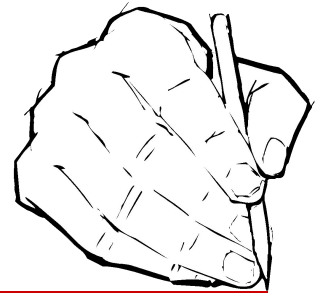


Basic Drafting Skills Lettering

003.02

**Demonstrate correct
lettering techniques**

Lettering



-
- Practice of adding clear, concise words on a drawing to help people understand the drawing
 - Notes lettered on rough sketches are functional and important to operation
 - Simple freehand lettering completes the idea captured in a sketch
-

Purpose of Neat Lettering



- ☐ Most important reason is to convey information without misunderstanding
 - ☐ Adds to the overall appearance of the drawing
-

Lettering Composition

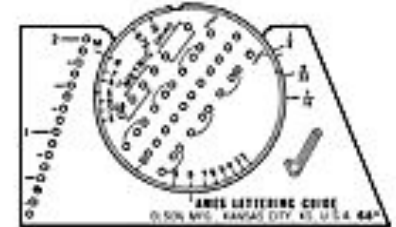


- Letter and word spacing should be about *uniform*
 - Space between words should equal the approximate width of the letter "O"
 - Background area between letters should appear equal
-

Guidelines

☐ Ames Lettering Guide

- Helps drafters create neat, uniform lettering

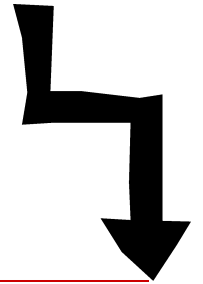


☐ Lettering Template

- Aids in drawing guidelines



Guidelines



- Horizontal guidelines keep letters the same height
 - Vertical guidelines aid the eye in keeping letters from slanting
 - Guidelines are drawn very light and very thin
 - Do not need to be erased
 - Uniform vertical space should be left between lines of letters
-



Types of Lettering

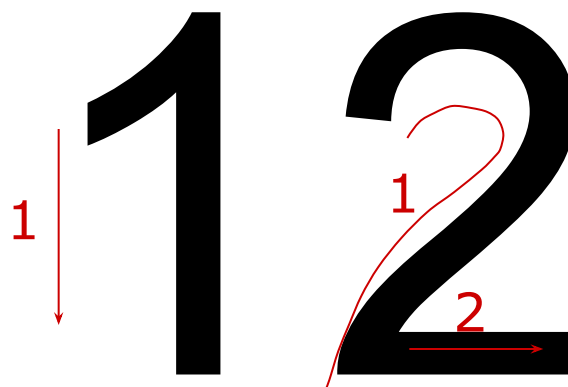
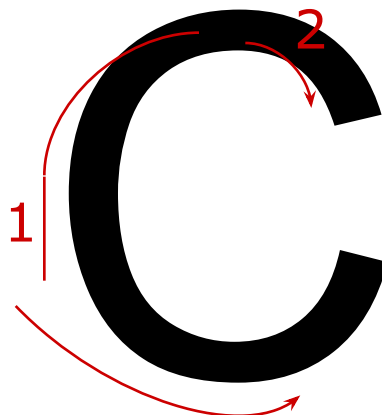
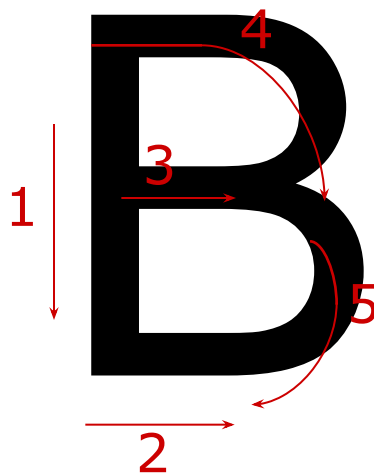
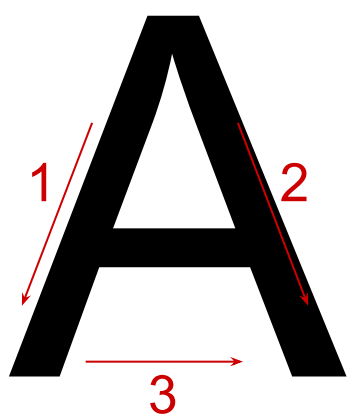
- **ANSI** (American National Standards Institute)
 - Recognizes the use of single-stroke Gothic letters
 - Letters are formed using a series of strokes
 - Typically all capital letters are used
 - **Most common lettering on Engineering Drawings**
 - Vertical, Uppercase, Gothic
-

Lettering Standards

- Typically, most letters are .125" (3mm) tall
- Fractions are typically twice as tall as numbers
- Fraction bar is horizontal and does not touch the numbers

6 $\frac{1}{2}$

Single-stroke Vertical Uppercase Letters



Lettering Assignments
