

Practical Typesetting

KR Chowdhary
CSE Department

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Abstract

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 aesthetic) does not suffer unduly.

Table 1: Project expenditure to year-end 2006

	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, etc.	1,500
	Total	64,783

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