

Using L^AT_EX in reports at Grattan

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Contents

Interpreting code examples	5
1. The name of the game	6
2. Some principles for erstwhile MS Word users	7
3. Basics of L^AT_EX	9
3.1. Compilation	9
3.2. Commands and environments	9
3.2.1. Commands	9
3.2.2. Environments	10
4. Writing a report	11
4.1. The preamble	11
4.1.1. Grattan-specific preamble	11
4.1.2. Other requirements	11
4.2. Frontmatter	12
4.2.1. Overview / Summary / Preface	12
4.2.2. Contents page(s)	12
4.3. Body text	12
4.3.1. Sectioning	12
4.4. Boldface, italics	13
4.5. Paragraphs	14
4.5.1. Non-breaking spaces	14
4.6. Numbered / bulleted lists	14
4.7. Floats	15
4.7.1. Figures	15
4.7.2. Tables	15
4.8. Boxes	17
4.8.1. smallbox	17
4.8.2. verysmallbox	17
4.8.3. bigbox*	17
4.9. Footnotes in boxes	17
4.10. Cross-references	17
4.11. Footnotes and referencing	18
4.11.1. bibliography.bib	18
4.11.2. Citations	19
5. More advanced macros	20
5.1. New commands	20

6. Compiling a final document	21
6.1. Citations and references	21
7. Common mistakes made by novices	22
8. Known bugs in the grattan.cls file	23
8.1. microtype's spacing and ragged2e	23
8.2. Big boxes	23
8.2.1. Caption baseline does not match matching column baseline	23
8.3. Footnotes in big boxes extend across the entire page	24
9. pdflink errors	25
 I. Notes for the typesetter	 26
10. Moving floats	27
11. Bad page break	28
12. Excessive whitespace between paragraphs	29
13. Hyphenation	30
 II. Error messages	 31
A. The Form of an Error	32
A.1. L ^A T _E X Errors	32
A.2. T _E X Errors	32
B. Warnings	33
B.1. Underfull	33
B.2. Overfull	33
B.3. References	33
C. Beginning and Ending	35
C.1. Begin Ended by End	35
C.2. End Occurred Inside a Group	35
C.3. Ended by End of Line	35
C.4. Missing Begin Document	35
D. Errors Usually Caused by Bad Spelling	36
D.1. Unknown Control Sequence	36

D.2.	Environment Undefined	36
D.3.	Bad File Name	36
D.4.	Cannot Find File Name	36
E.	Fatal Errors	37
E.1.	Runaway Argument	37
E.2.	Just an *	37
E.3.	Emergency Stop	37
E.4.	Please Type a Command or Say End	37
E.5.	Floats lost	38
F.	Graphics Errors	39
F.1.	Too Many Unprocessed Floats	39
F.2.	Unknown Graphics Extension	39
F.3.	Division by Zero	39
G.	Math Errors	40
G.1.	Display Math Should End With \$\$	40
G.2.	Bad Math Environment Delimiter	40
G.3.	Missing Right	40
G.4.	Missing Delimiter	40
G.5.	Missing \$ Inserted	40
H.	Tabular Environment Errors	41
H.1.	Misplaced Alignment Tab Character &	41
H.2.	Extra Alignment Tab	41
H.3.	Argument Has an Extra }	41
I.	Errors With Lists	42
I.1.	Missing Item	42
I.2.	Too Deeply Nested	42
J.	Miscellaneous Errors	43
J.1.	Only Used in the Preamble	43
J.2.	There Is No Line/Page Here to End	43
J.3.	Command Already Defined	43
J.4.	Missing Number	43
III.	Quick-reference	46

I'd put an introduction in...

Interpreting code examples

Example code are written using a listing:

```
LaTeX code with some \markup.  
\begin{environment}  
  
\end{environment}
```

or inline: `\TeX{}`.

Code examples can be, for want of better terms, *complete* or *illustrative*. **Complete** code means the code should be copied-and-pasted directly into the input file without modification, whereas **illustrative** code should be modified based on the desired output. For example, if an author wishes to increase the gap between columns in the overview by 2 mm, the code excerpt below is complete. The author should copy and paste the following, placing it before `\begin{overview}`:

```
\newlength{\overviewextra}  
\setlength{\overviewextra}{2mm}  
\addtolength{\columnsep}{\overviewextra}
```

Whereas in an illustrative version of the above, the author is offered a choice for the gap between columns. In illustrative code examples, such options are coloured violet, slanted, and delimited with chevrons:

```
\newlength{\overviewextra}  
\setlength{\overviewextra}{<extra column width>}  
\addtolength{\columnsep}{\overviewextra}
```

Text coloured blue is simply syntax highlighting and has no special meaning. All \TeX documents are written in plain text (although your text editor/IDE may offer or display similar syntax highlighting).

1 The name of the game

L^AT_EX is technically a package of the 1978 computer programme T_EX. The language used by your computer to set the words on the page is called T_EX; the *engine* used to convert this to a pdf is called pdfT_EX, and the language you write in is called L^AT_EX.

T_EX was written – recursively – in order to typeset its own user manual.¹

In all cases, the T_EX is pronounced $\tau\epsilon\chi$, similar to *tech-* as in *technology* but the X is pronounced as a voiceless velar fricative, like the final sound in *loch* or *Bach*.

Your interface in which you write L^AT_EX is called an IDE (integrated development environment). The particular IDE we recommend is called ShareLaTeX, which is an online SaaS provider of L^AT_EX.

¹Knuth, D. (1984) *The T_EXbook*, Addison-Wesley Professional.

2 Some principles for erstwhile MS Word users

Learning L^AT_EX as an MS Word user is a frustrating, confusing, rewarding, and ecstatic experience. There are some principles that are inviolate for novices.

