# Introduction to Title Blocks

#### Description

In this activity the teacher will demonstrate the use of board drafting tools and equipment to create a title block. A *title block* is comprised of the information boxes found on the bottom right- hand corner of a drawing, which indicate drawing details such as the title, author name, scale, and date the drawing was created.

This is an introductory activity designed to be completed prior to any other board drawing activities. It will cover basic standards in precision drawing techniques, pencil hardness/ selection, and lettering.

#### Lesson Objectives

The student will be able to:

* Complete a board and page setup
* Use tools appropriately to draw a title block
* Differentiate pencil hardness relative to line weight, and select a pencil accordingly
* Understand and identify architectural measurement standards (imperial units of measurement)
* Use basic line weight techniques
* Identify and implement lettering techniques

#### Assumptions

The teacher will have a fundamental knowledge of drafting tools and equipment (see Drafting Dictionary Activity Plan).

The student will:

* Have a basic knowledge of drafting tools and equipment
* Have a foundational understanding of how to appropriately use drafting equipment

#### Terminology

**Border lines**: thick, dark lines used to create a solid border around a blank page.

**Drafting board**: a flat, smooth surface usually covered in vinyl to which paper is affixed. The drafting board has square, parallel edges that allow a T-square to slide easily.

**Drafting brush**: used to sweep away debris from a drawing so the full drawing is not smeared.

**Eraser shield**: a micro-thin piece of metal with cut-outs that allow the user to erase detailed sections of a drawing without erasing the rest of the drawing.



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**Guide lines**: thin, light lines drawn using the lettering guide for evenly spaced letters.

**Layout lines**: very light lines used to lay out measurements before those measurements are drawn in heavy, dark lines (border lines).

**Lettering guide**: used to assist in the drawing of uniform lines to draw consistent, evenly spaced lettering.

**Line weight**: the thickness and darkness of drawn lines.

**Masking tape** (drafting dots): holds drawing paper and/or vellum to the drafting board so the paper does not shift while drawing.

**Pencil**: a drawing utensil with a mechanical or solid core (lead). Leads range from hard to soft: 6H, 4H, 2H, H, HB, 2B, 4B, 6B. H is very hard with a fine point and B is extremely soft with a blunt point. A hardness of 2H is recommended for these activities.

**Precision drawing**: the act of creating drawings with specialized tools and equipment.

**Steel rule**: a straightedge made of rigid material and divided into specific increments, found both in metric and imperial units.

**Title block**: comprised of the information boxes found on the bottom right-hand corner of a drawing, the title block indicates drawing details such as the title, author name, scale, and date a drawing was created.

**Triangles** (right angle and isosceles): drafting guides made of hard, clear plastic that are used to draw lines at vertical and set angles (45°–90°–45°, 30°–60°–90°).

* 1. **square**: a precision drawing instrument that is used as a guide with other drafting equipment. The T-square has a 90° angle where the head and blade attach.

#### Estimated Time

30–60 minutes

#### Recommended Number of Students

20, based on *BC Technology Educators’ Best Practice Guide*

#### Facilities

* + - Regular classroom space with desks/chairs for all students, a projector with computer and speakers, and Internet access
    - Drafting boards (any large enough smooth, flat surface will also work)

#### Tools

* T-square
* Steel rule
* Triangles (right angle and isosceles)
* Eraser shield
* Drafting brush
* Masking tape (drafting dots)
* Drafting board
* Lettering guide
* Mechanical pencil or drafting pencil with 2H lead (most versatile for drawing at this stage)

#### Materials

* Handout for students with instructions (suggestion: develop a handout using the instructions from the teacher-led activity that follows).

#### Resources

* Drafting Dictionary Activity Plan

#### Student Activity

1. Complete title block drawing.
2. Fill in title block with appropriate information as noted below.

|  |  |
| --- | --- |
| TITLE OF EXERCISE | STUDENT NAME |
| DATE |
| NAME OF DRAWING | SCALE OF DRAWING |
| PAGE |

#### Extension Activity

Have students create multiple title block pages for further use in subsequent exercises.

#### Assessment

* + Student participation in discussion/demonstration
  + Completion of drawing with overall neatness:
    - Lines are drawn correctly.
    - Border lines cross to ensure closed corners.
    - Lettering is done to a high quality (all uppercase).
    - Title block is filled out correctly with appropriate information.

