

## **4 LETTERING**

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### **WHY NEED LETTERING ON A DRAWING?**

They say a picture is worth a thousand words....and this is mostly true. There comes a time however, particularly with technical drawings that a few additional words of explanation are essential to fully (and without ambiguity) describe what you are showing.

Now we need to write notes clearly, in the most appropriate places and in a disciplined style.

### **WHAT TO DESCRIBE?**

Anything that cannot be clearly worked out from the drawing itself.

This can be:

NAME OF DRAWING OR SPACE ie. Floor Plan, Kitchen, Entry etc

MATERIAL to be used ie. Concrete, polished timber, wallpaper etc

THICKNESSES required ie. 20 (note we use only millimetres or metres and don't need to add "thick or thickness")

FINISH required ie. Gloss, dressed, matt etc

FIXING required ie. Bolted to, welded to, screwed into, glued to etc

### **WHERE TO PLACE THESE NOTES?**

Notes are best placed as near to the object being described as practicable. Watch out that you don't get dimensions and notes crossed over or mixed up.

If necessary, use an indicator arrow to "connect" the note with the object but use as few of these as possible as they can get confused with the lines representing real things.

### **HEIGHTS OF NOTES**

**Drawing names** are generally about 5mm high and in **thick** line weight.

**Space names** are generally about 3.5mm high and in **medium** line weight.

**Notes & dimensions** are generally about 2.5mm high and in **thin** line weight.

### **DISCIPLINE WITH LETTERING**

Lettering for names, notes and dimensions must be:

1 Same height for all similar type of notes. For this I recommend you use very light guidelines and practice getting them the same distance apart or else buy a simple lettering guide.

2 All notes to be vertical. I will show the "rabble versus soldiers effect"

3 All lettering to be the same style, either wide or tall and narrow spaced so that the white space between appears equal. I will show some examples in class but you WILL need to practice to get proficient at this and be able to letter neatly and quickly.

Alan Linklater