Printable Loose-Leaf Paper: Ruled Sheet With Margin and Punch Guides

Complete worked example / separate answer key

A reader measures a punch with hole centres 12 mm from the left edge and holes 6 mm across. They want 10 mm of clear space between the nearest hole edge and the margin rule. What minimum margin width should they plan, and what should they check on a proof?

Answer: Half the hole diameter is 3 mm, so the nearest hole edge is 12 minus 3, or 9 mm from the left edge. Adding 10 mm clearance gives a minimum margin width of 19 mm. On a proof, measure the margin rule's distance from the left edge, confirm it is at least 19 mm, punch the sheet, and check that no hole reaches the rule. These inputs are hypothetical; the reader should substitute their own measurements.

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Original tasks 1, 2, 3 / complete keys

Task 1

A punch places hole centres 14 mm from the left edge with 8 mm holes. Find the nearest hole edge and the minimum margin for 12 mm clearance.

Answer: Nearest hole edge is 14 minus 4, or 10 mm. Minimum margin is 10 plus 12, or 22 mm.

Reason: Half the hole diameter is 4 mm; subtract it from the centre distance, then add clearance.

Check: Measure the printed margin rule on a proof and confirm it is at least 22 mm from the left edge.

Task 2

A top-punch tool has hole centres 20 mm from the top edge with 6 mm holes. Find the minimum top margin for 8 mm clearance.

Answer: Nearest hole edge is 20 minus 3, or 17 mm. Minimum top margin is 17 plus 8, or 25 mm.

Reason: Half the diameter is 3 mm; subtract from the centre distance, then add clearance.

Check: Check the first ruled line begins below 25 mm on a proof and that punched holes stay above it.

Task 3

A sheet has 30 ruled lines spaced 8 mm apart, starting 20 mm from the top edge. How far is the last line from the top edge?

Answer: The last line is 20 plus 29 times 8, or 252 mm from the top edge.

Reason: There are 29 gaps between 30 lines, so multiply 29 by the spacing and add the start offset.

Check: Measure the first and last line positions on a proof and compare the difference with 232 mm.

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Original tasks 4 / complete keys

Task 4

Design a rubric for judging whether a printed loose-leaf sheet is fit for use, without claiming one correct appearance.

Answer: Criteria should cover parallel margin rule, even line spacing, guides matching the measured punch, clear labelling of the top variant, and a punched proof with no hole overlapping the writing area.

Reason: Art and layout have multiple valid outcomes, so judge against stated criteria rather than a single expected image.

Check: Have a second person apply the rubric to the same proof and compare notes on any criterion scored differently.

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Worked example, Task 1, Task 2, Task 3, Task 4 / Answer sheet: arithmetic steps for margin width and top margin from measured inputs (hypothetical examples clearly marked) / 1 of 2

All numeric inputs are hypothetical examples; substitute your own measurements. Worked example: 12 mm centres, 6 mm holes, 10 mm clearance -> 19 mm minimum margin. Exercise 1: 14 mm centres, 8 mm holes, 12 mm clearance -> 22 mm. Exercise 2:

Task	Given (hypothetical)	Derivation	Result
Worked example	hole centres 12 mm from left edge; holes 6 mm across; 10 mm clearance	half diameter = 3 mm; nearest hole edge = 12 - 3 = 9 mm; margin = 9 + 10	minimum margin 19 mm; on proof measure rule >= 19 mm, punch, check no hole reaches rule
Exercise 1	hole centres 14 mm from left edge; holes 8 mm; 12 mm clearance	half diameter = 4 mm; nearest hole edge = 14 - 4 = 10 mm; margin = 10 + 12	22 mm; check printed rule >= 22 mm from left edge
Exercise 2	top-punch hole centres 20 mm from top edge; holes 6 mm; 8 mm clearance	half diameter = 3 mm; nearest hole edge = 20 - 3 = 17 mm; top margin = 17 + 8	25 mm; check first ruled line begins below 25 mm and holes stay above it
Exercise 3	30 ruled lines spaced 8 mm apart, starting 20 mm from top edge	29 gaps; 29 x 8 = 232 mm; last line = 20 + 232	252 mm from top edge; check first/last line difference is 232 mm

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Worked example, Task 1, Task 2, Task 3, Task 4 / Answer sheet: arithmetic steps for margin width and top margin from measured inputs (hypothetical examples clearly marked) / 2 of 2

All numeric inputs are hypothetical examples; substitute your own measurements. Worked example: 12 mm centres, 6 mm holes, 10 mm clearance -> 19 mm minimum margin. Exercise 1: 14 mm centres, 8 mm holes, 12 mm clearance -> 22 mm. Exercise 2:

Task	Given (hypothetical)	Derivation	Result
Exercise 4	rubric for judging a printed loose-leaf sheet	judge against stated criteria, not one expected image	criteria: parallel margin rule; even line spacing; guides match measured punch; top variant labelled; punched proof with no hole overlapping writing area

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Source rubric / reflection

- [ ] Margin rule is parallel to the left edge and at least the derived minimum width.
- [ ] Ruled lines are evenly spaced and start below the top clearance.
- [ ] Punch guides match the measured punch spacing and edge distance.
- [ ] The two-hole top variant has its own measured top margin and is labelled.
- [ ] A punched proof shows no hole overlapping the margin rule or writing area.

Reflection: What did you check, what did you change, and what will you try next?