

HOW TO USE THE AMES LETTERING GUIDE

The Ames Lettering Guide offers many time-saving opportunities for the engineer, architect, draftsman, etc. With your Ames Lettering Guide it is possible to draw guide lines and slope lines for lettering from $1/16"$ to $2"$ in height.

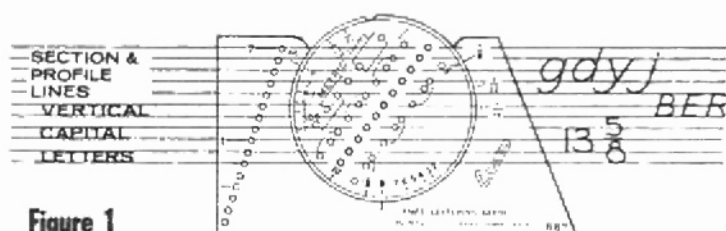


Figure 1

Disc numbers from 10 to 2 denote the height of letters in thirty-seconds of an inch. If $1/4"$ high letters are required, simply rotate the disc so that the 8 is at the frame index mark. See Fig. 1. ($8/32" = 1/4"$)

To turn the disc clockwise, hold the frame in the upper left corner and rotate the disc with the right hand. To turn the disc counterclockwise, hold the frame in the upper right corner and rotate the disc with the left hand.

USES OF COLUMN WITH EQUALLY SPACED HOLES:

This column of holes (second from right) is perhaps the most versatile since it results in uniformly spaced lines. Every other hole in this column is equivalent to the disc number setting. When set at 8, the distance from the 1st to 3rd hole is $1/4"$. The middle hole in each set of 3 guidelines assists in upper-case letters such as B, E, F, H, P, etc.

Use a sharpened 4H or harder drawing pencil and place the GUIDE, readable side up, against the top of the straight-edge. Place the pencil in the top hole. Keep the pencil perpendicular to the paper and slightly inclined in the direction of travel. With the pencil in the top hole slide the GUIDE to the right, lightly drawing the line and keeping the base in contact with the straight-edge until the terminal point has been reached. Now move the pencil down hole by hole, alternately moving the GUIDE to the left and then to the right.

You now have one set of 3 guide lines $1/4"$ high. To draw two more sets repeat the procedure using the remaining holes in this column.

If no middle guide line is desired, for $1/8"$ lettering use the same 8 setting. If $3/32"$ or $1/16"$ heights are desired with no middle guide line use the 6 or 4 setting respectively at the bottom of the disc or use the index mark on the disc (near the $2/3$ fraction) and set the disc at the desired mark on the frame.

Cross-Sectioning: For parallel lines needed for such purposes as section lines, profile, brick, tile, concrete block, music staff, etc., set the index mark on the disc (near the $2/3$ fraction) at the desired mark on the frame ($1/8$, $3/32$ or $1/16$). Set your straight-edge parallel to the desired lines and draw lines alternately to the right and left.

Four Guide Lines: To aid in forming lower case letters such as g, j, p, q, and y, use a 4th guide line. Use the top, 2nd, 4th and 5th holes. See Fig. 1. If two sets of guidelines are required, use the 7th, 8th, 10th and bottom holes.

Numbers and Fractions: See Fig. 1 for size of fractions in relation to whole numbers.

SLOPE LINES



68 degree slope lines

Always remember—draw slope lines lightly and use only enough to maintain slope uniformity.



Vertical slope lines

GUIDE LINES IN METRIC (mm):

The numbers and set of 6 holes in the extreme left column of holes on the disc relate to metric heights for guidelines. See Fig. 2. This column of 6 holes offers the draftsman the option of spacing the guide lines equally (right brackets) or at "half space" (left brackets). The 3.08, 6.1 and 9.75 millimeter calibrations are

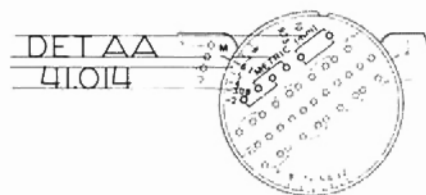


Figure 2

for standard letter heights used in United States drawings. By setting 3.08 opposite the left frame index M the spacing will be .12". Similarly, setting 6.1 and 9.75 opposite M will give .24" and .38" high guide lines respectively. Other metric heights are also calibrated on the disc for use if desired.

TWO-THIRDS RATIO COLUMN OF HOLES: In the column of holes marked $2/3$ (see Fig. 3), the body of the lower case letters will be $2/3$ that of capitals. This ratio is the Reinhardt System. To draw guide lines $3/16$ " high, set the disc at 6 opposite the bottom frame index mark ($6/32" = 3/16"$).

Begin by placing the pencil point in the second hole from the top. Draw guide lines as mentioned before by moving the GUIDE alternately right to left and back, moving the pencil down hole by hole. You now have a set of 3 guide lines $3/16$ " high. To draw 2 more sets, repeat the procedure using the rest of the holes in the $2/3$ column. Note that each set of 3 holes are grouped by elliptical lines.

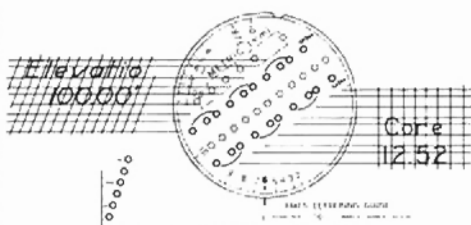


Figure 3

To draw more than three sets of guide lines, move the straight-edge and GUIDE down until the top hole in the $2/3$ column coincides with the bottom line of the last set of guide lines. **Do not use this top hole.** The top hole is only to give proper spacing between lines when the GUIDE must be moved. Place the pencil in the second hole and draw lines as before.

THREE-FIFTHS COLUMN OF HOLES: In the $3/5$ column, the body of lower case letters will be $3/5$ that of capitals. See left-hand portion of Fig. 3. This ratio is usually used by Civil Engineers. To use this column proceed identically as discussed in the section on the $2/3$ column of holes.

$1/8$ " SPACED HOLES ON LEFT-HAND SIDE OF FRAME: These holes may be used for title blocks, grid lines, section lining, dimension line spacing and spacing from 0 to 2", but in $1/8$ " increments only.

SYMBOL ON RIGHT-HAND SIDE OF FRAME: Used for ANSI control surface finish mark, "new style" finish mark, short leader and arrow line for welding symbol.