# Printable Notepad Sheet with Tear-Off Header: Design, Measure, and Use

Original tasks 1, 2 / complete keys

Task 1

A measured sheet is 200 mm wide and 280 mm high. A hypothetical margin of 8 mm is used on each side. Calculate the usable width. Then a hypothetical tear-off line is placed 25 mm from the top; calculate the remaining vertical space below it.

Answer: Usable width is 200 minus 8 minus 8 equals 184 mm. Remaining vertical space is 280 minus 25 equals 255 mm.

Reason: Subtract both side margins from the measured width. Subtract the tear-off distance from the measured height. Keep all values in millimetres.

Check: Add the margins back: 184 plus 8 plus 8 equals 200 mm. Add the tear-off distance back: 255 plus 25 equals 280 mm.

Task 2

A ruled area has 10 rule lines spaced 7 mm apart. A hypothetical title field uses 15 mm. Calculate the total vertical space needed for the title field and rule lines. If the remaining space below the tear-off line is 120 mm, does it fit?

Answer: Rule lines need 10 times 7 equals 70 mm. Total needed is 15 plus 70 equals 85 mm. Since 85 mm is less than 120 mm, it fits with 35 mm to spare.

Reason: Multiply the number of rule lines by the spacing, then add the title field height. Compare the total with the available space.

Check: Subtract the total from the available space: 120 minus 85 equals 35 mm. Add the parts back: 15 plus 70 equals 85 mm.

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Original tasks 3, 4 / complete keys

Task 3

A rule spacing is 9 mm. A hypothetical x-height of 4.5 mm is chosen. State the distance from the baseline to the midline and the distance from the midline to the next baseline. Explain whether a lowercase o and a lowercase b follow the convention when o sits between baseline and midline and b rises above the midline.

Answer: Baseline to midline is 4.5 mm. Midline to the next baseline is 9 minus 4.5 equals 4.5 mm. The lowercase o follows the convention because it sits between baseline and midline. The lowercase b follows the convention because it rises above the midline while its base sits on the baseline.

Reason: The x-height is the baseline-to-midline distance. The remaining spacing is the rule spacing minus the x-height. The convention checks alignment, not letter shape.

Check: Add the two distances: 4.5 plus 4.5 equals 9 mm, matching the rule spacing. Confirm that o stays between the lines and b crosses the midline upward.

Task 4

A sheet has a measured printable height of 250 mm. A hypothetical tear-off line is 20 mm from the top, a title field uses 10 mm, and 14 rule lines are spaced 6 mm apart. Calculate the total vertical space used from the top edge through the last rule line. Does it fit within 250 mm?

Answer: Rule lines need 14 times 6 equals 84 mm. Total used is 20 plus 10 plus 84 equals 114 mm. Since 114 mm is less than 250 mm, it fits with 136 mm to spare.

Reason: Add the tear-off distance, the title field height, and the rule-line block. Compare the total with the measured printable height.

Check: Subtract the total from the printable height: 250 minus 114 equals 136 mm. Add the parts back: 20 plus 10 plus 84 equals 114 mm.

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Source rubric / reflection

- [ ] Uses one consistent unit and states it in every numerical answer.
- [ ] Labels chosen numerical values as hypothetical examples based on measured equipment.
- [ ] Places the tear-off line, header field, title field, and ruled area in the correct order.
- [ ] Counts rule lines and checks vertical fit with simple arithmetic.
- [ ] Applies the baseline-to-midline convention and accepts valid alternative letter styles.
- [ ] Describes resources as free but planned, not yet built.

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