

LETTERING

IT IS A REQUIREMENT THAT PROFESSIONAL PRESENTATION TECHNIQUES ARE USED FOR ALL CLASS ASSIGNMENTS AND PROJECTS. ALL ASSIGNMENTS ARE TO BE COMPLETELY LABELED.

Practice is necessary to develop the skills necessary for legible lettering.

1. All projects must have a title. Check the spelling of all words for accuracy.
2. Always use guidelines when lettering.
3. Block lettering is the basic lettering and is acceptable for project presentations.
4. Letters should be bold and clear. Avoid making fancy, cute letters.
5. Make each line quickly from the beginning to the end of the stroke. This makes the lines straighter and more accurate.
6. Begin the letter with a straight line, then add diagonal and curved lines.
7. Letters will be written in a variety of sizes. Generally, the smaller the letter, the easier it is to write. Practice lettering in a variety of sizes.
8. Block letters are usually all CAPITALIZED.
9. The size of lettering is usually related to the importance of the labeling. For example, titles are lettered larger than notes in small areas.
10. Spacing between letters and words is critical. Think of all the letters as being the same size, approximately square ("M" and "W" are a little wider.)
11. Labeling should be done from left to right.
12. Keep borders simple—avoid flowers and excessive curved lines. Simple borders unite the project and make it look professional.
13. Rounded letters will *slightly* top the guidelines and can be slightly closer together than straight letters.
14. Do not cross "J" and "I".
15. There are definite strokes to be used when lettering. Practice lettering, using the stroke guidelines shown on the next page.
16. Use a soft pencil, but be careful not to smudge your lettering.
17. Keep the point on your pencil sharp at all times.
18. Rest your hand on a separate piece of paper to avoid smudging your lettering.
19. Select one style and be consistent.
20. Be consistent in your spacing of letters and words.

1/8" LETTERING GUIDE

A series of horizontal lines for lettering practice. The lines are evenly spaced and extend across the width of the page, providing a guide for letter height and placement.

1/4" LETTERING GUIDE

A series of horizontal lines for handwriting practice, consisting of 28 evenly spaced lines that fill the majority of the page below the title.

1/2" LETTERING GUIDE

A series of 20 horizontal lines spaced evenly down the page, intended for handwriting practice. The lines are parallel and extend across the width of the page.

3/4" LETTERING GUIDE

A series of 20 horizontal lines spaced evenly down the page, intended for handwriting practice. The lines are parallel and extend across most of the page width.

5/8" LETTERING GUIDE

A series of 20 horizontal lines spaced evenly down the page, intended for handwriting practice. The lines are parallel and extend across most of the page width.