

ENGINEERING GRAPHICS

Topic:
Letter Writing

8 7 6 5 4 3 2 1

REV. DESCRIPTION DATE APPROVED
B CHANGE FROM 750 TO 718 12-26-02 JPS

MASTER
V.I.P. *Janick*
9-2-11

SECTION A-A

2X R.13

2: ANODIZE TYPE III, CLASS 2 BLACK
NOTES: 1: THIS IS AN IN-HOUSE PRINT

4 3 2 1

UNLESS OTHERWISE SPECIFIED
DIMENSIONS ARE IN INCHES
TOLERANCES ARE:
FRACTIONS DECIMALS ANGLES
± .005 ± .010 ± 1/2°
XXX ± .010
XXXX ± .005

CAD GENERATED DRAWING.
DO NOT MANUALLY UPDATE

APPROVALS DATE
DRAWN JPS/VIP 12-26-02
CHECKED *BE/HP* 7-22-11
RESP ENG

MATERIAL 6061-T6

SEE NOTE 2

DO NOT SCALE DRAWING

QUAL ENG

ITEM NO. PART OR IDENTIFYING NO. NOMENCLATURE OR DESCRIPTION MATERIAL SPECIFICATION QTY REQD.

PARTS LIST

VIP VISTA INDUSTRIAL PRODUCTS INC.

BACK STOP SLIDE

SER B DWG NO. VIP-B51 REV B
SCALE CAD FILE VIP BACK STOP 11 SHEET 1 OF 1

NOTES: 1: THIS IS AN IN-HOUSE PRINT

Letter Writing

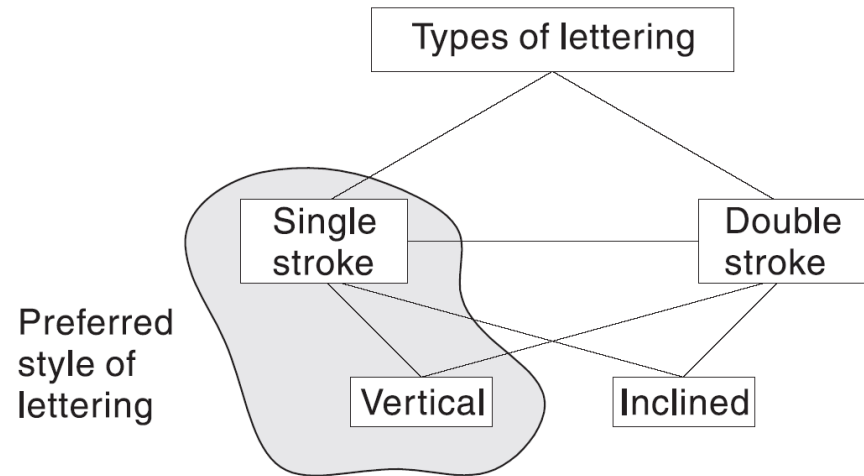
- **The written information on the drawings should be legible, neat in appearance and correct in style.**
- **So, all written information on the drawing is always in the form of lettering and not in handwriting.**
- **Letter writing is an art of writing text on a drawing by using alphabets, numerals and symbols.**

Letter Writing

Types of letter writing —

(1) Single stroke.

(2) Double stroke.



Gothic Letters

- **Single stroke letters are legible, neat in appearance and correct in style, therefore they are universally used for engineering drawings.**
- **Letters having all strokes of uniform thickness are classified as Gothic.**
- **The style of the letter, when the thickness of the strokes is such that it can be made with a single stroke of pencil, is called Single Stroke Gothic.**

Gothic Letters

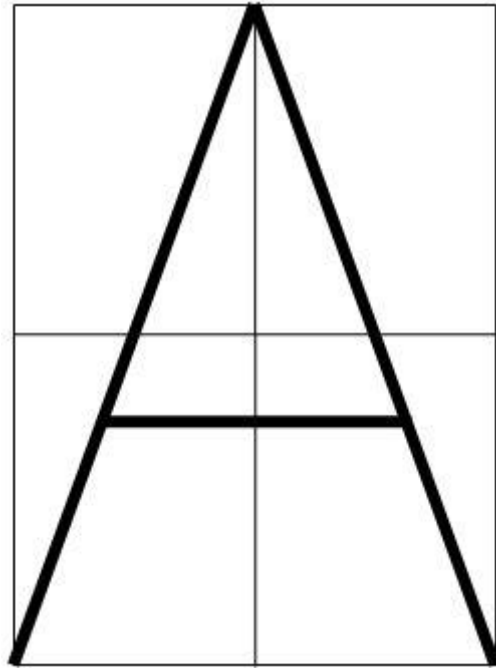
Single stroke vertical letters:

Letters are designated by their height.

