

Read and follow these instructions exactly.

- 1. You should have your drawing board, a pencil, a T-square, drafting tape, paper, and a set square. Clear your drawing board of all material.
- 2. Place your T-square against the **left edge of the board** and slide it down to about 2 inches from the bottom of the board.
- 3. Place your paper **sideways** (long side) against the T-square.
- 4. Take your piece of tape and tear it in **half**.
- 5. Take each piece of tape and tear each piece in **half**.
- 6. **Tape** the two top corners of your paper.
- 7. Slide your T-square up until it is about half way up your paper.
- 8. **Tape** the two bottom corners of your paper down.
- 9. Place your architect scale so the zero on the 16 scale is even with the top edge of the paper.
- 10. Measure down **1/2** inch and place a dot.
- 11. Place your architect scale so the zero is on the left edge of the paper and measure **1/2** inch from the left edge of the paper and make a dot.
- 12. Place your architect scale so the zero is on the right edge of the paper and measure **1/2** inch and place a dot.
- 13. Place your architect scale so the zero is on the bottom edge of the paper and measure **1/2** inch from the bottom edge of the paper. Place a dot.
- 14. Leaving your architect scale as above measure **1** inch from the bottom edge of your paper. Place a dot.
- 15. Line up your T-square with the top dot and draw a **LIGHT horizontal LINE** .
- 16. Line up your T-square with the bottom dot and draw a **LIGHT horizontal line**.
- 17. Line up your T-square with the dot 1 inch from the bottom of the page and make a **LIGHT horizontal line**.
- 18. Place your T-square close to the bottom edge of your paper .
- 19. Place a set square (triangle) so the vertical edge (90 deg.) goes through the dot from the left edge of the paper. Make sure the T-square is still set and the triangle is flush against the T-square .
- 20. Draw a **thick dark line** from the bottom line you made to the top horizontal line .
- 21. Repeat this procedure for the dot from the right edge of the paper.
- 22. Erase any lines beyond where the corners cross.
- 23. Darken in the horizontal lines with the T-square .
- 24. Look on **page 79** of your textbook to measure the guide lines. (EXPLORING DRAFTING by John Walker c 1996)
- 25. Or on the bottom line place the architect scale so the zero is on that line. Measure up and place a dot at the following measurements: **1/16"**; **3/16"**; **5/16"**; **7/16"**.
- 26. Draw a **light thin horizontal line** through each dot.
- 27. From the left side vertical line measure and make a dot at the following measurements: **4"**; **5-1/2"**; **7"**; **& 8-1/2"** and draw a dark vertical line between each title block line.
- 28. Between the two top light lines in the 4" block print the word **NAME**; in the next block print **CLASS PERIOD** and in the next block print **SEAT #** and in the next block print **DATE** and in the final block **DRW #**.
- 29. Between the two bottom light guide lines (grey area) **answer** the titles you just placed.

NAME	CLASS PERIOD	SEAT #	DATE	DRAWING #
print your name here	print your class per here	print your seat # here	Print the date here	print the drawing # here