

Comportamento Organizacional

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Conteúdo

Executive Summary

This document presents the basic concepts of typesetting in a form usable by non-specialists. It is aimed at those who find themselves (willingly or unwillingly) asked to undertake work previously sent out to a professional printer, and who are concerned that the quality of work (and thus their corporate image) does not suffer unduly. The topics cover layout, the need for accuracy, the choice of typeface, arrangement of the document, adherence to specifications, and the production process. No foreknowledge of printing or publishing is needed, but an eye for detail, a feeling for æsthetics, and some fluency with a computer is expected.

These modes also exist as environments called `raggedright` and `raggedleft` which is more convenient when applying this formatting to a whole paragraph or more, like this one.

$$\bar{n}^{\wedge *}_j(s) = \frac{\{s \sum_{i=1}^{\infty} n_i(0) p^{\wedge *}_{i,k+1}(s) + M^{\wedge *}(s)\} \sum_{i=1}^{\infty} p_{0i} p^{\wedge *}_{ij}(s)}{1 - s \sum_{i=1}^{\infty} p_{0i} p^{\wedge *}_{i,k+1}(s)} + \sum_{i=1}^{\infty} n_i(0) p^{\wedge *}_{ij}(s) [j = 1, 2, \dots]$$

- Itemized lists usually have a bullet;
 - Long items use ‘hanging indentation’, whereby the text is wrapped with a margin which brings it clear of the bullet used in the first line of each item;
 - The bullet can be changed for any other symbol, for example from the `bbding` or `pifont` package.
1. Enumerated lists use numbering on each item;
 2. Long items use ‘hanging indentation’ just the same as for itemized lists;
 3. The numbering system can be changed for any level.

Identification: description lists require a topic for each item given in square brackets;

Hanging indentation: Long items use this in the same way as all other lists;

Reformatting: Long topics can be reprogrammed to fold onto multiple lines.

Inline lists, which are sequential in nature but are *a*) formatted within their paragraph *b*) usually labelled with letters, like this example. The items are Boolean, with the final item prefixed by ‘and’ or ‘or’.

Tabela 1: Project expenditure to year-end 2001

...

Tabela 2: Project expenditure to year-end 2001

	Item	Amount
a)	Salaries (2 research assistants)	28,000
	Conference fees and travel expenses	14,228
	Computer equipment (5 workstations)	17,493
	Software	3,562
b)	Rent, light, heat, power, etc	1,500
	Total	64,783

The Institute also contributes to (a) and (b).

Please make
sure you
send in your
completed
forms by
January 1st
next year, or
the penalty
clause 2(a)

will apply
Please make sure you send in your
completed forms by January 1st next year,
or the penalty clause 2(a) will apply.

- Incomplete forms will be returned to you unprocessed.
- Forms must be accompanied by the correct fee.
- There is no appeal. The adjudicators' decision is final.

Multiline
text in a box
typeset using
tabular

This multiline text is more flexible than a
tabular setting:

- it can contain any type of normal L^AT_EX typesetting;
- it can be any specified width;
- it can even have its own footnotes^a.

^aLike this

Do, Ronny, Do. *Nancy Reagan* Da Do Ron Ron *The Crystals*

At the turn of the century William Davy, a Devonshire parson, finding errors in the first edition of his printed. His publisher refused and Davy purchased a press, type, and paper. He harnessed his gardener to the press and apprenticed his housemaid to the typesetting. After twelve years' work, a new edition of fourteen sets of twenty-six volumes was issued—which surely indicates that, when typomania is coupled with religious fervour, anything up to a

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Lista de Figuras

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¹Apontamento