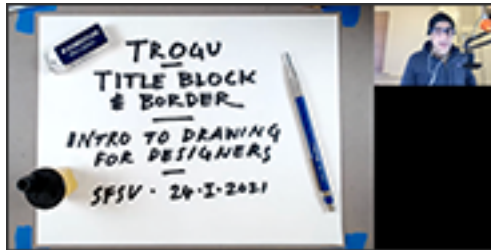


## 01 Title Block and Border – Hand lettering information

The first assignment shows how to draw a border around your drawings and add a title block at the bottom. During the first few weeks, the border can be drawn by hand as demonstrated by the instructor. Later, all borders and title block lines must be drawn with tools: drafting triangles and/or straight edge, and be the exact dimensions.

Border: 1/2 inch all around the sheet. Title block: 3/4 inch above bottom border. See example below: all information in a single line in the drawing, handwritten in neat print. See the video below for a demo on how to draw the title block correctly.



[Title Block & Border video.](#)

Please note that the title block items and their order in the list below may be slightly different in the video above. Use the list and the visual examples in this page as the current requirements. Use all upper-case (**PRINT**) letters. Everything must be drawn and written by hand. Update information below as needed.

**#1 TITLE BLOCK & BORDER** Assignment number & drawing title, abbreviated if necessary.  
**12 JANE DOE.** Your roster number & your first and last name. Find your number in the roster list on Canvas, to be finalized after the third week of instruction.  
**SFSU DES 320-02 TROGU** Course number and instructor's name. Note that the video may show DES 220, but you must enter DES 320 instead.  
**FEB. 14, 2022** Date the drawing is due.  
**12 07** Four-digit code inside the drawing area, just above the date cell, with leading zeros if applicable. The first two digits are your roster number, the last digits are the drawing number. Use a double space between the digit pairs:

			12 07
#7 SKETCH ELLIPSES	12 JANE DOE	SFSU DES 320-02 TROGU	FEB. 14, 2022

The title block and border must always be included (unless otherwise noted in the specific assignment). Always draw the border and title block first so you don't forget them. Later, in all the assignments, missing this part = automatic "0" grade, as if the drawing had not been submitted.

The whole sheet is also used for lettering practice. Note that the lettering in the drawing area is not shown in the video, only the lettering in the title block. For proper lettering, refer to the demonstration in class on the first day of instructions or go to this page of [Architectural Lettering Exercises](#).

Add the lettering shown below inside the drawing area of the sheet. Starting 1/2" from the top border line, draw six thin lettering double lines 1/8" apart, each double line set 1" apart vertically. In **PRINT** letters and numerals, write the text inside each double line.

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG 1234567890

Lightly space each letter. Capital letters (upper case letters) should always be spaced a little bit. See the example below.

The final drawing should look something like the image below, including the repeated lines of text inside the drawing image area.

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG 1234567890			
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