





In technical drawing proper lettering is needed so the drawing can be better understood when others are viewing it.

When creating letters the draftsperson must adhere to the following:

1. Never mix upper and lower case letters together:

i.e.

mR. GrIfFiTh

2. Always use guidelines to avoid inconsistent letters:

i.e.

MR. GRIFFITH

Please note:

When using guidelines they should be very thin and very light. Guidelines do not have to be erased if drawn light enough.

3. Avoid thick and thin strokes:

i.e.

MR.GRIFFITH

4. When lettering all of the letters should be uniform in appearance:

i.e.

MR.GRIFFITH

not

M R.GR I FFI T H

5. How to properly create letters and numbers are illustrated in the next page.

