

Library-Iowa Department for the Blind
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Weekly Dose

Directions followed by a Cell-5 Heading

RULE Each exercise set, with accompanying directions

- or headings, is preceded and followed by a blank line. Begin directions on line 1 if no running head is used. Directions begin on line 3 when a running head is used.
- **RULE** Insert a blank line between a page change indicator and the directions to, or the beginning of, exercise material.
- **RULE** Do not leave a blank line between directions and exercise material unless it is required by other formats, e.g., displayed word lists/options on a single line or in columns, examples/models, paragraphs, etc.

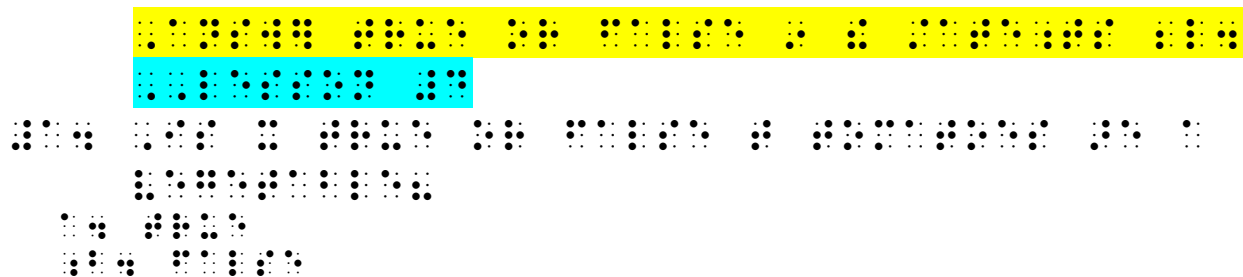
REMEMBER A cell-5 heading may be followed by an equally important cell-5 heading, without a blank line between the two headings. This format is dictated by the hierarchy of the headings.

EXAMPLE:

Answer true or false in the statement below. [directions-blocked in cell-5]

LESSON 4 [cell-5 heading]

1. Is it true or false that tomatoes are a vegetable?
 - a. true
 - b. false



Source: Formats 10