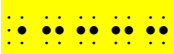


Weekly Dose Repeated Column Headings

QUESTION: "I received a worksheet on the topic of President's Day. The table has a lot of great information; however, it is really large and may go past one page. How should this be formatted?"

ANSWER: Refer to *Braille Formats: Principles of Print-to-Braille Transcription* Section 11.4.4. The answer is as easy as 1-2-3.

RULE GUIDELINES 11.4.4

- Repeat the column headings (with accompanying separation lines) at the top of each succeeding page.
[A separation line is a horizontal line that is used to separate column headings from the column heading entries,
 dot 5, followed by a series of 25, extends across the full width of the column.]
- Insert a blank line between a running head and the repeated headings.
- Omit the blank line following the running head if additional runover pages can be avoided by using line 2.

Source: *Braille Formats: Principles of Print-to-Braille* Section 11.4.4