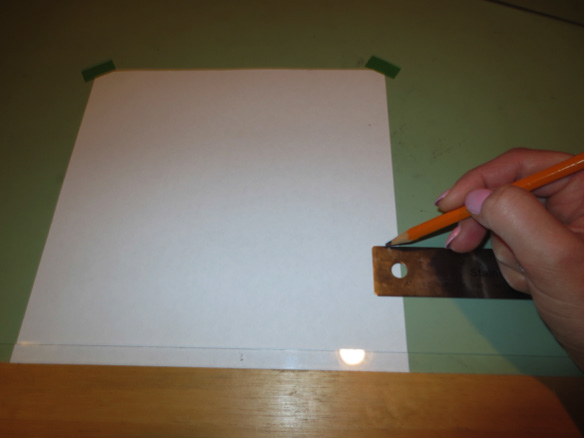
#### Teacher-led Activity

1. Gather all materials listed above.
2. Using the T-square and masking tape and/or drafting dots, align blank paper to your drafting board and securely tape down (Figure 1).



**Figure 1—**Secure paper to board

1. Using the metric ruler, mark out lines with your pencil around the entire page at 13 mm from the outside edge (Figure 2). These lines should be small, should align with the direction of the page, and should be very light (layout lines).



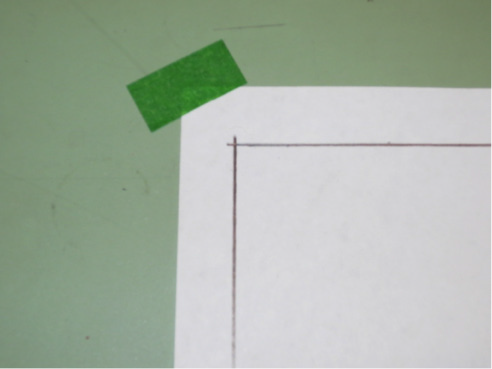
**Figure 2—**Mark off border

1. Using the T-square and right angle triangle, join these lines to create a border around the entire page (Figure 3). These lines should be solid, dark lines with no breaks (border/title block lines).



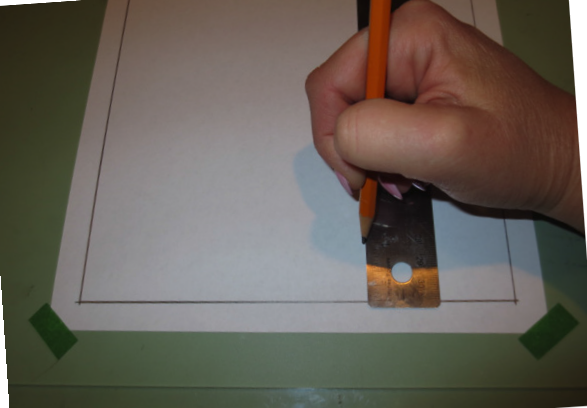
**Note:** The border lines should cross over each other to ensure closed corners (Figure 4), but they should not extend to the edges of the page.

**Figure 3—**Draw border



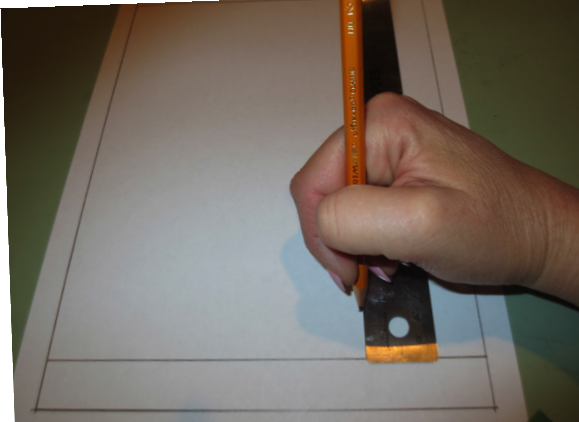
**Figure 4—**Closed corner

1. Mark a point 20 mm above the bottom border line (Figure 5) and draw a layout line joining the left and right vertical border lines.