1. Don't worry about the appearance of your document as you write. Write what you mean. MS Word is a What You See Is What You Get editor. L^AT_EX is a What You See Is What You *Mean*.
2. L^AT_EX takes an author's input and sets out the document's appearance using the author's raw input, the author's advice about how the document should look, and a set of parameters and algorithms that govern tradeoffs concerning document appearance.
3. The `grattan.cls` template is designed so that authors do not have to make any layout or typographic decisions.
4. L^AT_EX is a butler, not a robot. It may not do exactly as you say, but it will do what you mean. When it doesn't, it either means
 - You've given it a nonsensical instruction
 - Your instruction contradicts another instruction
 - Your instruction contravenes good typographic design, as it sees fit
5. L^AT_EX is a butler, not a slave: it is a partner in document preparation. In general, your responsibilities should not overlap: you decide the content and it decides the form. Where your responsibilities do overlap, you should seek to *advise* L^AT_EX, not to *order* it. Further, you should be as gentle as possible with your advice. Only forcefully advise when the document will not require amendments and you are sure L^AT_EX is wrong.
6. L^AT_EX is a computer program, not a human. Despite the previous points, there are limits to what L^AT_EX can do. In particular, L^AT_EX cannot reword paragraphs. If you ask for five figures and a box to appear on one page, no software can save you. The lesson is not that L^AT_EX is limited (though it does have weaknesses²) but that changing the actual words, charts, etc you give it can have a dramatic effect on appearance.
7. Don't manually position figures, tables, or boxes. Let them float in the document. It is nearly certain that the initial placement will be odd. As long you have used a `figure`, `table` or `*box` environment, they will float into good positions. For errant figures, tables, or boxes, wait until the document is completely finished before advising positions.

²See <http://tex.stackexchange.com/questions/27440/what-cant-tex-do> and <http://tex.stackexchange.com/questions/70901/typesetting-limitations-of-latex?noredirect=1&lq=1>.

8. Don't do any of the following:
 - a) Insert horizontal or vertical whitespace, including manual line-breaks (except in tables)
 - b) page- or column-breaking
9. Do not ignore errors (*i.e.* things that prevent compilation). Any errors which you can't resolve in less than 60 seconds should be referred to Cameron Chisholm or Hugh Parsonage. Preferably attach what you think caused the error.
10. Take note of warnings from time to time. Warnings relating to bibliographies should be fixed immediately. Other warnings are typically just hints that manual intervention may improve the layout – resolving them can be deferred.

II. Beware special characters.

include single quotation marks

When you want thistype this.
\$	\\$
%	\%
“	` ` (button above Tab)
”	` `
– (en-dash)	--
— (em-dash)	---
– (minus sign)	\(-\)

12. The grattan class file assumes your input is encoded in UTF-8. Avoid copying from MS Word to .tex files. Otherwise, special characters above will creep in silently. If you must, use pandoc.
13. Use % for comments.

3 Basics of L^AT_EX

3.1 Compilation

The process of L^AT_EX is basically: don't want to confuse people here - maybe explain that this is the desktop compilation (or give it a less prominent position in doc)

1. Start with a plain text file with the file extension `.tex` in a directory/folder
2. Run the `pdflatex` program on that file. That is, type

```
cd path/to/your/directory
```

and then

```
pdflatex myfile.tex
```

in `cmd` (Windows) or Terminal (Linux or Mac).

3. The program puts a pdf file `myfile.pdf` or returns an error.

3.2 Commands and environments

3.2.1 Commands

A **command** starts with a backslash `\` followed by one or more characters. A command may have zero or more mandatory arguments and zero or more optional arguments. For example:

Table 1: Examples of commands and their arguments

Command	Arguments	Description
<code>\\$</code>	0 mandatory 0 optional	Prints the \$ sign
<code>\textbf</code>	1 mandatory 0 optional	Prints its argument in boldface.
<code>\\</code>	0 mandatory 1 optional	Forces a line break, with optional extra space
<code>\footcite</code>	1 mandatory 2 optional	Cites its mandatory argument, with optional pre- or post-notes (such as page numbers)
<code>\footcites</code>	n mandatory $2n + 2$ optional	Multiple footcites

I'd probably put something in here about using `[]` for options and `{}` for arguments
(maybe some examples with arguments)

3.2.2 Environments

An **environment** looks like

```
\begin{environment}  
...  
\end{environment}
```

It may have mandatory or optional arguments, which occur immediately after `\begin{environment}`.

Table 2: Examples of environments

Environment	Arguments	Description
document	none	The contents of the document.
figure	1 optional	Creates a section of a document which “floats” above the body of the text. Captions and cross-reference labels within a figure environment will refer to the figure. The optional argument restricts the placement of the figure on the page.
quote	none	Used to designate a long quote with additional margin.
smallbox	2 mandatory, 1 optional	Creates a box, limited to one column. The first argument is optional and specifies the position of the box. The second argument is mandatory and specifies the title of the box, the third argument is also mandatory and specifies the cross-reference label of the box.

4 Writing a report

4.1 The preamble

The **preamble** is everything outside the document environment. (*i.e.* everything after `\begin{document}`).

In every \LaTeX document, you must have

1. The *command* `\documentclass` and a valid document class. In our case, use

```
\documentclass{grattan}
```

2. A document environment.

That is, every \LaTeX document must have the following three lines.

```
\documentclass{<style>}
```

```
\begin{document}
```

```
\end{document}
```

4.1.1 Grattan-specific preamble

The `grattan` package will not compile without additional lines of code. Your preamble must have the following lines.

```
\documentclass{grattan}
```

```
\title{<Title of the report>}
```

```
\author{<Authors>}
```

```
\GrattanReportNumber{<number>} %% or
```

```
\GrattanWorkingPaperNumber
```

should {<number>} appear after GWPN?

```
\addbibresource{bibliography.bib}
```

4.1.2 Other requirements

The `.tex` file must be in a directory containing:

1. The `grattan.cls` file, which creates the document according to the Grattan template.
2. The `bibliography.bib` file, containing your bibliography database.
3. The folder `FrontPage` which must contain:

- a) A file `FrontPage.pdf`
4. The following files: **Or, a folder 'logos', containing the following files:**
- `aus-gov-logo-stacked-black.pdf`
 - `Bhp.pdf`
 - `GrattanSVGLogo.pdf`
 - `TMF_logo_green-eps-converted-to.pdf`
 - `TMF_logo_green.pdf`
 - `UOM-Pos_S_PMS.pdf`
 - `Vic_Gov_Logo-2016.pdf`

4.2 Frontmatter

4.2.1 Overview / Summary / Preface

Use

```
\begin{overview}[-35pt]
...
\end{overview}
```

for your overview. The `[-35pt]` is a fudge factor that adjusts the position of the title to vertically balance the overview on the page. It may be abolished in future versions.

