Some choices

1pica = 12pt

It has been urged as an argument in favor of rechartering the present bank that the calling in its loans will produce great embarrassment and distress. The time allowed to close its concerns is ample, and if it has well managed its pressure will be light, and heavy only in case its management has been bad. If, therefore, it shall produce distress, the fault will be its own, and it would furnish a reason against renewing a power which has been so obvi10/11 @ 24 picas

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Note: If you are using any of the Adobe 'Classroom' books, you will notice that the pica is used as the unit of measure rather than the millimetre or points.

If you see something like 19p11 this 19picas + 11pts

This would be = 239pts = 84.314 mm

Content Flow

- text frames should be threaded
 - do not randomly place text boxes apart from master page items
- text should flow in one 'story' except for the prelim pages
- images and other content should be anchored
- text cannot be displayed outside text frames but outdenting can be achieved