

12:28:02 1 The placement of the first and last line  
12:28:11 2 of text, line number settings, timestamps and box  
12:28:18 3 information, are selected in the Page Setup tab of  
12:28:28 4 the Modify Layout dialog. The text seen here is  
12:28:38 5 determined by the settings for a Default Paragraph  
12:28:46 6 style under the Paragraph Setup tab of the Modify  
12:28:56 7 Layout dialog.

12:28:58 8 **Q. If I want my Questions to have a Q**  
12:29:08 9 **followed by a period as the symbol, do I put Q. in**  
12:29:21 10 **the symbol field for a Question Paragraph?**

12:29:29 11 **A. Yes. And the same philosophy applies to**  
12:29:38 12 **your Answers. Just select the Answer Paragraph,**  
12:29:47 13 **and place either an A or A. in the symbol field.**  
12:29:59 14 **You select the placement of the Q or A, the text**  
12:30:11 15 **following the Q or A (First-line Indent), the right**  
12:30:19 16 **margin and the subsequent or wrap-around margins in**  
12:30:27 17 **that same location.**

12:30:31 18 By the way, you also select where you want  
12:30:42 19 the text to indent when you make a paragraph within  
12:30:52 20 any style, by filling in the Continuation field.

12:31:04 21 MR. COLLOQUY: Excuse me. All settings  
12:31:10 22 for Q's, A's, Colloquy, Parentheticals and other  
12:31:20 23 paragraph types are selected under the Paragraph  
12:31:27 24 Setup tab.

12:31:23 25 And this is a continuation paragraph

1 within colloquy.

12:31:30 2 **DIRECT EXAMINATION ON CENTERED PARAGRAPH**

12:31:34 3 **BY MR. BY-LINE:**

12:31:35 4 **Q. The text on the line above is located on a**  
12:31:46 5 **By-line Paragraph. Instead of putting in a new**  
12:31:55 6 **line to start your "by-line", you may use a By-line**  
12:32:06 7 **paragraph and take advantage of our Automatic**  
12:32:13 8 **By-Line feature in translate.**

12:32:18 9 (Off the record, this is a

12:32:27 10 Parenthetical paragraph.)

12:32:31 11 This is a New Line Paragraph. It is similar to  
12:32:42 12 using a <New Line> format symbol in prior versions  
12:32:50 13 of CATalyst. The placement of the left and right  
12:33:00 14 margins for this type of paragraph are selected  
12:33:08 15 under the Paragraph Setup tab of the Modify Layout  
12:33:17 16 dialog.

12:33:21 17 I can set my User Defined Paragraph Style 1 to  
12:33:29 18 be a special paragraph for certified questions.

12:33:37 19 I can do this by selecting User Defined  
12:33:42 20 Paragraph Style 1 and adding a \*Q symbol in the  
12:33:48 21 Paragraph Setup tab or any symbol I wish. Or,  
12:33:59 22 if I prefer, the paragraph can have no symbol  
12:34:09 23 like we have as a default for Colloquy and  
12:34:22 24 Parenthetical paragraphs.

12:34:22 25 And with so many other user defined paragraphs,

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such as this one which is User Defined Paragraph  
Style 2, you can have paragraph styles for  
quoted questions or anything else you may need.  
The end.