Printable College-Ruled Loose-Leaf Paper: Layout, Margins, and Punch Holes

Rubric key

Concise rubric key.

Baselines evenly spaced within chosen tolerance.

Left margin line visible and clear of holes and text.

Three punch holes along left edge with measured clearance.

X-height stated as baseline to midline and applied consistently.

Valid alternative letter styles accepted if legible and convention maintained.

All numerical values labeled hypothetical until measured.

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Complete worked example / separate answer key

A US Letter sheet is 8.5 by 11 inches. Use a hypothetical left margin of 1.25 inches, a right margin of 0.5 inch, top and bottom margins of 0.5 inch, and baseline spacing of 0.28 inch. Calculate the writing width and the number of full lines. Then check whether a hole centered 0.4 inch from the left edge with a 0.25-inch diameter stays clear of the margin line.

Answer: Writing width = 8.5 - 1.25 - 0.5 = 6.75 inches. Full lines = (11 - 0.5 - 0.5) / 0.28 = 10 / 0.28 = 35.7, so 35 full lines. Hole edge nearest the margin: center at 0.4 inch, radius 0.125 inch, so the right edge is 0.525 inch from the left edge. The margin line is at 1.25 inches, so the clearance is 1.25 - 0.525 = 0.725 inch. The hole is clear of the margin line.

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Original tasks 1, 2, 3, 4 / complete keys

Task 1

A sheet is 8.5 inches wide with a 1.5-inch left margin and a 0.5-inch right margin. What is the writing width?

Answer: 6.5 inches.

Reason: Subtract both margins from the sheet width: 8.5 - 1.5 - 0.5 = 6.5 inches.

Check: Add the margins back: 6.5 + 1.5 + 0.5 = 8.5 inches.

Task 2

An 11-inch sheet has 0.5-inch top and bottom margins and 0.25-inch baseline spacing. How many full lines fit?

Answer: 40 full lines.

Reason: Usable height is 11 - 0.5 - 0.5 = 10 inches. Divide by 0.25: 10 / 0.25 = 40.

Check: Multiply 40 by 0.25 to get 10 inches, then add the margins to get 11 inches.

Task 3

A punch hole is centered 0.5 inch from the left edge and has a 0.2-inch diameter. The margin line is 1.2 inches from the left edge. What is the clearance from the hole edge to the margin line?

Answer: 0.6 inch.

Reason: Hole radius is 0.1 inch, so the right edge is 0.5 + 0.1 = 0.6 inch from the left edge. Clearance is 1.2 - 0.6 = 0.6 inch.

Check: Add clearance and hole edge distance: 0.6 + 0.6 = 1.2 inches, matching the margin line.

Task 4

A sheet uses 0.3-inch baseline spacing and a midline at half the spacing. What is the x-height from baseline to midline, and how many midlines fit between two baselines?

Answer: X-height is 0.15 inch; one midline fits between two baselines.

Reason: Half of 0.3 is 0.15. The midline is placed once between consecutive baselines by the convention.

Check: Double the x-height: 0.15 × 2 = 0.3 inch, matching the baseline spacing.

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Worked example, Task 1, Task 2, Task 3, Task 4 / Separate answer key with reasoning and checks

Answers kept separate from worksheet.

Task 1: 6.5 inches. Reasoning: 8.5 - 1.5 - 0.5 = 6.5. Check: 6.5 + 1.5 + 0.5 = 8.5.