**Figure 5—**Measure layout line 20 mm horizontally above bottom border

1. Repeat step 5, measuring up another 20 mm from the line you just drew (Figure 6).



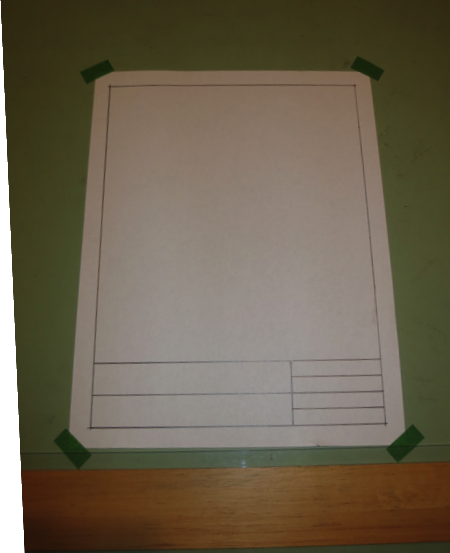
**Figure 6—**Measure a second horizontal layout line 20 mm from the line drawn in step 5 (or 40 mm from the bottom border

1. From the vertical border line on the right-hand side of the page, measure in 60 mm toward the left (Figure 7) and use layout lines to mark in the title block



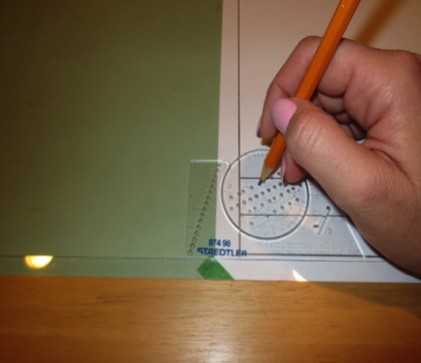
**Figure 7—**Measure in 60 mm from vertical border line

1. Divide the blocks in the small section at 10 mm. You should end up with four small sections that are 10 mm high and 60 mm wide (Figure 8).

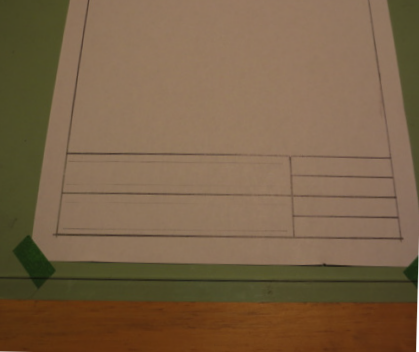


**Figure 8—**Small sections divided at 10 mm height (right)

1. Demonstrate how to use a lettering guide aligned with the T-square (Figure 9) to draw light guide lines to fill in the title block (Figure 10).



**Figure 9—**Using a lettering guide



**Figure 10—**Letter guide lines

1. Fill in the title block with the appropriate information. Remind students that drafting convention requires that all lettering be done in CAPITALS.

#### Appendix Acknowledgment

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# Appendix

**Describe lines, lettering, and dimensioning in drawings**

The purpose of engineering drawings is to convey objective facts, whereas artistic drawings convey emotion or artistic sensitivity in some way.

Engineering drawings and sketches need to display simplicity and uniformity, and they must be executed with speed. Engineering drawing has evolved into a language that uses an extensive set of conventions to convey information very precisely, with very little ambiguity.

Standardization is also very important, as it aids internationalization; that is, people from different countries who speak different languages can read the same engineering drawing and interpret it the same way. To that end, drawings should be as free of notes and abbreviations as possible so that the meaning is conveyed graphically.

## Line styles and types

Standard lines have been developed so that every drawing or sketch conveys the same meaning to everyone. In order to convey that meaning, the lines used in technical drawings have both a defi e pattern and a defi e thickness. Some lines are complete and others are broken. Some lines are thick and others are thin. A visible line, for example, is used to show the edges (or “outline”) of an object and to make it stand out for easy reading. This line is made thick and dark. On the other hand, a centre line, which locates the precise centre of a hole or shaft, is drawn thin and made with long and short dashes. This makes it easily distinguishable from the visible line.

When you draw, use a fairly sharp pencil of the correct grade and try to maintain an even, consistent pressure to make it easier for you to produce acceptable lines (Figure 1). Study the line thicknesses (or “line weights”) shown in Figure 2 and practise making them.