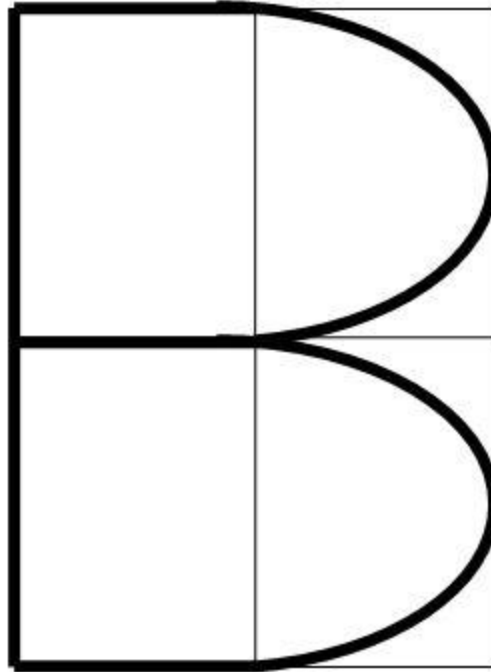
The ratio of height to width for single strike vertical gothic letters is given below.

SR.	HEIGHT TO WIDTH RATIO	LETTER/NUMERAL
1.	7:5	All letters except I, J, L, M, W
2.	7:4	All numerals except 1
3.	7:1	I
4.	7:3	1
5.	7:4	L & J
6.	7:6	M
7.	7:8	W

