

Name: _____
DDP

Period: _____

Squaring the paper using the slide rule

1. Obtain 4 pieces of $\frac{1}{2}$ " masking tape for the corners of the paper.
2. Line up the long side of the paper with the straightedge of the slide rule or t-square. Press the straightedge down to the desk to keep the paper from sliding underneath the slide rule.
3. Hold the paper firmly, but **be careful not to shift its position**. Make sure you keep the bottom edge of the paper even with the straightedge of the slide rule.
4. Place a piece of the masking tape on each top corner, then tape the bottom two corners. Use one hand to hold the paper and the other to place the tape.

Drawing a Border and Title Block

Drawing the Border:

1. After you have squared your paper, measure $\frac{1}{2}$ " in from the lower left corner of the paper. Then measure $\frac{1}{2}$ " straight up. Place a light dot at that spot.
2. Repeat this process for the other three corners
3. Connect the dots using solid lines. **Use the T-Square and a triangle to draw the lines straight and neat.**

Drawing the Title Block:

1. Measure 1/2" straight up from the lower left corner of the border and place a small mark there.
2. Draw a horizontal line across the bottom of the page from the mark you just made.
3. Draw a vertical line at each of the following distances through the title bar.

Start each measurement from the lower left corner of the border.

For 12" x 18" paper: Measurements: 4", 9", 2"

For 12" x 12" paper: Measurements: 3", 8"

For other paper sizes, use best judgment.

4. Measure 1/4" up from the lower left corner of the border and place a mark there.
5. Draw a horizontal line across the bottom of the page from the mark you just made. **Do not draw through the center box area of the title block.**

Create Guide Lines for Lettering

Guide lines are 1/16" up from the bottom of each quarter inch section and 1/16" down from the top of each quarter inch section

Fill in Title Block as per the Sample