You can also use `\begin{summary}` as required. If you want to change the name of the frontmatter, ask us — it is straight-forward to amend.

4.2.2 Contents page(s)

Write

```
\contentspage
```

After the overview environment. This produces a list of figures and a list of boxes. If you don't want some of these lists, again, ask us — it is straight-forward to omit, but it is a matter for the class file maintainer.

4.3 Body text

4.3.1 Sectioning

To start a new chapter, write

```
\chapter{<chapter title>} violet font for illustrative options?
```

Similarly,

```

\section{<section title>}
\subsection{<subsection title>}
\subsubsection{<subsubsection title>}

```

Title commands increment as expected, except for `\subsubsection` which has no counter.

To start an appendix, type `\appendix`.

```

\appendix

```

to mark the end of the main matter and the start of the appendices. Then use `\chapter{<appendix title>}` to title the appendices.

For example:

```

\documentclass{grattan}

\title{Brief report}
\author{Me}

\begin{document}

\begin{overview}
In this report, we found all is well.
\end{overview}
\contentspage
\chapter{Australia is fine}
Australia is fine.
\section{How do we know this}
Grattan analysis of ABS (2016).
\subsection{Limitations of analysis}
Our analysis is wrong.          should've been QC'd

\chapter{Options for reform}
Tidy desk.
\appendix
\chapter{International comparisons}
\end{document}

```

4.4 Boldface, italics

In general, you should write what you *mean*, not what you want displayed. So avoid directly instructing L^AT_EX to bold or italicize text. Instead, write macros explaining *why* you are using a different font.

That said, you can use `\textbf{<text>}` to make *text* boldface and `\textit{<text>}` to make *text* italic. You can also use `\emph` to *emphasize* text.
`\emph{<text>}` (for consistency)

4.5 Paragraphs

Use a blank line to mark a new paragraph. Thus

For example:

A well-designed GST reform package could support economic growth, make the tax and transfer system more progressive and give state and Commonwealth governments more budgetary options.

Proposals to extend or broaden Australia's 10 per cent goods and services tax (GST) have been perennial. Current governments face many challenges, such as funding growing healthcare costs, reducing deficits, and cutting inefficient taxes. A higher GST could fund any of these initiatives -- although perhaps not all of them.

The indents could be confusing to some

In this example, 'Proposals to extend...' will begin on a new paragraph

4.5.1 Non-breaking spaces

Use `~` for a non-breaking space: `\$40~million`.

Use `\nobreakdash-` for a non-breaking hyphen: `2013\nobreakdash-14`.

4.6 Numbered / bulleted lists

(for numbers)

Use `enumerate` and `itemize` (for bullet points)

```
\begin{enumerate}
\item First numbered item
\item Second numbered item
\begin{enumerate}
\item First item in a nested list
\end{enumerate}
\item Third numbered item
\end{enumerate}

\begin{itemize}
\item First bulleted item
\item Second bulleted item
\begin{itemize}
\item First nested bulleted item.
\end{itemize}
\end{itemize}
```

4.7 Floats

4.7.1 Figures

most people will use PowerPoint, so keep it simple for them

Before you insert a figure, you need to create your image. This can either be done directly through a scripting language (like R or python), through L^AT_EX directly (as through TikZ), or through an external program. Your file should be a pdf, though almost all image types are supported. If you are going through an external program, ensure the file is moved to the `figures` directory of your report. This directory should be placed in the same directory as your `.tex` file. The directory should be called something evocative, like `figure`, as it is in this manual.

Once the image is ready, use the following structure to insert a figure.

```
\begin{figure}
\caption{<main caption>\label{<cross-reference key>}}%
\units{<secondary caption/y-axis label>}
\includegraphics{figure/image-filename}
\noteswithsource{<Notes of the chart>}%
{<Source information>}
\end{figure}
```

also explain about inserting a chart from a chartpack.pdf

explain what to do if you only have notes or source, but not both

4.7.2 Tables

Tables are tricky in L^AT_EX. Use the `tabularx` environment for a table with a specific width. Let `\columnwidth` be the table's width.

the easiest way to create LaTeX tables is to

```
\begin{tabularx}{\columnwidth}{<alignment parameters>}
\toprule
Header1 & Header2 & Header3 \\\
\midrule
First row & First row & First row \\\
Second row & Second row & Second row \\\
...
Last row & Last row & Last row
\bottomrule
\end{tabularx}
```

install an Excel add-in, Excel2LaTeX, and export the table from Excel

is the booktabs package included in the cls file by default?

The `<alignment parameters>` determine the alignment of the columns, l for left-aligned, c for centre-aligned, r for right-aligned. Others are available. Use the double-backslash `\\` to move to the next row and the ampersand `&` to move to the next column. Use `\toprule` before the first row, `\bottomrule` after the last row, and `\midrule` to separate the headers from the rest of the table.

make it clear that the 'table' environment creates the 'float' (which you can include caption, units, noteswithsource), and the 'tabularx' environment creates the table itself

