. Numbers. Use "number copy;" Based on bullet copy but the type has a 2p6 indent with a

hanging indent set to -1p. Tab once after the period to properly align the first line with the rest

of the copy.

**Secondary head, Frutiger 45 Light 9.5/17, bold.** This is a character-based style sheet applied to body

copy open. Apply it to the first phrase or a person's name that starts the paragraph.

### CHARTS AND TABLES

If you are setting up a table, use the following as an example. There are style sheets for all of the type elements. If your data requires you to customize the tabs, **do not change the style sheets!** Apply the appropriate style sheets and then manually reset the tables to best present your data.

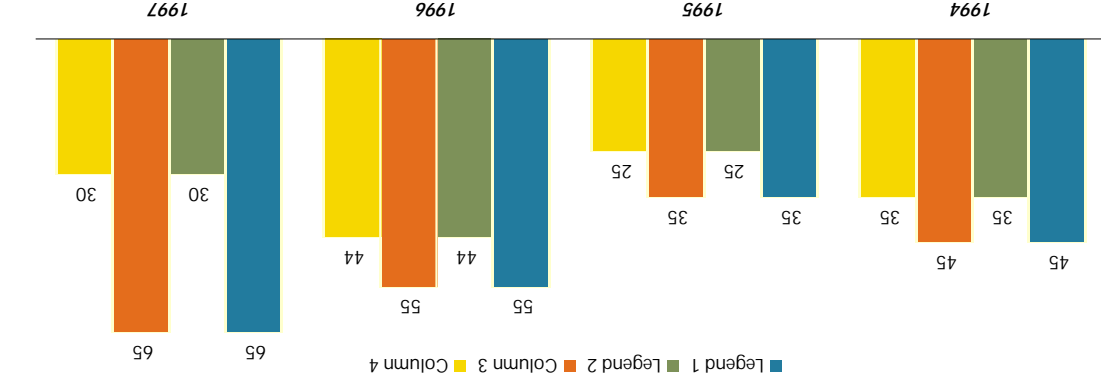
**For a lengthy table title, use "table head" style sheet, "table title" character style and turn off the rule below.**

<i>"table head" for shorter table title</i>	<i>column heads</i>	<i>S&amp;P 500</i>	<i>Value</i>	<i>Value</i>
"table text" style sheet	54	500	758	769
"table text" (custom tab)	18.8x	26.4x	19.2x	22.5
"table text" (custom tab)	3.0x	4.6x	3.0x	20x
"table text-last line" style sheet	\$86.7	\$133.3	\$77.8	\$33.9

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When pasting a chart from PowerPoint, use "Paste Special" function and paste as a Microsoft Graph chart object; these preserves the capability to edit the chart contents and data right from Quark.

*For a chart title, use "table head" style sheet, select "Rules" from the Style menu and turn off the rule below.*



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