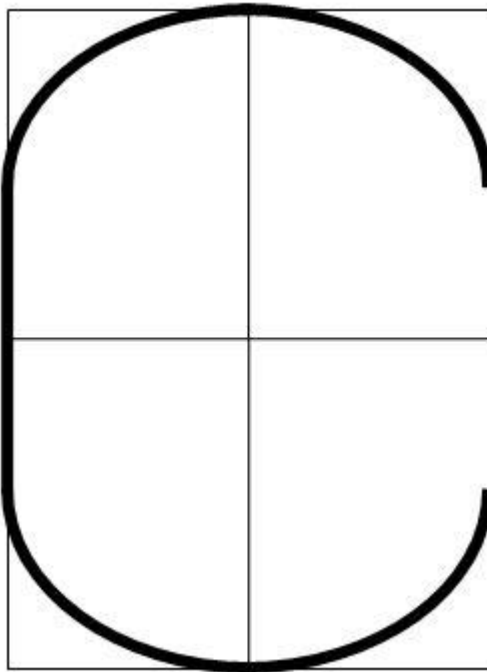
Gothic Letters



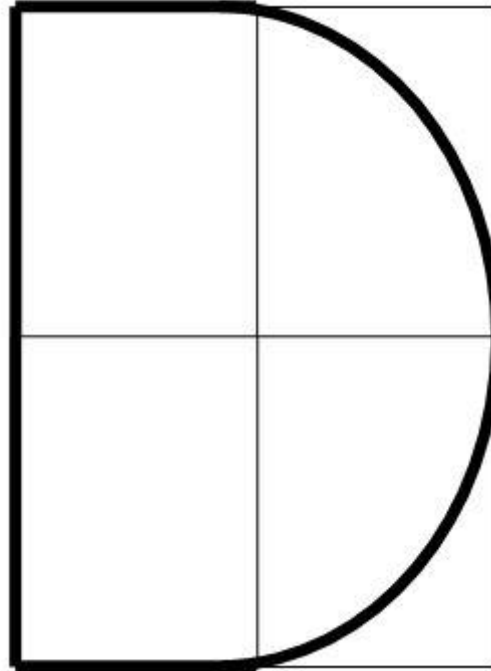
Gothic Letters



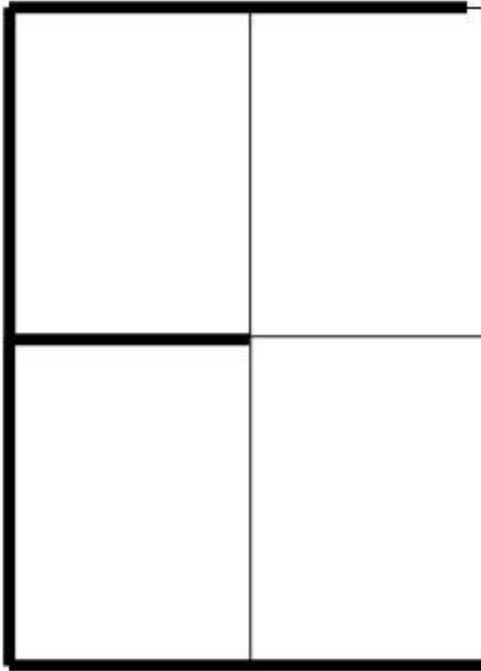
Gothic Letters



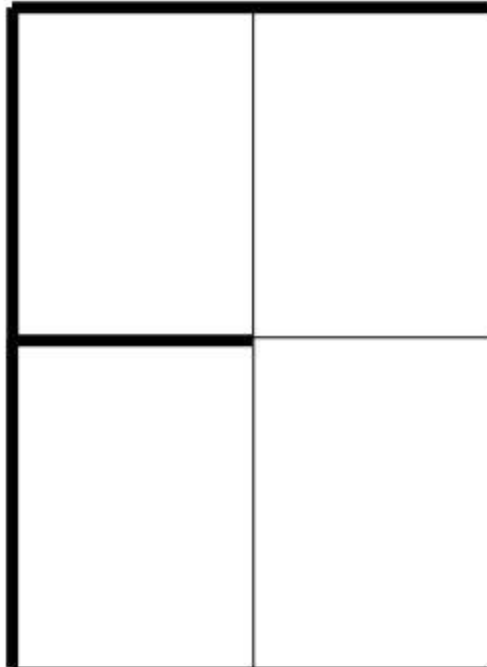
Gothic Letters



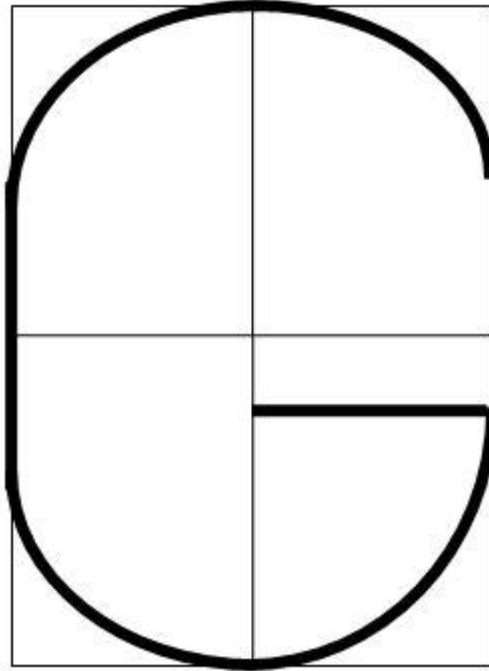
Gothic Letters



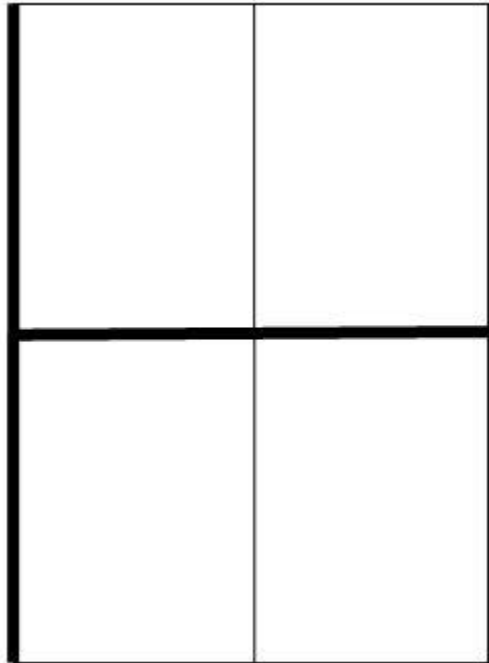
Gothic Letters



Gothic Letters



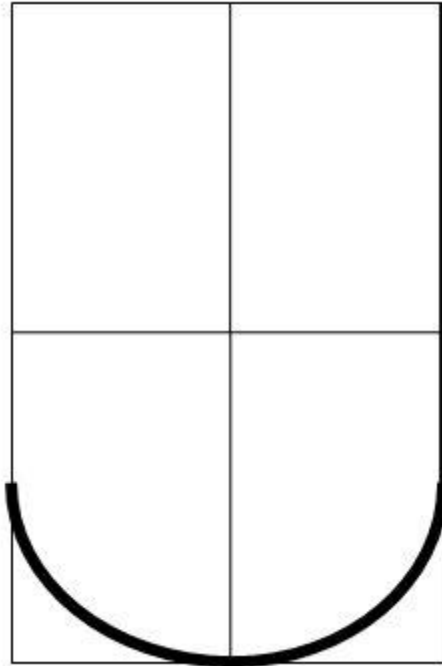
Gothic Letters