More advanced

<code>\cmidrule(lr){<m-n>}</code>	to denote a horizontal rule between the m th and n th columns. The (lr) specifies that the horizontal rule should stop just short of the edges of the columns, to ensure adjacent <code>\cmidrules</code> have a visual breath between them.
<code>\multicolumn{<n>}{<a1.>}{<text>}</code>	Puts the <code><text></code> in a ‘merged’ cell from the current cell across <code><n></code> columns with horizontal alignment <code><a1.></code>

```
\newcommand{\tblHead}[2][c]{\bfseries\begin{tabular}[#1]{@{}l@{}
  {}#2\end{tabular}}
\newcommand{\tblHeadR}[2][c]{\bfseries\begin{tabular}[#1]{@{}>{
  \raggedleft}p{\linewidth}@{}#2\end{tabular}}

\begin{table}
  \caption{Budgetary impact of income tax rate changes}\label{tbl:
    tax_cuts}
  \begin{tabularx}{\columnwidth}{lr>{\raggedleft\arraybackslash}X
    }
    \toprule
    \tblHead{Tax bracket} & \tblHead{Current tax rate} &
      \tblHeadR{Budgetary impact of 1 percentage point change
        (2015-16)}\\
    \midrule
    \$0-\$18,200 & 0\% & \\
    \$18,201 - \$37,000 & 19\% & \$1.9\\
    \$37,001 - \$80,000 & 32.5\% & \$2.3\\
    \$80,001 - \$180,000 & 37\% & \$1.3\\
    \$180,001 + & 45\% & \$0.7\\
    \bottomrule
  \end{tabularx}

  \noteswithsource{Excludes Temporary Budget Repair Levy (2\%
    for those earning over \$180,000 until 2016-17)}%
  {Grattan analysis AT0 2\% sample file (2013). See \url{https
    ://grattan.shinyapps.io/Changing_income_taxes/Forty_three_
    app.Rmd}}
\end{table}
```

could be a bit confusing;
either remove or give it
some context

4.8 Boxes

4.8.1 `smallbox`

Use `\begin{smallbox}` to insert a box intended to fit on one column. There are two mandatory arguments.

```
\begin{smallbox}{<title of the box>}{box:<cross-ref key>}
  <contents of the box>
\end{smallbox}
```

4.8.2 `verysmallbox`

The very small box is used for boxes which may be sufficiently shorter than a column to share the column with paragraphs from the body text. Such boxes would contain two or fewer paragraphs.

4.8.3 `bigbox*`

Use `\begin{bigbox*}` to denote a big box.³ The text will flow around the box.

Figures in boxes must use [H]

When you have a figure in a big box, you must use

```
\begin{figure}[H]
...
\end{figure}
```

do you think we should just using 'bigbox' (rather than 'bigbox*') and just make it float by default? (obviously keep the 'bigbox*' environment in the cls file just in case)

to insert a figure.

Note the [H] which specifies that the figure is to be placed here (or rather, *HERE!*).

4.9 Footnotes in boxes

Insert footnotes (and `\footcites`) as if they were part of the main body text. The footnotemarks will be letters, not numbers, and the footnote area will be within the box.

4.10 Cross-references

There are three commands used in cross-referencing: `\label`, `\Vref` and `\Cref`. The first designates the target of a cross-reference; the other two are for making a cross-reference to such a target.

For example, to refer to some figure, use the following template.

³The * reflects a convention in \LaTeX for a two-column float in an environment name.

Some text which is illustrated by a chart (`\Vref{fig:key}`)

```
\begin{figure}
  \caption{The chart's caption\label{fig:key}}
  \includegraphics{thechartfilename.pdf}
\end{figure}
```

I'd use an example with the `\Vref` outside parentheses
I'm a fan out `\label{fig:key}` after `\includegraphics` -
is there a strong reason why it should be inside

Your labels should be evocative of what is displayed, not the number. You will end up moving or removing a figure, table, or box and confuse your labels.

If you refer to a cross-reference that doesn't exist, the pdf will contain a bold ?? (and LaTeX will give you

The contents of `\label` can be anything containing letters, underscores, or hyphens. I *strongly* recommend you use the prefixes in Table 3. Using these prefixes consistently will make auto-completion easier.

Table 3: Prefixes to use in cross-reference anchors, by float type

Float environ.	Prefix	Example
figure	fig:	<code>\label{fig:prop-hholds-by-decile}</code>
table	tbl:	<code>\label{tbl:tax-paid-by-bracket}</code>
box	box:	<code>\begin{smallbox}{A short history of motorsport}{box:motorsport}</code>

4.11 Footnotes and referencing

for a reference

Use the command `\footnote` to mark a footnote. Use `\textcite` within a footnote.

4.11.1 bibliography.bib

The `bibliography.bib` file is a plain text containing the bibliography databases. The database contains several lines for each entry:

```
@type{<key>,
  author={<author name>},
  title={<title>},
  year={<year>}
}
```

include an example for `@article` and `@misc` (in my view, this is just about all we would need to use)

There are several elements to a bibliography:

`@type` This specifies the type of reference, such as an article, report, book.

`<key>` This is a string of text or numbers (no spaces or special characters) which represent the *key* which is referenced in the text (as I will show below). use a descriptive key, such as `AuthorYearTitle` e.g.

`author=<author name>` each of these lines designate the fields of the reference `Daley2014BudgetPressures`

Mention the option of using an external referencing program (e.g. Mendeley, JabRef) and also about how to convert Endnote libraries (at least a link)

4.11.2 Citations

Use `\footcite{<key>}` to cite an entry in the database if you want the citation to appear in a footnote. Use `\footcites{<key1>}{<key2>}` to cite multiple entries in the same footnote.

Use `\footcite[] [18--24] {<key>}` to add a page reference (in this case, pages 18–24) as a postnote the citation. Use `\footcites{key1}[] [44] {key2}` to cite key1 and page 44 from key2.

Use `\textcite{<key>}` to cite a reference if the reference should not be footnoted. Similarly `\textcites` and `\textcite[] [18--24] {key}` as with `footcite`.

5 More advanced macros

5.1 New commands

Use `\newcommand` to create a new command.

```
\newcommand{<command name>}{<what the command does>}  
\newcommand{<command name>}[<number of arguments>]{<what the  
  command does as a function of #>}
```

For example,

```
\newcommand{\eg}{\emph{e.g.}}
```

Creates a new command `\eg` which prints *e.g.* when it is called. Another one I often use is:

```
\newcommand{\gao}{Grattan analysis of}
```

Slightly more advanced is:

```
\newcommand{\defi}[1]{\textbf{#1}\index{#1}}
```

This makes the argument of `\defi` bold and places it in the index.

