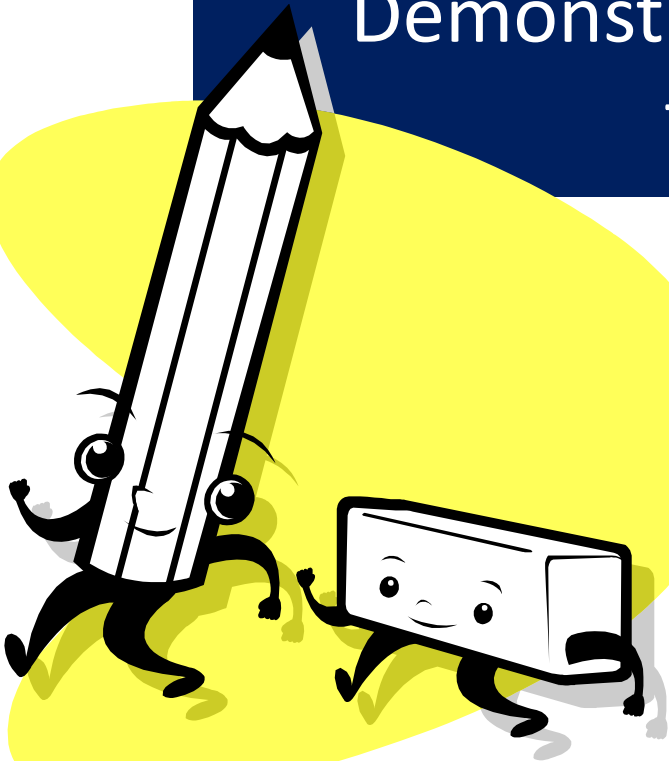


Lettering Techniques

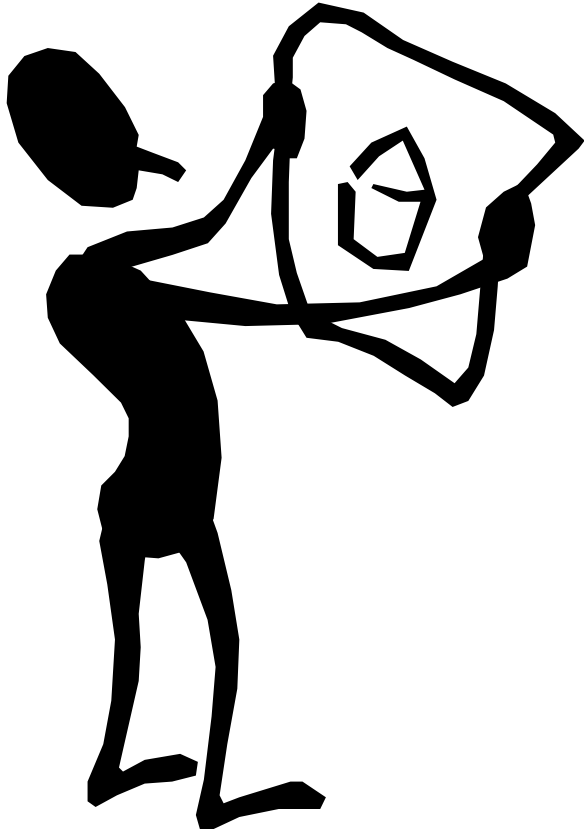
Objective 003.02

Demonstrate correct lettering techniques.



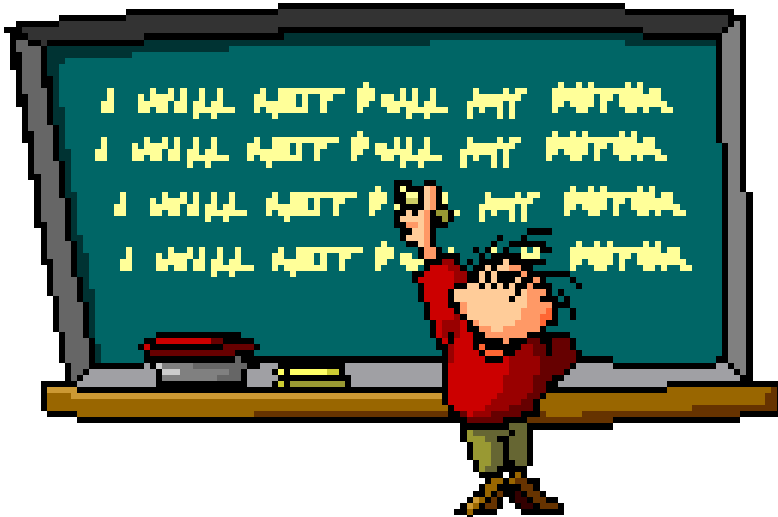
The purpose of neat lettering:

- The most important reason is to **convey information** without misunderstanding.
- Adds to the **overall appearance** of the drawing.



ANSI (American National Standards Institute)
Recognizes the use of single-stroke gothic letters.

Typically
ALL CAPITAL LETTERS
are used.



- **Horizontal guidelines** (very light, very thin lines) – keep letters the same height.
- **Vertical guidelines** may be used as an aid to keep letters from slanting.

- Typically, most letters are .125” or 3mm tall.
- a uniform vertical space should be left between lines of letters.
- the background area between letters should appear equal.

- **fraction bar is horizontal** and does not touch numbers.
- fractions are typically **twice** as tall as numbers

- space between words equal to the letter “O”.
- letters are formed with a series of strokes.

