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# INTERNATIONAL STANDARD



# 3535

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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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## Forms design sheet and layout chart

*Feuille-gabarit et grille d'espacements*

First edition – 1977-01-15

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UDC 651.2 : 681.3.01

Ref. No. ISO 3535-1977 (E)

**Descriptors** : office equipment, data processing, forms (paper), specifications, spacing, dimensions.

## FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up 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.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 3535 was drawn up by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the Member Bodies in October 1974.

It has been approved by the Member Bodies of the following countries:

Canada	Japan	Turkey
Czechoslovakia	Norway	United Kingdom
France	Romania	Yugoslavia
Germany	Spain	
Italy	Sweden	

The Member Body of the following country expressed disapproval of the document on technical grounds:

Finland

# Forms design sheet and layout chart

## 1 SCOPE

This International Standard lays down the basic principles for the design of forms, whether discrete forms or continuous forms, and establishes a forms design sheet and a layout chart based on these principles.

## 2 FIELD OF APPLICATION

This International Standard applies to the design of forms for administrative, commercial and technical use, whether for completion in handwriting or by mechanical means such as typewriters and automatic printers.

## 3 REFERENCES

ISO 216, *Writing paper and certain classes of printed matter – Trimmed sizes – A and B series.*

ISO 353, *Processed writing paper and certain classes of printed matter – Method of expression of dimensions.*

ISO 2784, *Continuous forms used for information processing – Sizes and sprocket feed holes.*

## 4 TERMINOLOGY<sup>1)</sup>

The following terms have been used for the purpose of this International Standard.

**4.1 continuous forms:** Forms produced in continuous lengths during the manufacturing process and intended primarily for use with sprocket-hole transporting mechanisms.

**4.2 layout chart:** A sheet provided with scales and other indicators conforming to the characteristics of the majority of character printing machines in general office and data processing use.

**4.3 forms design sheet:** A layout chart, intended as an aid for the placing of rules and other pre-printed matter in the designing of forms, containing margin indicators and a network of lines indicating the locations of printed rules.

## 5 DESCRIPTIONS OF FORMS DESIGN SHEET AND LAYOUT CHART

The forms design sheet is intended for applications where the locations of pre-printed rules are specified in advance so that information can be entered within their boundaries.

The layout chart is intended for the positioning of information on forms where the location of printed rules may be left to the discretion of the designer.

### 5.1 Forms design sheet

Annex A is a forms design sheet printed on a sheet size ISO A4 (210 mm × 297 mm) and provides for the designing of forms up to that size.

The forms design sheet contains printed indicators making provision for a left-hand filing margin of 20 mm and a top margin of 10 mm.

The sheet also contains vertical lines spaced equally at a distance of 2,54 mm (one-tenth inch) corresponding to the vertical lines on the layout chart (annex B), and horizontal lines spaced at 8,466 mm (one-third inch) starting from the top margin.

### 5.2 Layout chart

Annex B is a layout chart printed on a sheet size ISO A2L (420 mm × 594 mm) and provides for the designing of forms up to size ISO A3L (297 mm × 420 mm) and the size 304,8 mm × 450 mm as laid down in ISO 2784.

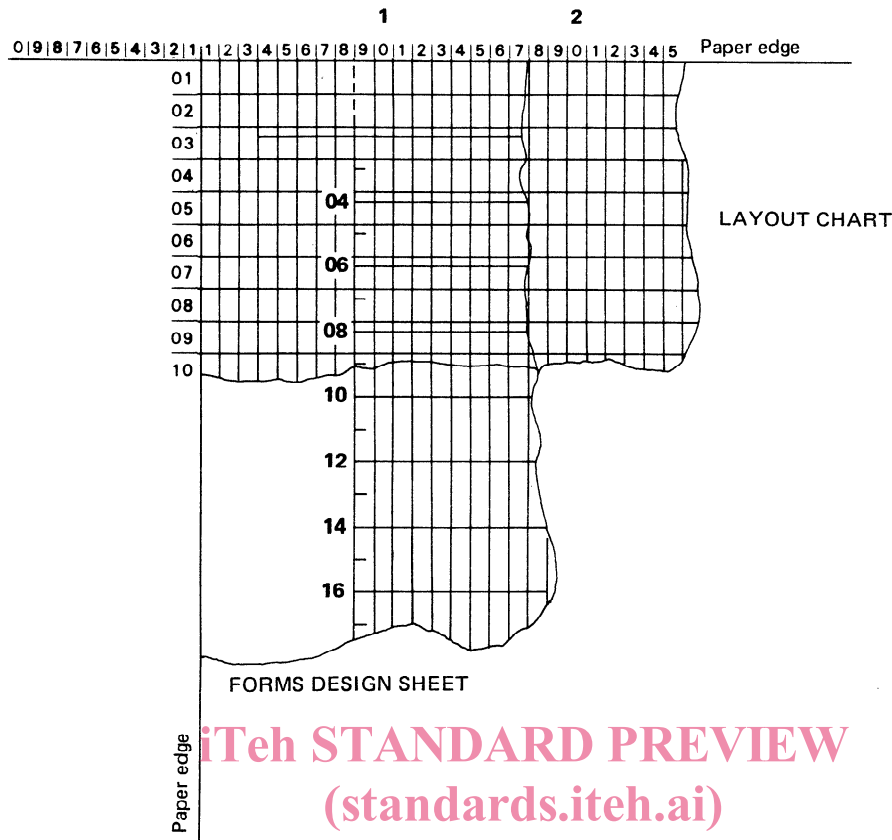
The layout chart includes a printed network of horizontal and vertical lines resulting in a pattern of spaces each one 4,233 mm (one-sixth inch) high and 2,54 mm (one-tenth inch) wide.