6 Compiling a final document

start with ShareLaTeX

6.1 Citations and references

1. If your file is called `YourReport.tex`

```
texify --pdf --clean YourReport.tex
```

2. Update bibliography

```
biber YourReport
```

Note that you should not provide the extension for `biber`.

3. Re-run:

```
texify --pdf --clean YourReport.tex
```

7 Common mistakes made by novices

1. Not regularly compiling your document.
2. Not fixing errors revealed through compilation.
3. Not checking citations have been correctly rendered:
 - a) Making sure you've hit the right reference.
 - b) Making sure the references have been entered correctly.
4. Using `Figure \Vref` instead of just `\Vref`. (this will appear as 'Figure Figure 2.4' for example)
5. Putting `\label` in the wrong position. (It should be immediately after the counter is updated.)
6. Manually specifying figure position, column breaks, white space.
7. Using `\footcite` instead of `\textcite`:
 - a) In notes and sources or
 - b) In footnotes themselves.
8. Using `\textcite{blah}` and `\textcite{foo}` instead of `\textcites{blah}{foo}`.
9. Using a hyphen instead of an n-dash
10. Using ' or " instead of ` or `` to begin a quote

or 'limitations'

8 Known bugs in the grattan.cls file

8.1 microtype's spacing and ragged2e

Currently, `spacing=true` and `ragged2e` are used. This is not supported by `microtype`, which issues a warning. Indeed, it can cause catastrophically bad typesetting.

If you see words being put on top of other words, it is due to this bug.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum.

Nam dui ligula, fringilla a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultricies et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisl hendrerit mollis. Suspendisse ut massa. Cras nec ante. Pellentesque a nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Aliquam urna. Vestibulum corpor turpis. Pellentesque cursus luctus mauris.

Nulla malesuada porttitor diam. Donec felis erat, congue non, volutpat at, tincidunt tristique, libero. Vivamus viverra fermentum felis. Donec nonummy. Pellentesque ante. Phasellus adipiscing semper. Proin fermentum massa ac quam. Sed diam turpis, molestie vitae, placerat a, molestie nec, leo. Maecenas lacinia. Nam ipsum ligula, eleifend at, accumsan nec, suscipit a, ipsum. Morbi blandit ligula feugiat magna. Nunc eleifend congue. Lacus. Sed nulla vitae enim. Pellentesque tincidunt purus vel magna. Integer non enim. Praesent euismod nunc eu purus. Donec bibendum quam in tellus. Nullam cursus pulvinar lectus. Donec et mi. Nam vulputate metus eu enim. Vestibulum pellentesque felis eu massa.

Unless this is likely to occur, I would not include it here (or perhaps mention why there is a problem, and 'speak to HP' if it ever arises)

The fix depends on the context: if it occurs within an environment `EE`, use `\AtBeginEnvironment{EE}{\RaggedRight}`. If it occurs close to a list, a paragraph break (*i.e.* a blank line) before the list environment may be necessary.

8.2 Big boxes

8.2.1 Caption baseline does not match matching column baseline

Solved: <http://tex.stackexchange.com/questions/305450/align-caption-baseline-in-second-column>

remove if solved

8.3 Footnotes in big boxes extend across the entire page

It would be preferable to have footnotes in both columns of a big box,
but it is not easy to set up

9 pdflink errors is this a compile error? Does it affect ShareLaTeX?

Use `\nocite{*}` and delete all auxiliary files to escape the error.


Part I. shouldn't this be Part II?

Notes for the typesetter

Intro to this section: it is best not to worry about typesetting issues until just before publication

10 Moving floats

I would discuss what LaTeX tries to do first (given the .cls file) - i.e. if the float is small, it is placed at the top of the page with text underneath, but

1. If the author would prefer a float (figure, table, or box) to be placed in a different location in the document, you as the typesetter must first understand why the output routine has placed the figure where it has. if large, it occupies its own column. Also discuss if you want to change a float from [t] to [p] (or vice versa)
2. If it is clear that the output routine has averted a substantial typographic sin by placing the figure there, the author should be told of this. how will LaTeX tell the author?
3. Otherwise, the first step is to move the errant float forward or backward one or two paragraphs as required, noting that the order in which floats of the same type (e.g. figure) occur in the source file is preserved in the final document.
4. Next consider, in the following order: (h: here, t: top, b: bottom)
 - a) providing the options [htb] as required to the float environment
 - b) providing the same options to the errant float's predecessor
 - c) providing the same options to both the errant float and its predecessor
5. At this point, if the figure remains steadfast, you have encountered a very unusual situation, and ould encourage you to accept the result.
6. Otherwise: you should consider rewording captions or the surrounding text.
7. Next consider the use of `\FloatBarrier` explain
8. Then consider the option `!`. explain
9. As an emergency measure, you can manually place the figure using the option `H`. (important: do not invoke this option unless you are about to publish)
10. As a last resort, consider using primitive \TeX to manually place the figure with respect to the page. This should be the very last step in a publication.
how do you do this?

11 Bad page break note that LaTeX is usually good, but not perfect for page breaking

Consider using:

1. `\pagebreak[1]` at a good/better place for line breaking: note that this is a column break, not a
2. `\enlargethispage{<n>\baselineskip}` or `\enlargethispage*{<n>\baselineskip}` 'page' break
where `<n>` is an integer multiple of 1/4.

(last resort)

12 Excessive whitespace between paragraphs

This occurs when there is insufficient text to fill a page (the page is *underfull*) but moving text onto another page is not possible because:

do you mean 'moving text from another page'?

I still think you need to adjust the parameters to ensure you don't get too big a white space (a few ragged bottoms doesn't look too bad...)

- A section would be orphaned from its title
- A footnote would have to be set on a different page from its mark.

1. Reposition floats if useful.

2. Use `\oneraggedpage`:

```
% one page ragged bottom
\makeatletter
\newcommand{\oneraggedpage}{\let\mytextbottom\@textbottom
\let\mytexttop\@texttop
\raggedbottom
\afterpage{%
\global\let\@textbottom\mytextbottom
\global\let\@texttop\mytexttop}}
```

3. Finally, use `\raggedbottom` on the entire document. Review.

13 Hyphenation

Hyphenation can be distracting and interrupt the text; however, the alternative to hyphenation is often worse.

