1. **STEP 1** – ADD CENTER LINES AND ANY MISSING CENTER MARKS

2. **STEP 2** – DIMENSION HEIGHT, WIDTH & DEPTH

3. **STEP 3** – SIZE & LOCATE ALL FEATURES

4. **ADD ANY APPROPRIATE NOTES (SCALE CHANGES, SYMMETRY, ETC)**

**A.** ESTABLISH **HEIGHT, WIDTH & DEPTH** AFTER DRAWING CENTERMARKS AND CENTERLINES. PLACE H, W & D IN MOST CHARACTERISTIC VIEW (DEPTH = 2 * R1.00, WIDTH = 2.00 + R1.00, HEIGHT = 2.00). YOU SHOULD ALWAYS AVOID DIMENSIONING TO CURVED SURFACES USING LINEAR DIMENSIONS. THUS IT WOULD BE INCORRECT TO ESTABLISH THE WIDTH IN THIS DRAWING WITH A SINGLE END TO END DIMENSION.

**B.** DIMENSION NEGATIVE CYLINDERS (HOLES) WHERE THEY APPEAR AS CIRCLES.

**C.** DIMENSION POSITIVE CYLINDERS WHERE THEY APPEAR AS RECTANGLES.

**D.** DIMENSION RADII WITH AN ‘R’ DESIGNATION.

**E.** DIMENSION DIAMETERS WITH A ‘Ø’ DESIGNATION.

**F.** ESTABLISH **SIZE AND LOCATION** OF FEATURES IN THEIR MOST CHARACTERISTIC VIEW.

**G.** SYMMETRY NOTE. WITHOUT THE NOTE, DIMENSIONING WOULD HAVE BEEN MUCH MORE DIFFICULT

**H.** AVOID DIMENSIONING TO HIDDEN LINES.

**I.** SCALE CHANGE NOTE.

**J.** VISIBLE GAP BETWEEN EXTENSION LINE AND FEATURE