Technical Sketching

9H 8H 7H 6H 5H 4H 3H 2H H F HB B 2B 3B 4B 5B 6B 7B 8B 9B

Hardness Blackness

**Figure 1 —** Lead grade and usage

In computer drafting, the line shape remains the same, but line thickness may not vary as it does in manually created drawings. Some lines, such as centre lines, may not cross in the same manner as in a manual drawing. For most computer drafting, line thickness is not important.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Weight** | **Line** | **Description** |
| Object line Margin line | Heavy |  | Solid line to show visible shape, edges, and outlines. |
| Hidden body line | Medium |  | Broken line of long and short dashes to show hidden object lines not visible to the eye. |
| Phantom line | Light |  | Broken line of short dashes to show alternate positions or movement of a part. |
| Section line | Light | Steel Copper/Brass    Lead Cast iron/ General purpose | Unbroken lines arranged in a pattern, usually straight and at a 45º diagonal. |
| Projection line | Light |  | Unbroken lines that extend away from the object or feature for emphasis. |
| Centre line | Light |  | Broken line of long and short dashes to show the centre of an object. |
| Extension line/ Dimension line | Light | 25 mm | Extension lines are small lines that extend outward from an object or feature. Dimension lines span between the extension lines with arrowheads and a given dimension. |
| Leader line | Light | Label | Unbroken line usually drawn at an angle often with a “dogleg” and an arrowhead. A dot is used in place of an arrowhead where a surface is referenced.  Usually accompanied by a label. |
| Cutting plane line | Heavy | A A | Broken line of one long and two short dashes to show an imaginary cross-section. The arrowheads show the direction from where the cross-section is viewed. A corresponding image will show the view of A. |
| Break lines for wood and metal | Heavy |  | Unbroken freehand or straight zig-zag lines to abbre- viate longer spans of wood or metal. |
| Break lines for piping | Heavy |  | Curled lines to abbreviate a longer span of pipe. |

**Figure 2 —** Weights of lines

To properly read and interpret drawings, you must know the meaning of each line and understand how each is used to construct a drawing. The ten most common are often referred to as the “alphabet of lines.” Let’s look at an explanation and example of each type.

### Object lines

Object lines (Figure 3) are the most common lines used in drawings. These thick, solid lines show the visible edges, corners, and surfaces of a part. Object lines stand out on the drawing and clearly defi the outline and features of the object.



Object line

**Figure 3 —** Object lines

### Hidden lines

Hidden lines (Figure 4) are used to show edges and surfaces that are not visible in a view. These lines are drawn as thin, evenly spaced dashes. A surface or edge that is shown in one view with an object line will be shown in another view with a hidden line.

**Figure 4 —** Hidden lines

### Centre lines

Centre lines (Figure 5) are used in drawings for several different applications. The meaning of a centre line is normally determined by how it is used. Centre lines are thin, alternating long

and short dashes that are generally used to show hole centres and centre positions of rounded features, such as arcs and radii. Arcs are sections of a circle, and radii are rounded corners or edges of a part. Centre lines can also show the symmetry of an object.

*r*

**Figure 5 —** Centre lines

### Dimension and extension lines

Dimension and extension lines (Figure 6) are thin, solid lines that show the direction, length, and limits of the dimensions of a part. Dimension lines are drawn with an arrowhead at both ends.

Extension lines are drawn close to, but never touching, the edges or surface they limit. They should be perpendicular, or at right angles, to the dimension line. The length of extension lines is generally suited to the number of dimensions they limit.

Dimension line Extension line

Dimension

End marks



62

Object line

**Figure 6 —** Dimension and extension lines

### Leader lines

Leader lines (Figure 7) show information such as dimensional notes, material specifications, and process notes. These lines are normally drawn as thin, solid lines with an arrowhead at one end. They are bent or angled at the start, but should always end horizontal at the notation. When leader lines reference a surface, a dot is used instead of an arrowhead.

Leader line (thin and solid)

Flat bar 3 mm thick R 20

ø8 2 holes

Copper plate this surface

**Figure 7 —** Leader lines

Note that the symbol ø is used to indicate a diameter rather than the abbreviation “DIA.” The number that immediately follows this symbol is the diameter of the hole, followed by the number of holes that must be drilled to that dimension.

### Phantom lines

Like centre lines, phantom lines (Figure 8) are used for several purposes in blueprints. Phantom lines are used to show alternate positions for moving parts and the positions of related or adjacent parts, and to eliminate repeated details. Phantom lines are drawn as thin, alternating long dashes separated by two short dashes.

Existing column

New girder

**Figure 8 —** Phantom lines

### Cutting plane lines

Cutting plane lines (Figure 9) show the location and path of imaginary cuts made through parts to show internal details. In most cases, sectional views (or views that show complicated internal details of a part) are indicated by using a cutting plane line. These lines are thick, alternating long lines separated by two short dashes. The arrowheads at each end show the viewing direction of the related sectional view. The two main types of cutting plane lines are the straight and the offset.