When the text is typeset ragged right, L^AT_EX will actually be *more* inclined to hyphenate. If full-width justification on a paragraph can be used, it will minimize discretionary hyphens.

L^AT_EX will, by default, avoid hyphenating words, and desperately try to avoid putting discretionary hyphens on consecutive lines or at a page break.

If a paragraph in your report contains unsightly hyphenation (*i.e.* consecutive hyphens or hyphenation across pages), the best and perhaps only solution is to reword the paragraph.

There is one exception. The command

```
\setlength{\overviewExtra}{1mm}
```

will add 1 mm extra to the nominal column width in the overview. Try values from −4 mm to 4 mm to minimize hyphenations.

In the unlikely event that rewording the paragraph does not change the hyphenation, you can increase `\emergencystretch` to 0.5em. Note that you in doing so are take responsibility for the typesetting of that paragraph. You may wish to play around with penalties, but you should do so with trepidation and only ever locally.

Never use `\raggedright` in ordinary body text. It is acceptable in text where each “paragraph” is really an isolated verse or element. For example, it is acceptable in a list of recommendations, in a table, or in the captions to figures. Although in deploying `\raggedright` you win certainly the battle regarding excessive hyphenation, you lose the war – the text can become badly ragged – and paragraphs will need to be reworded.

Part II.

Error messages

Common \LaTeX Errors

 This chapter is best understood by following the PDF output.

The following is a list of common \LaTeX compile errors as they appear in the log file, and suggestions for how to resolve these. More often than not, errors come from something simple, such as forgetting a parenthesis, a typo, or forgetting to end an environment. But there are also cases where you have no idea what you have done wrong and it can take a fair bit of time to find or even understand your error.

A feature of Share \LaTeX is that it provides ‘hints’ on how to resolve particular errors – most of the time these hints are sufficient. But if not, it may be necessary to view the raw log file to diagnose the problem.

A The Form of an Error

There are two forms of errors: \LaTeX errors and \TeX errors. In both types of errors, the part after the error message will tell you where the error occurred. An example:

```
1.15 <offending text>
```

The 1.15 tells you what line the error occurred on and the text will tell you the text that caused the error.

A.1 \LaTeX Errors

The general form of an error in \LaTeX is shown below:

```
! LaTeX error: <error message>
```

See the LaTeX manual or LaTeX Companion for explanation.

Type H <return> for immediate help.

```
...
```

The ! lets you know that the error has occurred. The error message will tell you what type of error you have committed. After the ellipses, you will find the line at which the error occurred and the text that caused the error (or at least the text where \LaTeX found the error).

A.2 \TeX Errors

Errors may also have the following form:

```
! <error message>
```

These errors are formatted differently because they are error messages that came from \TeX instead of \LaTeX . After the error, you will still find the line that the error occurred in and the text of the error.

B Warnings

There are some error messages that are just warnings and will not stop or change the compilation of the document. Chances are you have seen them many times.

B.1 Underfull

The following error results when a line does not extend the width of the page, something \LaTeX always tries to accomplish:

```
Underfull \hbox (badness 10000) in paragraph at lines
104--107
```

This error message is just a warning and is not something to worry about. For the most part, when a line does not span the width of the page, it is because you have written something that you want to only cover part of the page.

B.2 Overfull

The following error results when a line extends beyond the width of the page:

```
Overfull \hbox (16.04988pt too wide) in paragraph at
lines 30--31 [] [] \OT1/cmtt/m/n/12 I'm trying to put
way too much text into a line in my document.
```

Usually this error comes from when you are using the `verbatim` package because it will not move to the next line if your text does not go to the next line. The easiest way to fix this is to find the place in your document where this is occurring and change the text so that it fits to the page.

This error will still show up if the text is still on the page but outside of the width of text that \LaTeX has set. In this case, you are welcome to fix things so that the error does not show up or you can leave the text as it is.

B.3 References

The following warnings occur when references are changed when \LaTeX was compiled:

```
LaTeX Warning: Label(s) may have changed. Rerun to get
cross-references right.
```

```
LaTeX Warning: There were undefined references.
```

```
LaTeX Warning: Reference `name' on page 1 undefined on
input line 15.
```

The way to fix these errors is to recompile the document again to correct the page numbers. Sometimes it is necessary to recompile the document twice to fix this error. You also may have defined a reference wrong, so you should check to make sure your label is correct.

C Beginning and Ending

C.1 Begin Ended by End

This type of error occurs when each environment is not correctly started and ended. When you are missing an `\end` command, the following error will show up:

```
! LaTeX Error: \begin{enumerate} on input line 23
ended by \end{document}.
```

To fix this, you need to end the environment mentioned in the error with the appropriate command.

When you are missing a `\begin` command, the following will appear:

```
! LaTeX Error: \begin{document} ended by
\end{itemize}.
```

To fix this, you basically do the same thing as before, correctly beginning the environment mentioned in the error with the appropriate command.

C.2 End Occurred Inside a Group

The following error message will show up at the end of compiling a file if an environment is begun that is not ended:

```
(\end occurred inside a group at level <n>)
```

To fix this error, make sure you end the environment that was begun. The previous error is more helpful in finding the `\begin` statement.

C.3 Ended by End of Line

The following error will occur when you try to place a command inside a section heading:

```
! LaTeX Error: \verb ended by end of line.
```

See the LaTeX manual or LaTeX Companion for explanation.

Type H <return> for immediate help.

...

There will be many errors of the same type for this mistake. In order to find where you put the command, look in the output file and find the last heading that shows up.

C.4 Missing Begin Document

This error is self-explanatory:

```
! LaTeX Error: Missing \begin{document}
```

D Errors Usually Caused by Bad Spelling

D.1 Unknown Control Sequence

This error results when you use a command (something that starts with a `\`) that is not recognized by \LaTeX :

```
! Undefined control sequence.
```

Usually this error results from spelling a command incorrectly. Go to the line that is indicated by the error and fix the command.

