

Technical product documentation - Lettering - Part 1:
General requirements (ISO 3098-1:2015)

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

See Eesti standard EVS-EN ISO 3098-1:2015 sisaldab Euroopa standardi EN ISO 3098-1:2015 ingliskeelset teksti.	This Estonian standard EVS-EN ISO 3098-1:2015 consists of the English text of the European standard EN ISO 3098-1:2015.
Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas	This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.
Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 04.03.2015.	Date of Availability of the European standard is 04.03.2015.
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English Version

**Technical product documentation - Lettering - Part 1: General
requirements (ISO 3098-1:2015)**

Documentation technique de produits - Écriture - Partie 1:
Exigences générales (ISO 3098-1:2015)

Technische Produktdokumentation - Schriften - Teil 1:
Grundregeln (ISO 3098-1:2015)

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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Foreword

This document (EN ISO 3098-1:2015) has been prepared by Technical Committee ISO/TC 10 "Technical product documentation" in collaboration with CCMC.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by September 2015, and conflicting national standards shall be withdrawn at the latest by September 2015.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN ISO 3098-0:1997.

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Endorsement notice

The text of ISO 3098-1:2015 has been approved by CEN as EN ISO 3098-1:2015 without any modification.

Contents

Page

Foreword	iv
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 General requirements	2
5 Dimensions	2
5.1 Nominal size	2
5.2 Location of central lines	3
5.3 Range of nominal sizes	4
5.4 Lettering angle	5
5.5 Types of lettering	5
5.6 Underlined and overlined texts or text fields	7
6 Designation	8
Bibliography	9

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2. www.iso.org/directives

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The committee responsible for this document is ISO/TC 10, *Technical product documentation*, Subcommittee SC 1, *Basic conventions*. This second edition of ISO 3098-1 cancels and replaces the first edition of ISO 3098-0:1997, of which it constitutes a minor revision.

ISO 3098 consists of the following parts, under the general title *Technical product documentation — Lettering*:

- *Part 1: General requirements*
- *Part 2: Latin alphabet, numerals and marks*
- *Part 3: Greek alphabet*
- *Part 4: Diacritical and particular marks for the Latin alphabet*
- *Part 5: CAD lettering of the Latin alphabet, numerals and marks*
- *Part 6: Cyrillic alphabet*

Technical product documentation — Lettering —

Part 1: General requirements

1 Scope

This part of ISO 3098 specifies the general requirements for lettering, in accordance with the other parts of ISO 3098, to be used in technical product documentation (in particular on technical drawings). It includes basic conventions as well as rules for the application of lettering using the following techniques:

- a) free-hand lettering (by means of an underlaid “grid”);
- b) templates and manual lettering instruments;
- c) dry transfer systems;
- d) numerically controlled lettering and draughting systems.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 128-20, *Technical drawings — General principles of presentation — Part 20: Basic conventions for lines*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1

central line

imaginary line in the middle of each line or line element which is a constitutive part of a graphic character set

Note 1 to entry: Lines may be drawn by means of tubular technical pens conforming with ISO 9175-1.

Note 2 to entry: The central line is the basic datum for the design of tools for lettering, e.g. engraving tools for templates, programs for lettering generators.

3.2

graphic character set

finite set of different graphic characters in a fixed type of lettering, including letters of a certain alphabet, numerals, diacritical marks, punctuation marks and additional graphical symbols, that is considered complete for a given purpose

Note 1 to entry: See ISO/IEC 2382-4:1999, 04.03.

3.3

lettering