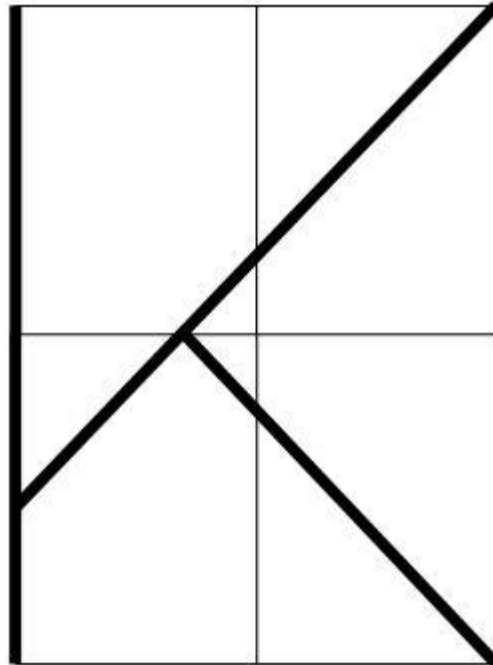
Gothic Letters

Vertical line

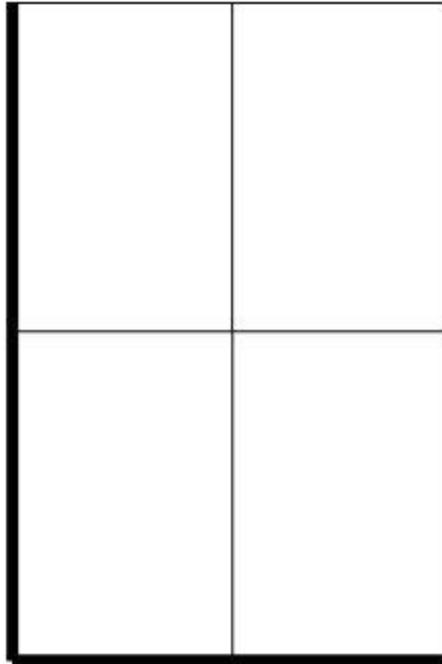
Gothic Letters



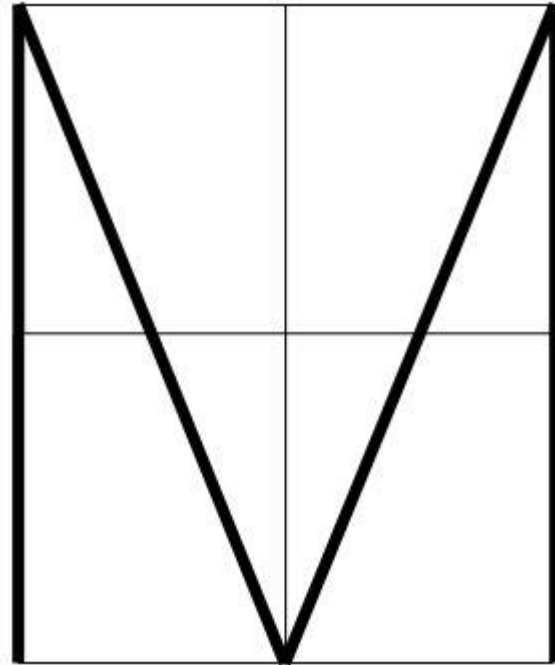
Gothic Letters



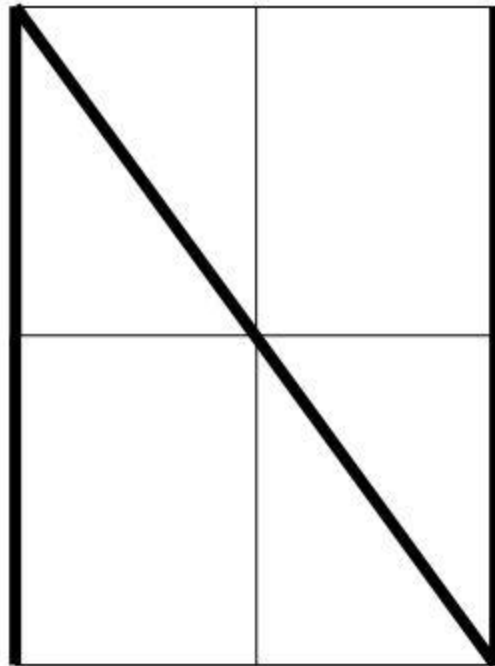
Gothic Letters



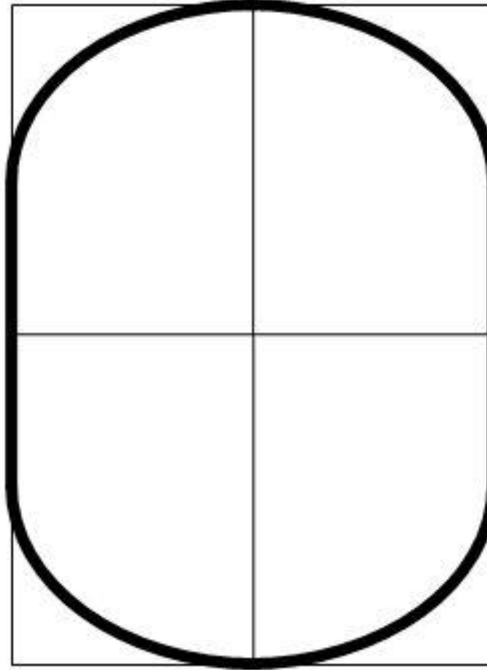
Gothic Letters



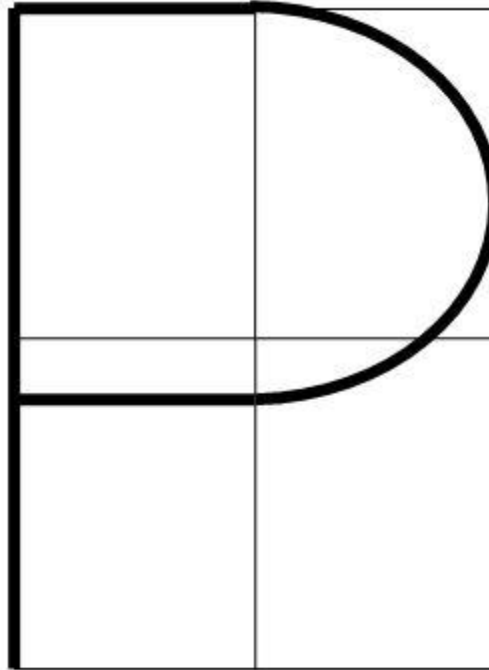
Gothic Letters



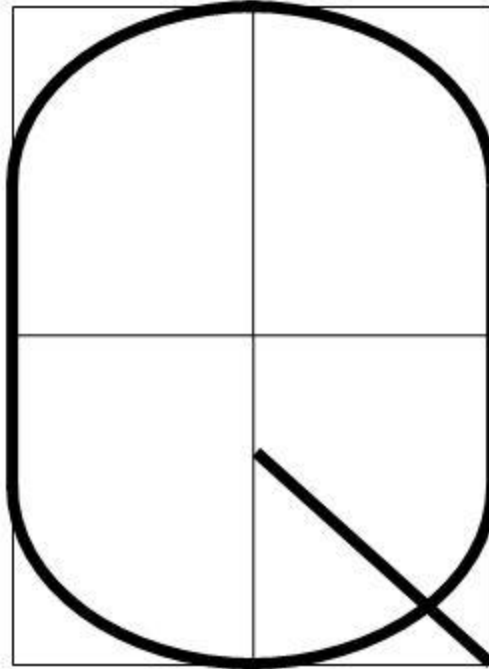
Gothic Letters



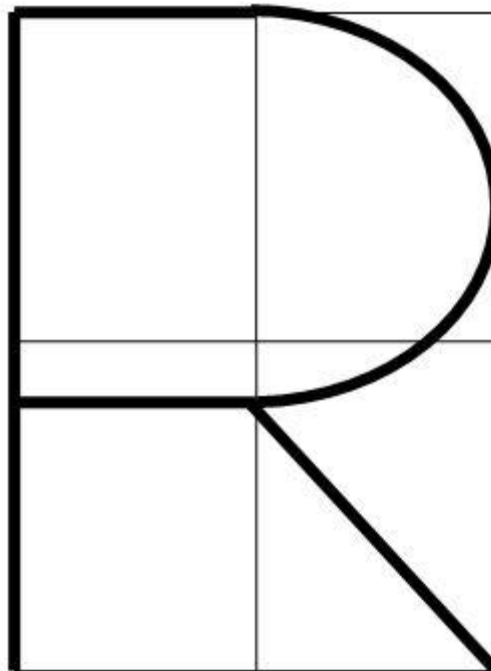
