



Sheet Numbering Requirements

Please follow these guidelines for numbering document sheets prior to submittal:

USE

- Title Block with the Number in the Bottom-Right corner.
- Large, easy to read fonts.
- Number Format: Single letter character followed by a dash or hyphen and number, such as including a single discipline label and page number combination (e.g. M-01, E-101, A-2.04).
- Plan sets should use standard, **True Type** fonts (such as Arial, Calibri, Courier, Helvetica, etc.) with continuous, filled-in characters that are easy to read.
- Provide adequate white space between each character.
- High quality image (if scanned, at least 150 DPI or higher, without significant compression artifacts).
- Ensure the Z coordinate value of the text is zero.

AVOID

- Non-True Type fonts as well as fanciful fonts that appear as italics, unfilled outlines, or overlapping text such as fonts that replicate handwriting.
- Fonts where '1' and 'L' and 'I' appear exactly the same.
- Modifying the original font through style option changes.
- Writing or drawing anything next to or on top of the sheet number.

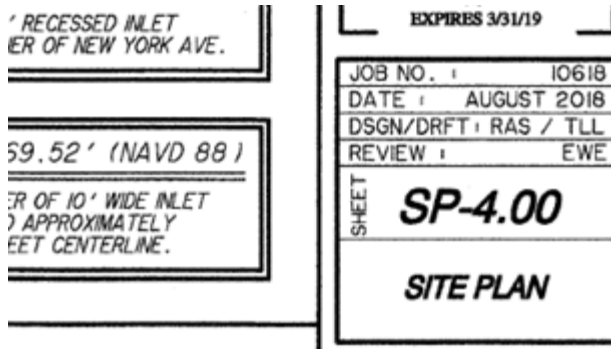
GOOD EXAMPLE

This sheet number is located at the bottom-right corner and written in a large, clean, standard font with adequate space around each characters:

| | | |
|---|------------------------|--------------------------|
| E | DRAWN BY | PROJECT NO. 2010-0339 |
| | CHECKED BY M. ENGLE | © DATE 11/22/2011 |
| | DRAWING NO. | |
| | L-2.03 | |

BAD EXAMPLES

- Insufficient spacing around sheet numbers or overlapping text and numbering begins with two letter characters:



- Hollow or outline fonts:

OUTLINED FONTS. SP-4.00

- Non-standard and not continuous (broken) fonts:

BROKEN FONTS. SP-4.00

- Overlapping or handwriting fonts:

HANDWRITING FONTS. SP-4.00

Serif Fonts

OCR is most accurate when sheet numbers are drawn using *serif fonts*.

For example, these characters below are clearly identifiable:

The number '1' and
a lowercase 'l' and
a capital letter 'I'