D.2 Environment Undefined

This error results when you begin an environment with a `\begin` command that is not recognized:

```
! LaTeX Error: Environment verbatim undefined.
```

Usually you have just spelled your environment incorrectly, so you just need to fix it.

D.3 Bad File Name

This error results when you have mistyped the command `latex` or do not have \LaTeX installed on your computer:

```
Bad command or file name
```

To fix this, correctly spell the command to compile your file or make sure that \LaTeX is correctly installed on your computer.

D.4 Cannot Find File Name

This error occurs when you try to compile a file that the computer cannot find:

```
! I can't find file `sample'.
<*> sample
```

Please type another input file name:

To fix this error, make sure you have spelled the file name correctly. You also may be in the wrong directory to compile the file, so check to make sure you are in the same directory as your file.

E Fatal Errors

E.1 Runaway Argument

This error happens when a paragraph ends before a command's argument is done (i.e., \LaTeX thinks that there is a missing `}`):

Runaway argument?

To fix this, you should use a different command to accomplish what you are trying to do. An example of this is to use `\bfseries` instead of `\bf text` to make bold text in more than one paragraph.

This error can also be caused by a missing mandatory argument to a command.

E.2 Just an *

This error normally occurs when you do not end your document with `\end{document}`:

*

If you are prompted to enter something in, it is best to enter

`\end{document}`

and hope it works. Be sure to end your document with the appropriate command.

E.3 Emergency Stop

This error happens when \LaTeX will stop trying to compile your document due to a serious error:

! Emergency stop.

To fix this error, you will need to figure out what caused it to stop compiling. Chance are you forgot to end your document with `\end{document}`, but there might also be another reason for the emergency stop.

E.4 Please Type a Command or Say End

This error happens when your file has ended prematurely:

(Please type a command or say ``\end'`)

The best way to deal with this type of error is to type

`\end`

or

`\end{document}`

in the case that the absence of that command caused the error. Usually if you have ended your document correctly, the error will result from a missing `}` or forgetting to end a verbatim environment.

E.5 Floats lost

This can either mean:

1. You have forgotten to use `\end{figure}` (or `table` etc) for a particular float; or
2. You have put a float inside another float. For example, you have put a `todonote` inside a `figure`, or you have put a `figure` inside a footnote, or you have put a `figure` (without using the `[H]`) inside a box.

This is a difficult problem to debug. The line of output given by the error message is the first place where \LaTeX noticed something went wrong. (So the offending code is before that – though unfortunately not always immediately before that.)

F Graphics Errors

F.1 Too Many Unprocessed Floats

This error occurs when figures or tables (i.e., floats) have not been typeset:

```
! LaTeX Error: Too many unprocessed floats.
```

\LaTeX can only have so many floats waiting to be typeset. In order to fix this error, make sure that you are placing your floats where you want them (with a `[h]` option) and not wanting too many on one page in sequence. Using the command `\clearpage` can be very useful in distributing floats correctly.

F.2 Unknown Graphics Extension

The following error occurs when you try to use a type of graphic that is not supported by the type of file that you are producing:

```
! LaTeX Error: Unknown graphics extension: .gif
```

In order to fix this error, you should change your graphics to the types that are supported by the type of file you are outputting or you will need to include the correct package to deal with that type of graphic. Sometimes you may have named the graphic poorly so that \LaTeX will not recognize it as a graphic file.

F.3 Division by Zero

The following error occurs when the height of a graphic object is zero:

```
! Package graphics Error: Division by 0.
```

This is usually caused when you rotate an object with zero depth so that its height becomes zero. The best way to fix this is to use the keyword `totalheight` instead of `height`.

G Math Errors

G.1 Display Math Should End With \$\$

This error occurs when the displaymath or equation mode is ended incorrectly:

```
! Display math should end with $$
```

To fix this error, make sure that you end the displaymath or equation mode correctly (ending them with a \$ is not acceptable).

G.2 Bad Math Environment Delimiter

This error occurs when you do not have your delimiters correct in math mode:

```
! LaTeX Error: Bad math environment delimiter.
```

Usually this occurs when you forget to match a right delimiter with every left delimiter. This error may also happen when you forget to end an array.

G.3 Missing Right

This error occurs when you have a missing right parenthesis:

```
! Extra \right.
```

To fix this, you either need to add a `\right` command or you need to end an array.

G.4 Missing Delimiter

This error message occurs when a delimiter is missing:

```
! Missing delimiter (. inserted).
```

To fix this error, you need to make sure that you have a right delimiter for every left delimiter. If you do not want a right delimiter matching a left delimiter, you need to use “.” to not have an error message show up.

G.5 Missing \$ Inserted

The following error occurs when you try to use a character that can only be used in math mode, like `_` or `^`:

```
! Missing $ inserted
```

To fix this error, make sure you change the character to what it should be in text mode.

H Tabular Environment Errors

H.1 Misplaced Alignment Tab Character &

This error occurs when you use `&` and when you are not in a tabular environment:

```
Misplaced alignment tab character &
```

To fix this error, you need to use `\&` to make a `&`.

H.2 Extra Alignment Tab

This error occurs when you use too many tabs for the number of columns in a table:

```
! Extra alignment tab has been changed to \cr
```

The result of this error is that a new row is formed where the extra tab was. You should go back and fix your table so that the correct number of items in each row would show up.

H.3 Argument Has an Extra }

These errors happen when an incorrect number of arguments to a tabular environment have been specified:

```
! Argument of \cline has an extra }.
```

```
! Argument of \multicolumn has an extra }.
```

To fix this error, make sure your arguments to the tabular environment are correct.

I Errors With Lists

I.1 Missing Item

This error occurs when there is plain text in an environment that takes items:

```
! LaTeX Error: Something's wrong--perhaps a missing
\item.
```

To fix this error, make sure the plain text is changed into an item.

