

# **SLOVENSKI STANDARD**

## **SIST EN ISO 3098-0:1998**

**01-maj-1998**

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### **Tehnična dokumentacija izdelkov - Pisava - 0. del: Splošne zahteve**

Technical product documentation - Lettering - Part 0: General requirements (ISO 3098-0:1997)

Technische Produktdokumentation - Schriften - Teil 0: Grundregeln (ISO 3098-0:1997)

Documentation technique de produits - Ecriture - Partie 0: Prescriptions générales (ISO 3098-0:1997)

**Ta slovenski standard je istoveten z: EN ISO 3098-0:1997**

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#### **ICS:**

01.110	Tehnična dokumentacija za izdelke	Technical product documentation
01.140.10	Pisanje in prečrkovanje	Writing and transliteration

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**en**

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EUROPEAN STANDARD  
NORME EUROPÉENNE  
EUROPÄISCHE NORM

EN ISO 3098-0

December 1997

ICS 01.100.10

Descriptors: see ISO document

English version

Technical product documentation - Lettering - Part 0: General  
requirements (ISO 3098-0:1997)

Documentation technique de produits - Ecriture - Partie 0:  
Prescriptions générales (ISO 3098-0:1997)

This European Standard was approved by CEN on 10 November 1997.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

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

Central Secretariat: rue de Stassart, 36 B-1050 Brussels

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EN ISO 3098-0:1997

### Foreword

The text of the International Standard ISO 3098-0:1997 has been prepared by Technical Committee ISO/TC 10 "Technical drawings, product definition and related documentation" in collaboration with CEN/CS.

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 June 1998, and conflicting national standards shall be withdrawn at the latest by June 1998.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

### Endorsement notice

The text of the International Standard ISO 3098-0:1997 was approved by CEN as a European Standard without any modification.

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# INTERNATIONAL STANDARD

**ISO**  
**3098-0**

First edition  
1997-12-15

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## Technical product documentation — Lettering —

### Part 0: General requirements

*Documentation technique de produits — Écriture —  
Partie 0: Prescriptions générales*  
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Reference number  
ISO 3098-0:1997(E)

## ISO 3098-0:1997(E)

## 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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 3098-0 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation*, Subcommittee SC 1, *Basic conventions*.

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

- *Part 0: General requirements*
- *Part 1: Currently used characters*
- *Part 2: Greek characters*
- *Part 3: Diacritical and particular marks for the Latin alphabet*
- *Part 4: Cyrillic characters*
- *Part 5: CAD lettering of the Latin alphabet, numerals and marks*

Annex A of this part of ISO 3098 is for information only.

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# Technical product documentation — Lettering —

## Part 0: General requirements

### 1 Scope

This part of ISO 3098 specifies the general requirements for lettering, in accordance with all other parts of this International Standard, 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 (see ISO 9178) and manual lettering instruments;
- c) dry transfer systems;
- d) numerically controlled lettering and draughting systems.

### 2 Normative reference

The following standard contains provisions which, through reference in this text, constitute provisions of this part of ISO 3098. At the time of publication, the edition indicated was valid. All standards are subject to revision, and parties to agreements based on this part of ISO 3098 are encouraged to investigate the possibility of applying the most recent edition of the standard indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 128-20:1996, *Technical drawings — General principles of presentation — Part 1: Basic conventions for lines*.

### 3 Definitions

For the purposes of this part of ISO 3098, the following 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.

## NOTES

- 1 Lines may be drawn by means of tubular technical pens conforming with ISO 9175-1 and ISO 9175-2.
- 2 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 (see also ISO 2382-4).

### 3.3 lettering

- (1) Procedure of writing graphic characters taken from a graphic character set on a (technical) drawing carrier (in addition to the graphical representation).
- (2) The whole of the nongraphical information on a (technical) drawing carrier (text, instructions, dimensions, etc.).
- (3) The whole of the graphic characters of a graphic character set which can be used for transferring nongraphical information onto a (technical) drawing carrier.

## 4 General requirements

The basic characteristics required of lettering are given in 4.1 to 4.3.

- 4.1** Legibility, which shall be maintained by a space between characters of twice the line width used for lettering.

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This spacing may be reduced to one line width for a better visual effect with combinations of particular characters, e.g. LA, TV or Tr.

- 4.2** Suitability for the generally used copying processes (diaz copying, microfilming, telefax, etc.).

- 4.3** Suitability for numerically controlled draughting systems.

## 5 Dimensions

### 5.1 Nominal size

The nominal size of lettering is defined by the height ( $h$ ) of the outline contour of the upper-case (capital) letters (see figure 1 and tables 1 and 2).

The dimensions shown in figures 1 to 3 as applied to the Latin (L) alphabet shall also be applied to the Cyrillic (C) and Greek (G) alphabets.



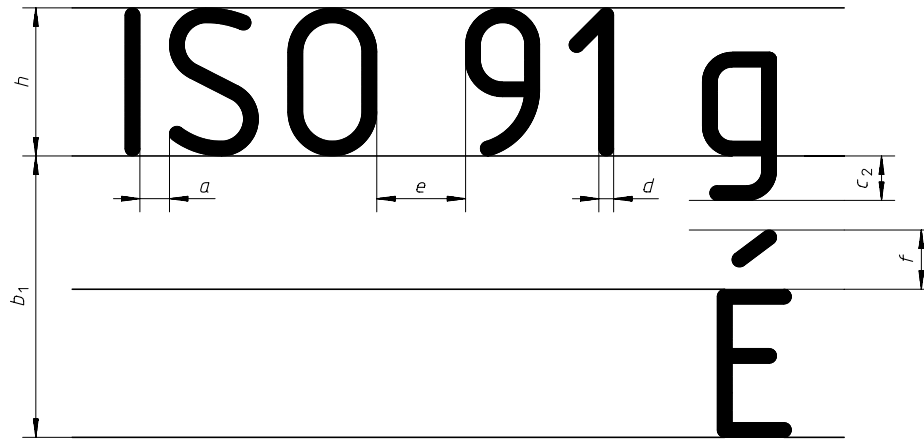


Figure 1

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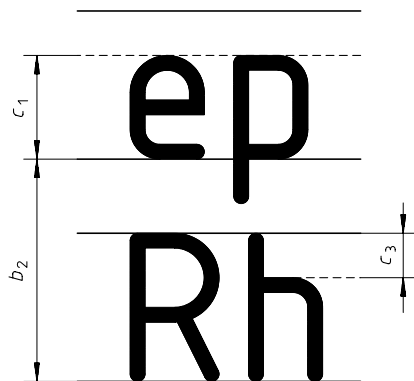


Figure 2

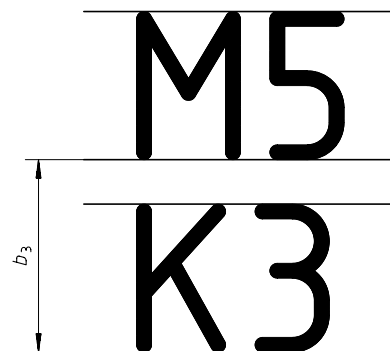


Figure 3