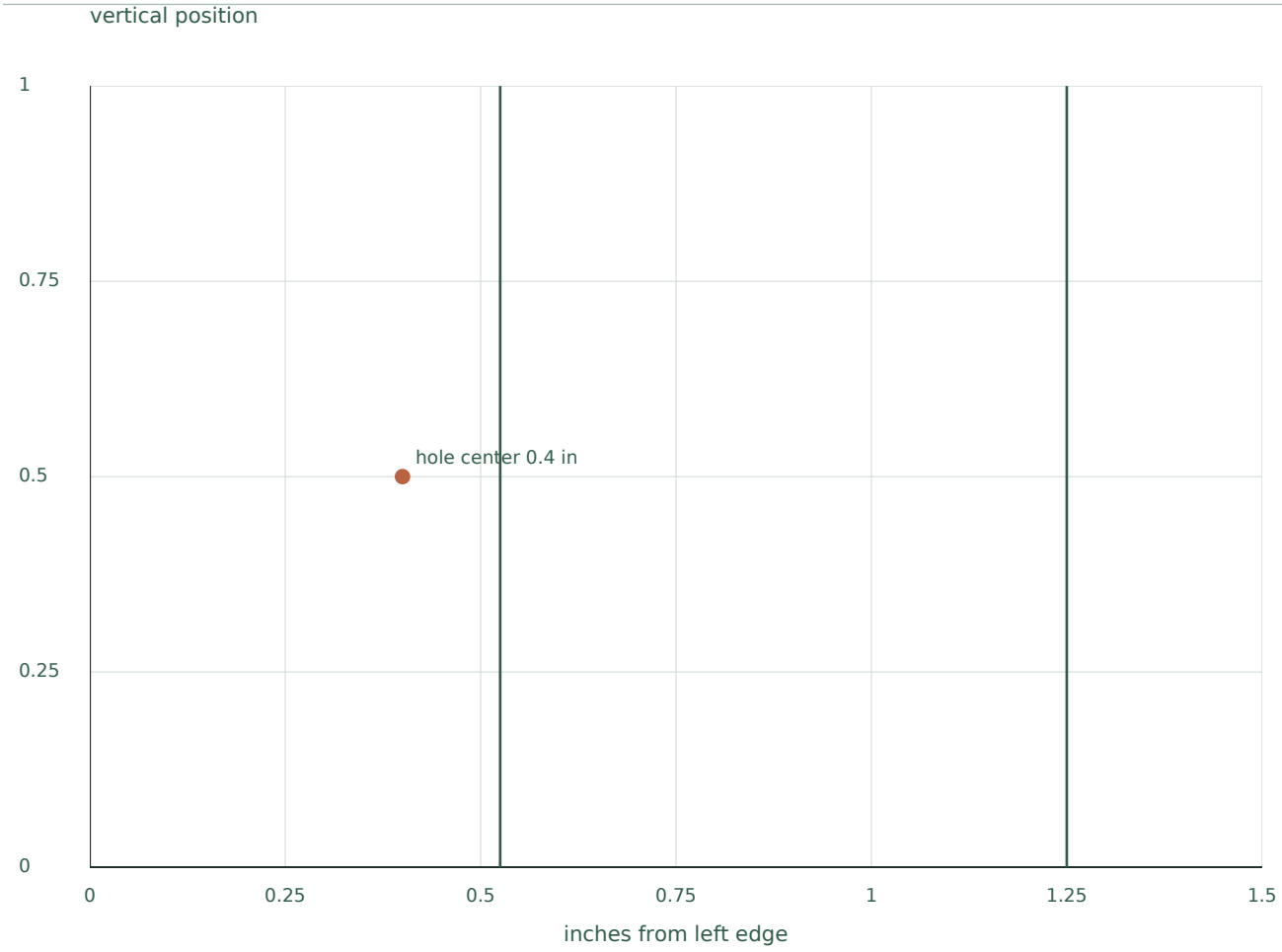
Task 2: 40 full lines. Reasoning: usable height 11 - 0.5 - 0.5 = 10 in; 10 / 0.25 = 40. Check: 40 x 0.25 = 10 in; plus margins = 11 in.

Task 3: 0.6 inch. Reasoning: radius 0.1 in; right edge 0.5 + 0.1 = 0.6 in; clearance 1.2 - 0.6 = 0.6 in. Check: 0.6 + 0.6 = 1.2 in.

Task 4: x-height 0.15 inch; one midline between two baselines. Reasoning: half of 0.3 = 0.15; midline placed once per baseline interval. Check: 0.15 x 2 = 0.3 in.