Gothic Letters



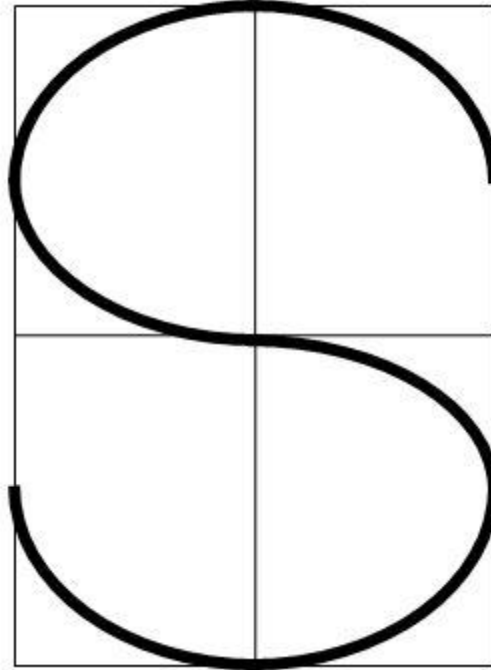
Gothic Letters



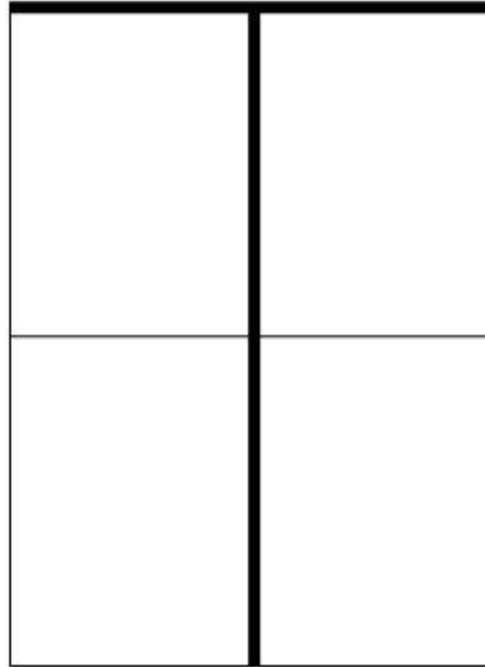
Gothic Letters



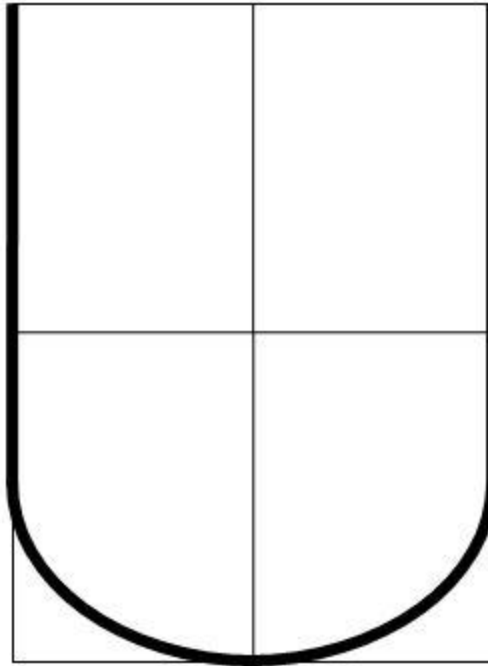
Gothic Letters



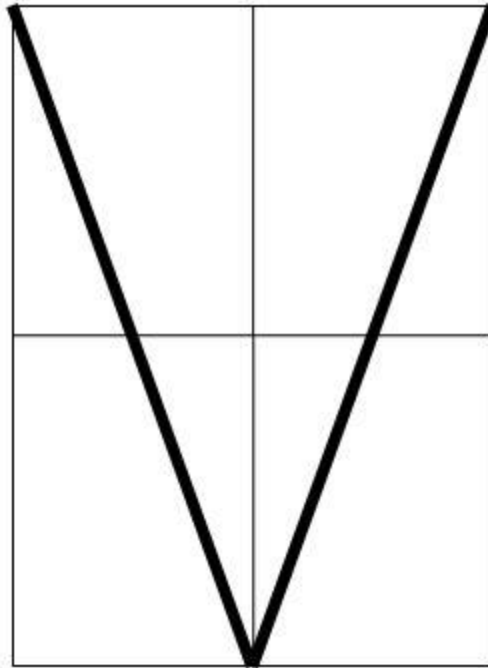
Gothic Letters



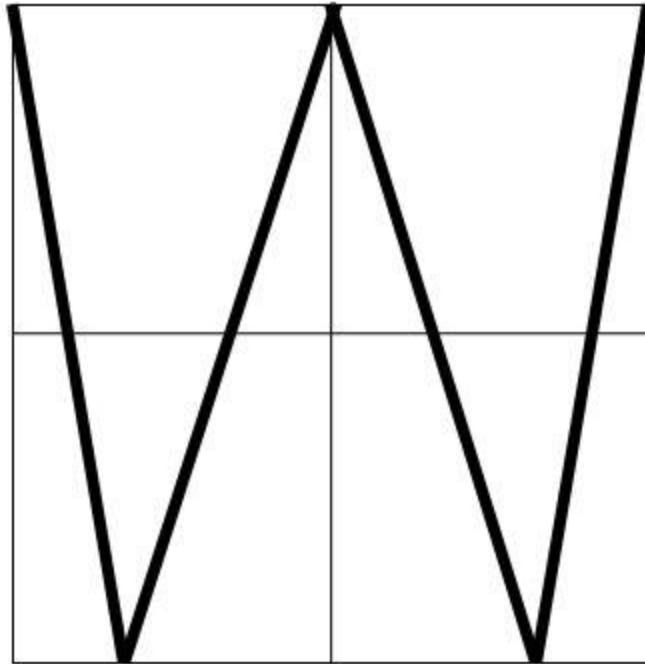
Gothic Letters



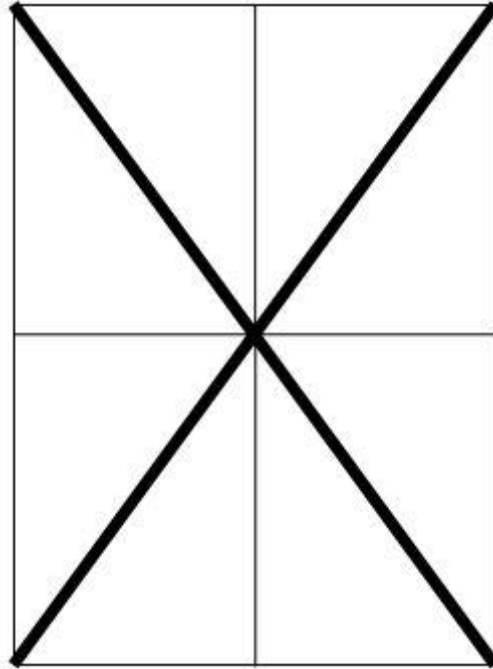
Gothic Letters



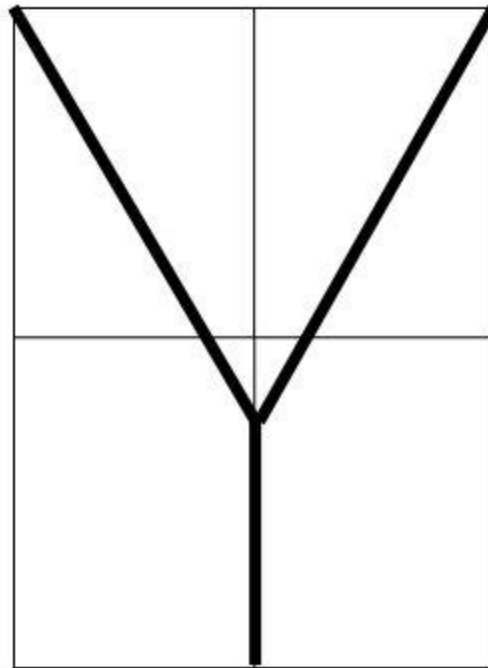
Gothic Letters