I.2 Too Deeply Nested

This error occurs when there are too many lists for \LaTeX to handle:

```
! LaTeX Error: Too deeply nested
```

\LaTeX can only handle four levels of one type of list and six levels of different types of lists. To fix this, you need to use less levels of lists or define your own list environment.

J Miscellaneous Errors

J.1 Only Used in the Preamble

This error occurs when you place a command in the body of a \LaTeX document that should be placed in the preamble:

```
! LaTeX Error: Can be used only in the preamble.
```

To fix this error, just move the command to the preamble.

J.2 There Is No Line/Page Here to End

This error occurs when you incorrectly use the commands that make a new line or a new page:

```
! LaTeX Error: There's a no line here to end.
```

You may just leave the command that is making a new line in place or you can take it out. Here, \LaTeX is just trying to make sure that everything looks nice.

J.3 Command Already Defined

This error occurs when you try to define a command that already exists:

```
! LaTeX Error: Command ... already defined.
```

To fix this, you need to define your command differently.

J.4 Missing Number

This error is made when a number is expected as an argument and one is not provided:

```
! Missing number, treated as zero.
```

To fix this error, you need to find where a number is expected so that you can provide the correct one.

Should this appear in the next section?

Table 4: List of all commands maybe include number of optional/mandatory arguments as well


\Command	Comment	Group
\boxsources	Source matter within boxes	Boxes
\citetitle	Inserts the title of a citation, as well as including the reference in the bibliography. (includes a reference in the bibliography,	Citations & bibliography
\cite	even if not cited in main text)	Citations & bibliography
\footcite	Citation to be placed in a footnote	Citations & bibliography
\footcites	Multiple citations to be placed in a footnote	Citations & bibliography
\footnote	Insert a footnote.	Citations & bibliography
\textcite	Inline citation	Citations & bibliography
\textcites	Multiple citations to be placed inline	Citations & bibliography
\Vref	Initial cross-reference (to a \label)	Cross-referencing
\Cref	Subsequent cross-reference (to a \label)	Cross-referencing
\label	The target of a cross-reference.	Cross-referencing
\phantomsection	If the target of a cross-reference is not a figure, table, or section (<i>i.e.</i> it is just text in a paragraph), use \phantomsection\label<key> to anchor the cross-reference (how will this appear when referenced?)	Cross-referencing
\bottomrule	Final horizontal rule in a table	Figures and tables
\caption	General caption (grey, bold)	Figures and tables
\captionwithunits	Caption with first argument top line and second argument units for chart	Figures and tables
\cmidrule	Horizontal rule over a subset of columns	Figures and tables
\columnwidth	Supplies the current width of the column	Figures and tables
\includegraphics	inserts an image (typically a pdf) using the file provided	Figures and tables
\linewidth	Current width of line	Figures and tables
\midrule	Horizontal rule separating heading from contents in a table	Figures and tables
\multicolumn	Spread a cell over multiple columns (merge cells)	Figures and tables
\notes	Puts notes under a chart	Figures and tables
\source	Puts source text under a chart	Figures and tables
\noteswithsource	Puts notes and source under a chart/table	Figures and tables
\toprule	First horizontal rule in a table	Figures and tables
\units	Units for charts	Figures and tables
\emph	Emphasize text with an oblique font	Fonts
\textbf	Boldface	Fonts
\textit	Italic font (oblique font for )	Fonts
\item	Commence new number or bullet in an enumerate or itemize environment	Lists
\ie	Macro for consistent use of ‘i.e.’ is there an \eg as well?	Misc
\input	Used to insert raw .tex code from another file	Misc
\addchap	Chapter without number	Sections
\chapter	Begins a new chapter, first argument the title of the chapter	Sections
\section	Section title	Sections
\subsection	Subsection title	Sections
\addbibresource	The path of the bibliography (.bib) file containing the references (you can use multiple .bib files - maybe mention)	Single-use
\acknowledgements	Text appearing in second column of page 2	Single-use
\author	The authors of the report appearing on front page	Single-use
\contentspage	Load after the overview. Prints the table of contents and the list of figures	Single-use
\documentclass	Used at the top document. Loads the class (grattan)	Single-use
\GrattanReportNumber	Prints the report number on page 2. Use \GrattanWorkingPaperNumber for working papers	Single-use
\listoffigures	Print list of figures (isn't this automatic?)	Single-use
\listoftables	Prints list of tables	Single-use
\printbibliography	Prints bibliography	Single-use
\printendnotes	Prints endnotes if requested	Single-use

Table 4: List of all commands

\Command	Comment	Group
\title	The title of the report	Single-use
\\$	\\$ for a (literal) dollar sign	Special characters
\%	\% for a (literal) percentage sign	Special characters
\&	Literal ampersand logogram	Special characters
\,	Half-space kern	Technical
\@	Use \@ before a sentence-ending full stop preceded by a capital letter	Technical
\(Use \((to begin math-mode. You should type \(-\) if you want a negative symbol.	Technical
\\	Line break in table	Technical

Part III.

Quick-reference

<pre>\begin{figure} \caption{Title}% lower case? {Units}% \units{Units} {xrefkey} \includegraphics[page=X]{path/to/figure} \notes{Notes} \source{Source} \end{figure}</pre>	Places a floating figure with caption, notes, and source.
<pre>\begin{table} \caption{Table caption} \begin{tabularx}{\linewidth} \toprule ColumnHeader1 & ColumnHeader2 \\ \midrule Table entry 1 & Table entry 2 \\ \bottomrule \end{tabularx} \notes{} \source{} \end{table}</pre>	Places a floating table with caption, notes, and source.
<pre>\begin{overview}[-25pt] \end{overview} \begin{recommendations}[-25pt] \end{recommendations}</pre>	Page of overview and recommendations.

Index

appendix, [9](#)

bigbox*, [14](#)

boxes

 bigbox*, [14](#)

 smallbox, [13](#)

chapter, [9](#)

contentspage, [9](#)

Cref, [14](#)

cross-references, [14](#)

enumerate, [11](#)

itemize, [11](#)

label, [14](#)

overview, [9](#)

section, [9](#)

smallbox, [13](#)

Vref, [14](#)