

Weekly Dose Double and Single Spacing

"I am preparing a set of six braille booklets for a kindergarten student. The material in the booklets is double-spaced for this age group. I need to know the correct formatting for the title page: Should the braille on the title page also be double-spaced, or single-spaced?"

No worries, the answer is simple, single-space the title page and supplementary title pages. Let's dive into *Braille Formats: Principles and General Formats*, Section 1 to find more rules when formatting double-spacing.

Applying double-spacing formats:

- Use two blank lines wherever there is normally one blank line.
- Insert a blank line before and after a page change indicator.

When to single-space within double-spacing forms:

- Single-space title pages and supplementary title pages.
- Single-space puzzles, such as crosswords and word searches.
- Single-space tables.
- Single-space spatial equations.
- Do not insert any blank lines after a top box line.
- Do not insert any blank lines before a bottom box line.
- Do not insert any blank lines between column headings and the separation line.

Source: Braille Formats: Principles of Print-to-Braille Transcription, 2016. Section 1 Basic Principles and General Formats.