Provision is made at the right-hand side of the layout chart for printing specifications and any additional material required.

### 5.3 Relationship between forms design sheet and layout chart

The difference between a forms design sheet and a layout chart is shown in the figure, where a forms design sheet is superimposed on a layout chart.

1) The contents of this clause may be subject to revision as a result of further studies to be made on terminology.



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 FIGURE – Forms design sheet superimposed on a layout chart

The network of lines of the layout chart corresponds to the spacing of the majority of character printing machines in general office and data processing use. Within this network the lines for the forms design sheet are shown located 1,53 mm below the horizontal lines of the network, which allows sufficient marginal space to accommodate descenders of characters projecting below the base lines of characters. In addition margin indicators are provided located 20 mm from the left-hand edge and 10 mm from the top edge of the paper.

NOTES

- 1 For forms intended for completion on typewriters, machine requirements must be taken into account in the design of the forms in order to ensure that they remain properly aligned during the typing process.
- 2 In preparing this International Standard account has been taken of office methods and the requirements of data processing applications. Account has also been taken of the layout key for trade documents of the United Nations Economic Commission for Europe which is the subject of Recommendation No. 1 (June 1973) adopted by the working group on facilitation of procedures in international trade.

ANNEX A

ISO FORMS DESIGN SHEET

The network shall be printed in a non-reproducing blue colour

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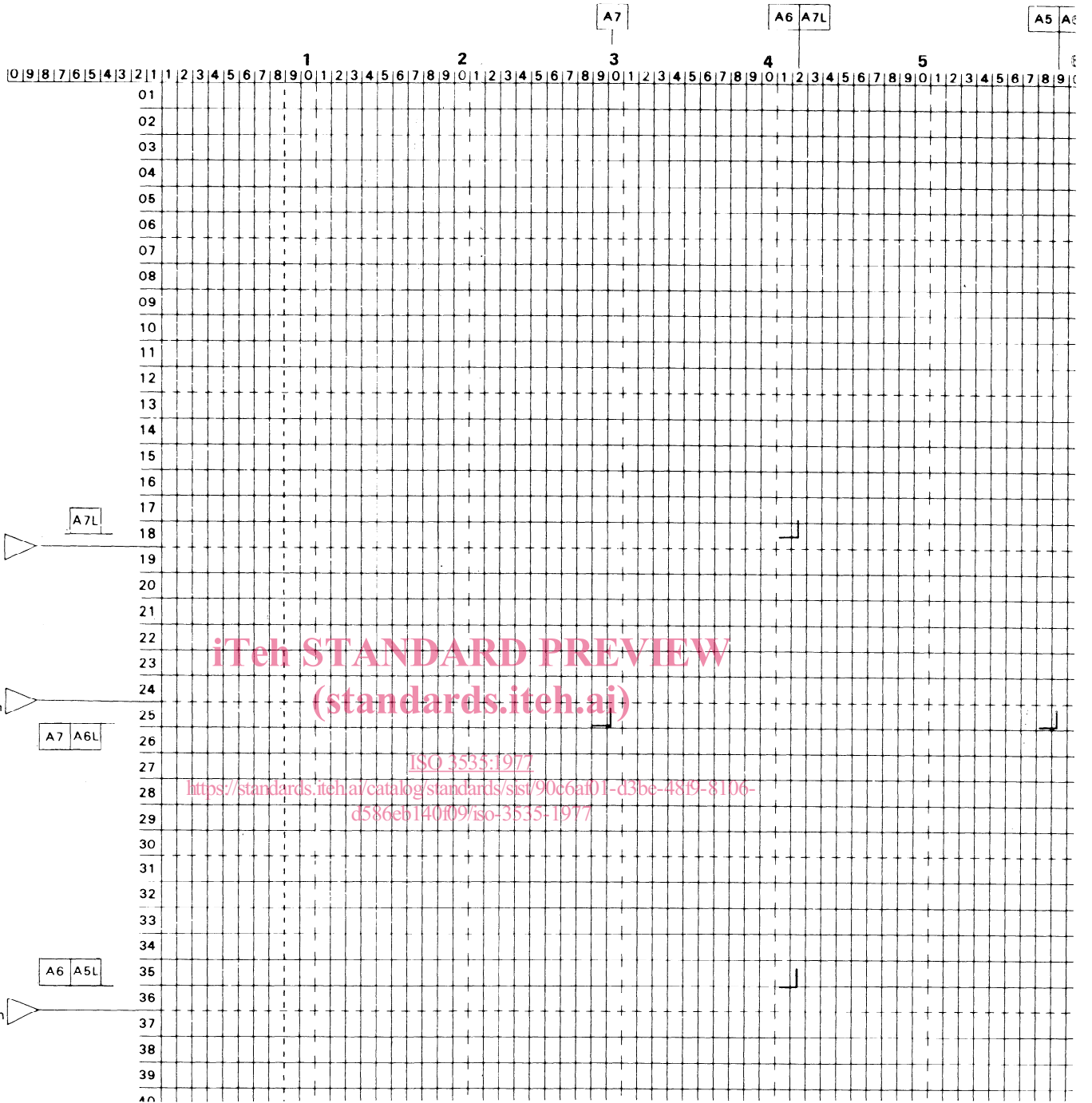
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