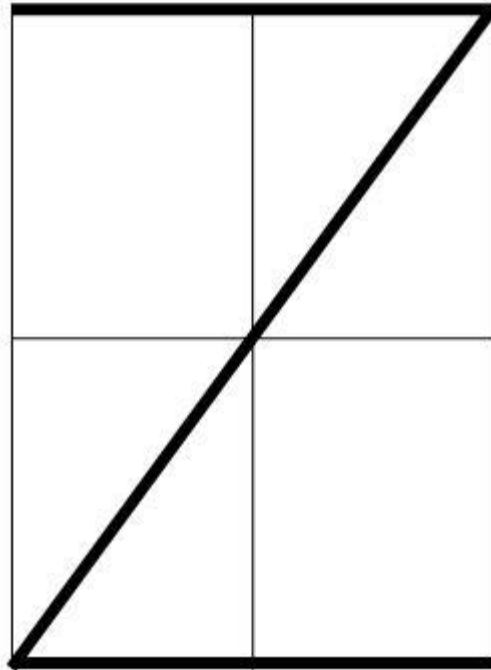
Gothic Letters



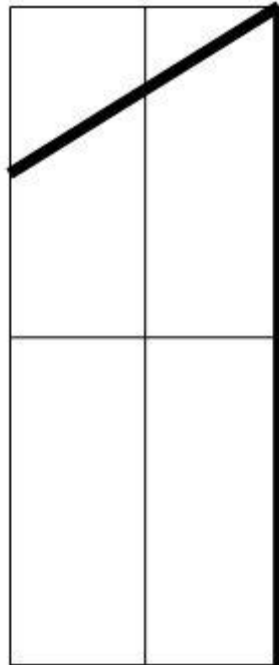
Gothic Letters



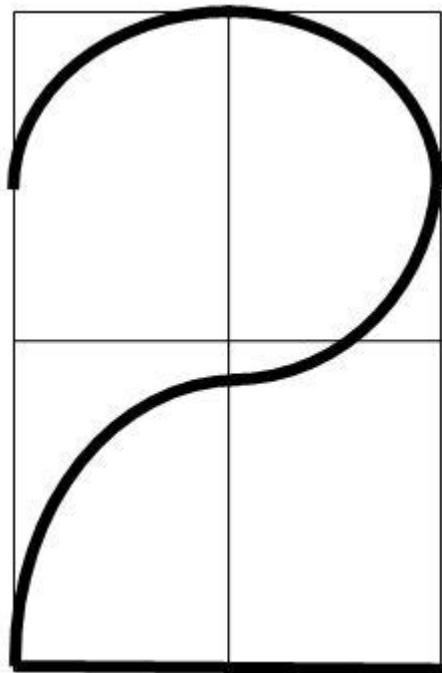
Gothic Letters



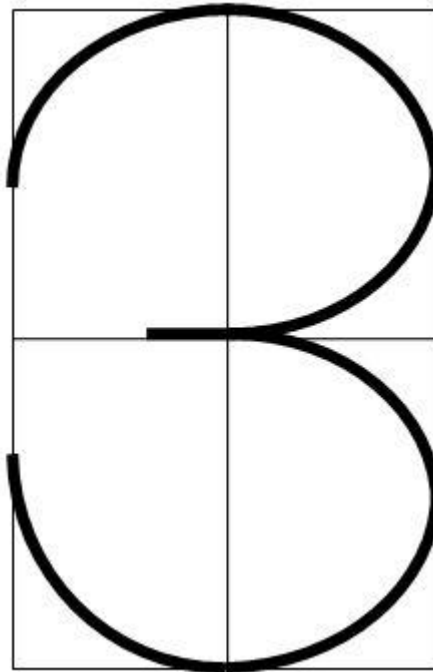
Gothic Letters



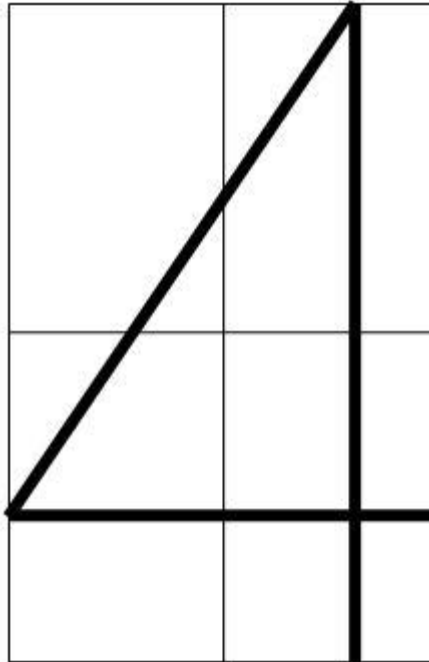
Gothic Letters



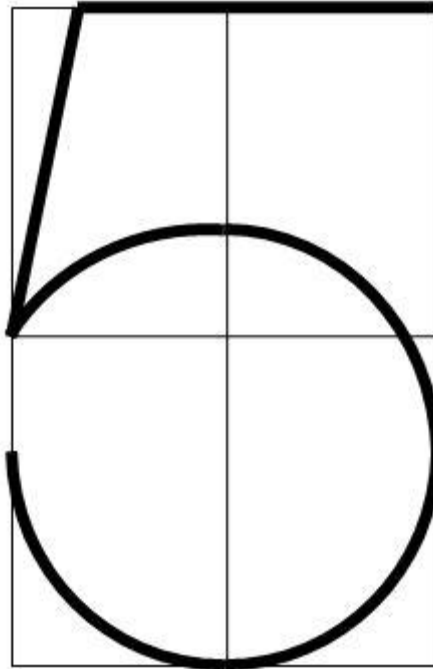
Gothic Letters



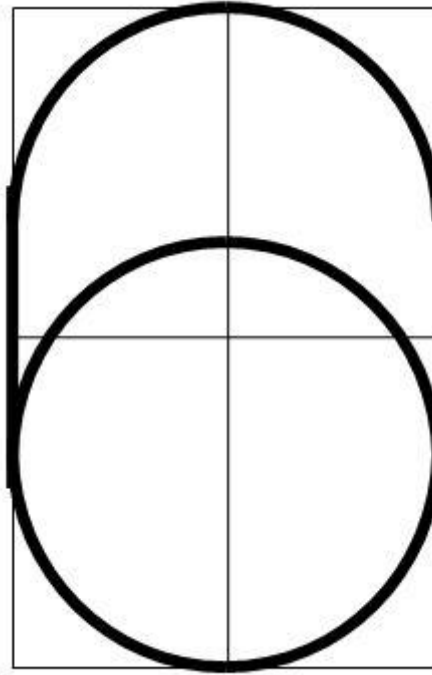
Gothic Letters



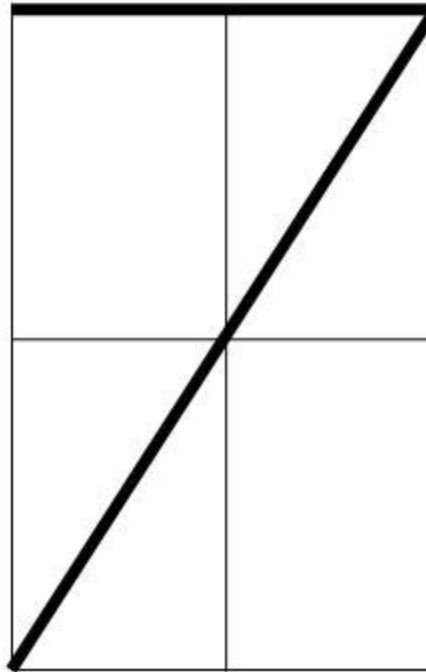