Cutting plane line (thick with one long then two short dashes)

**A A B B**



Section A–A Section B–B

**Figure 9 —** Cutting plane lines

### Section lines

Section lines, also known as sectional lining, (Figure 10) indicate the surfaces in a sectional view as they would appear if the part were actually cut along the cutting plane line. These are solid lines that are normally drawn at 45 degree angles. Different symbols are used to represent different types of materials.

Section lines (thin and solid)



Section B–B

**Figure 10 —** Section lines combined with cutting plane lines

### Break lines

Break lines are drawn to show that a part has been shortened to reduce its size on the drawing. The two variations of break lines common to blueprints are the long break line and the short break line (Figure 11). Long break lines are thin solid lines that have zigzags to indicate a break. Short break lines are thick, wavy solid lines that are drawn freehand. When either of these break lines is used to shorten an object, you can assume that the section removed from the part is identical to the portions shown on either side of the break.

(thin and long with a zigzag)

(thick and short, wavy freehand)

**Figure 11 —** Break line

## Standard lettering

The letters and numbers on a drawing or sketch are as important as the lines. Scribbled, smudged, or badly written letters and numbers can become impossible to read. This may lead to time-consuming and costly errors. Lettering is necessary to describe:

* + the name or title of a drawing
  + when it was made
  + the scale
  + who sketched it
  + the dimensions
  + the special notations that describe the size
  + the materials to be used
  + the construction methods

The American Standard Vertical letters (Figure 12) have become the most accepted style of lettering used in the production of manual drafting. This lettering is a Gothic sans serif script, formed by a series of short strokes.

Font styles and sizes may vary in computer drafting. Note that all letters are written as capital (upper case) letters. Practise these characters, concentrating on forming the correct shape.

Remember that letters and numbers must be black so that they will stand out and be easy to read. Lettering and figures should have the same weight and darkness as hidden lines.

Title and drawing sizes = 6 mm (¼")

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 0 1 2 3 4 5 6 7 8 9

Dimension and notation sizes = 3 mm (1⁄s") 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 0 1 2 3 4 5 6 7 8 9

**Figure 12 —** Standard lettering

### Abbreviations

Abbreviations are commonly used to help simplify a drawing and conserve space. Although many fields share common abbreviation conventions, there are also field- or trades-specific conventions that you will see as you become more specialized. Here is a common list of abbreviations that are used on drawings. Each trade will have specific abbreviations from this list, and therefore a set of drawings will usually include an abbreviation key.

AB anchor bolt

ABT about AUX auxiliary BC bolt circle

BBE bevel both ends BCD bolt circle diameter BOE bevel one end

BE both ends

BL baseline

BM bench mark

Btm bottom

BP base plate

B/P blueprint

BLD blind

C/C centre to centre COL column

CPLG coupling

CS carbon steel C/W complete with CYL cylinder

DIA diameter DIAG diagonal DIM dimension DWG drawing EA each

EL elevation

EXT external

F/F face to face

FF flat face

FLG flange

FW fillet weld

Ga gauge Galv galvanized HVY heavy

HH hex head

HR hot rolled

HT heat treatment

HLS holes

HSS hollow structural steel ID inside diameter

IN inches

INT internal

ISO International Standards Org. KP kick plate

LH left hand

LAT lateral

LR long radius

LG long

MB machine bolt MS mild steel MIN minimum MAX maximum MAT’L material

MISC miscellaneous NC national course NF national fine

NO number MOM nominal NTS not to scale

NPS nominal pipe size NPT national pipe thread O/C on centre

OA overall

OD outside diameter OR outside radius OPP opposite

PAT pattern

PBE plain both ends POE plain one end

PSI pounds per square inch PROJ project

RD running dimension R or Rad radius

RND round

REF reference REQ’D required REV revision

RF raised face

RH right hand SCH schedule

SI International System of Units SPECS specifications

SQ square

SM seam SMLS seamless

S/S seam to seam SO slip on

SEC section

STD standard

SS stainless steel SYM symmetrical T top

T&B top and bottom

T&C threaded and coupled THD threaded

TBE threaded both ends TOE threaded one end THK thick

TOL tolerance

TOC top of concrete TOS top of steel TYP typical

U/N unless noted VERT vertical

WD working drawing WP working point

WT weight W/O without

XH extra heavy

XS extra strong