Gregg Shorthand Ruled Practice Sheet: Spacing Guides and Drill Rows

Worked example / complete source key

Plan a Gregg shorthand ruled sheet with a baseline, spacing guides every 0.25 inch above the baseline, one drill row of five short strokes, and a blank practice area. Use hypothetical paper of 8.5 by 11 inches with a 0.5 inch printer margin.

Answer: Usable area is 7.5 by 10 inches. Place the baseline 1 inch from the top of the usable area. Put spacing guides at 0.25, 0.5, and 0.75 inch above the baseline. The drill row has five short strokes, each starting on the baseline and ending below the first guide. The blank practice area begins 1 inch below the drill row and extends to 1 inch above the bottom of the usable area. These dimensions are hypothetical; measure your own paper and printer before using them.