Gothic Letters



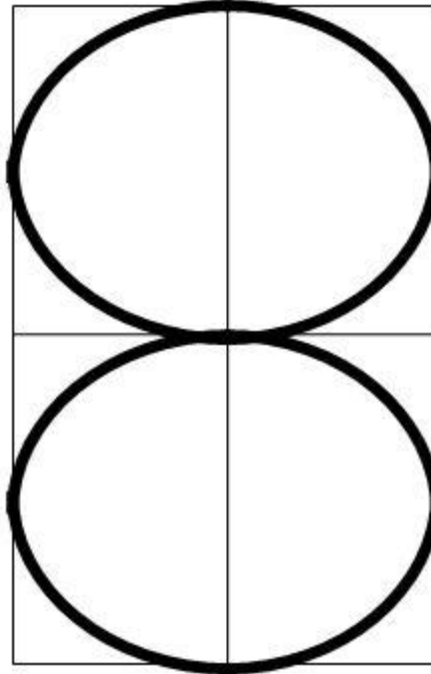
Gothic Letters



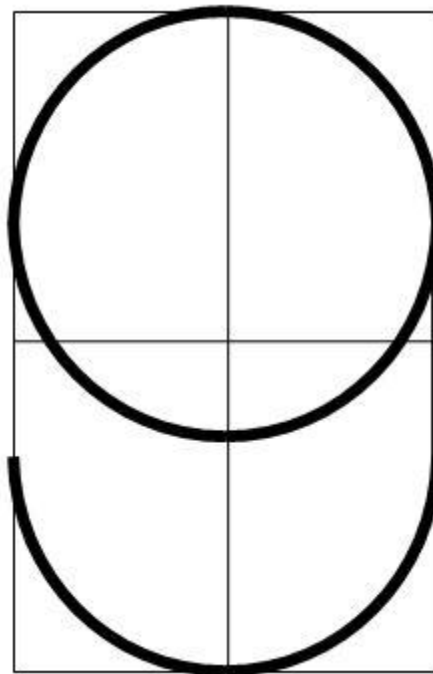
Gothic Letters



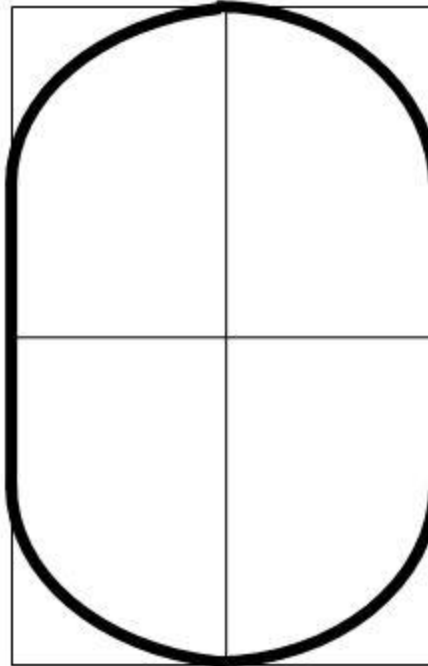
Gothic Letters



Gothic Letters



Gothic Letters



Rules of Letter Writing

1. **The height of all the letters in one line should be the same.**
2. **The gap between two letters in a word should be 2 mm.**
3. **Words should be spaced one letter width apart and distance between two lines is equal to height of one letter.**
4. **They should appear upright from Bottom Edge, except when they are used for dimensioning.**
5. **Round-off the sharp corners wherever necessary, e.g., D, P, S, etc.**
6. **Letters and numerals are designated by their heights.**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[U M W] 1 2 3 4 5 6 7 8 9 0 1

THE QUICK BROWN FOX JUMPS OVER THE
LAZY DOG

Thanks