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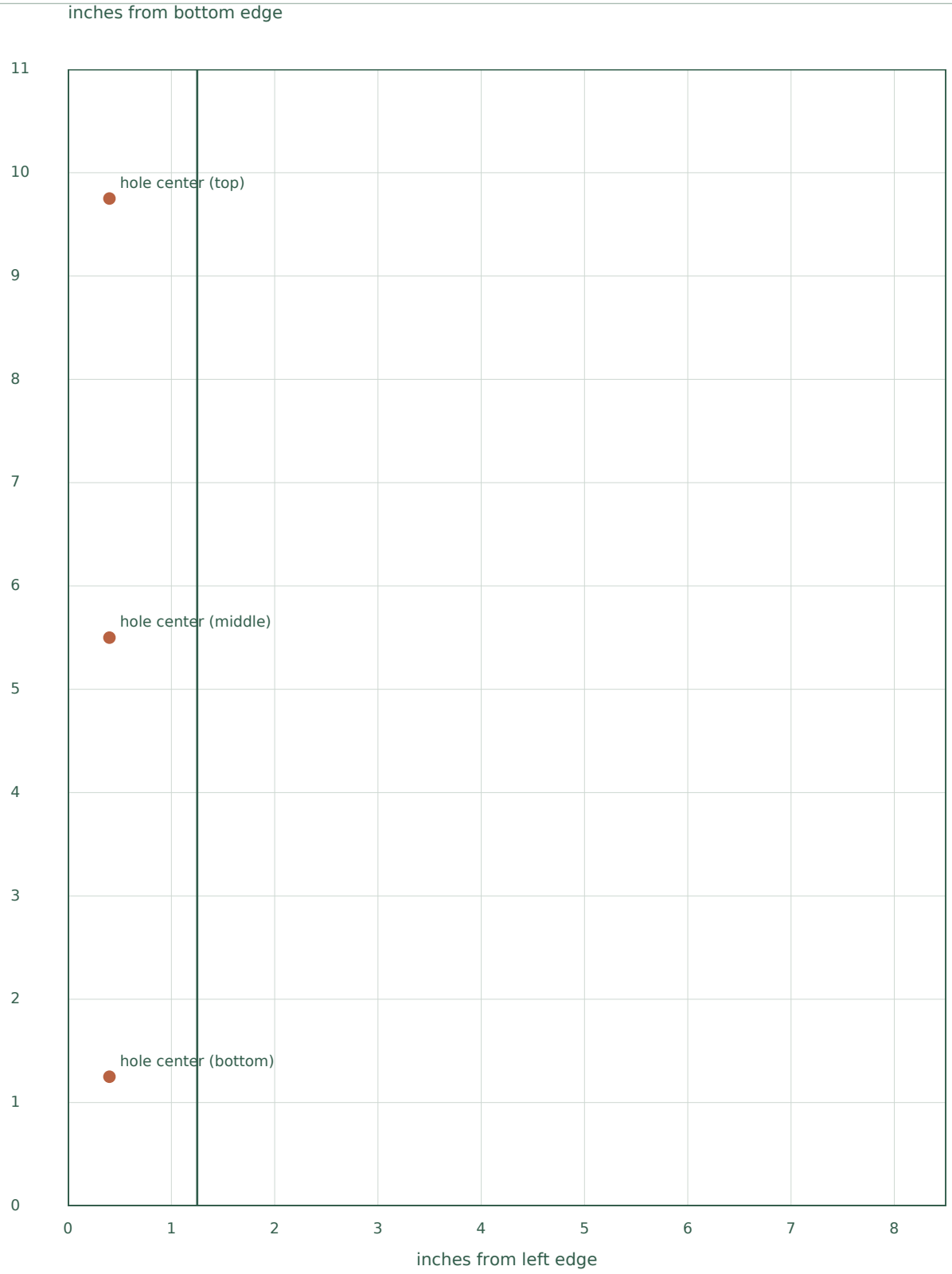
Worked example / Hole-to-margin clearance diagram



Clearance = 1.25 - 0.525 = 0.725 in. Hole radius 0.125 in.

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Worked example / Sheet layout diagram (hypothetical measurements)



Baselines at 0.28 in spacing and midline at half spacing are described in text; the diagram shows sheet edges, margin line, and three hole centers. Hole diameter 0.25 in, spacing 4.25 in, centers 0.4 in from left edge.

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Source rubric / reflection

- [ ] Baselines are evenly spaced within the chosen tolerance.
- [ ] The left margin line is visible and clear of punch holes and text.
- [ ] Three punch holes are placed along the left edge with measured clearance.
- [ ] X-height convention is stated as baseline to midline and applied consistently.
- [ ] Valid alternative letter styles are accepted if legibility and convention are maintained.
- [ ] All numerical values are labeled as hypothetical examples until measured.
- [ ] Arithmetic uses consistent units and is shown clearly.

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