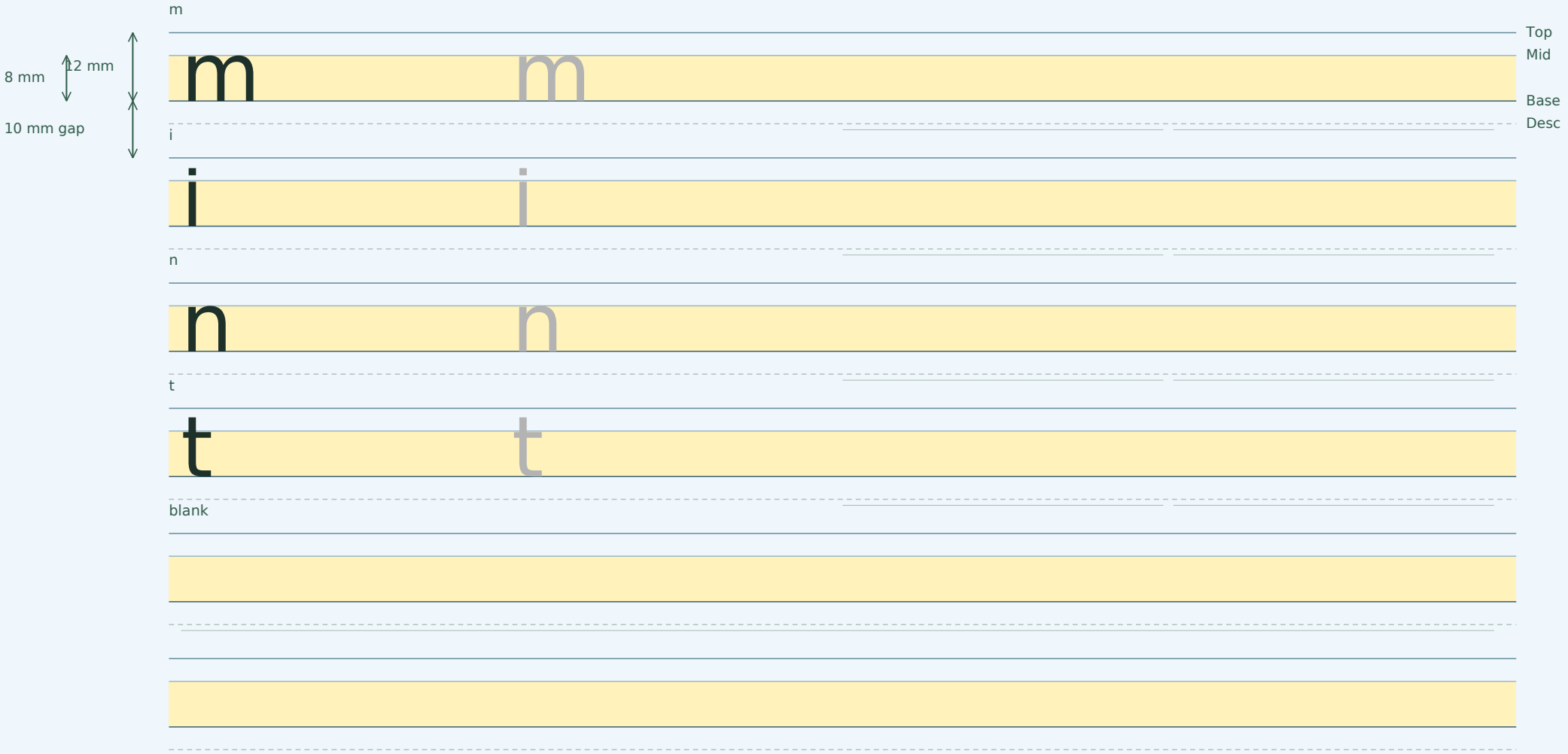
Lettering Layout Grid: Plan Words with Baseline, X-Height, Cap-Height and Spacing Zones

Lettering Layout Planning Worksheet



Plan widths and gaps before drawing. Mark start/end ticks on baseline. Use one column per letter and half-column gaps; full column between words.

Lettering Layout Grid: Plan Words with Baseline, X-Height, Cap-Height and Spacing Zones

Planning Prompts and Tick-Mark Spaces / 1 of 2

Practice response fields only; values and reasons are blank for the student.

Word or phrase	
Number of letters	
Letter widths (columns) (columns)	
Letter gaps (half-columns) (half-columns)	
Word gaps (columns) (columns)	
Total columns used (columns)	
Columns available (columns)	

Lettering Layout Grid: Plan Words with Baseline, X-Height, Cap-Height and Spacing Zones

Planning Prompts and Tick-Mark Spaces / 2 of 2

Practice response fields only; values and reasons are blank for the student.

Columns remaining (columns)	

X-height (baseline to midline) (mm)	

Cap-height (baseline to cap line) (mm)	

Lettering Layout Grid: Plan Words with Baseline, X-Height, Cap-Height and Spacing Zones

Original tasks 1, 2, 3 / blank responses

Task 1

Plan the word 'cat' using one column per letter and half-column gaps. The page has 5 columns available. How many columns are used, and how many remain?

Task 2

A grid has an x-height of 8 mm and a cap-height of 12 mm, measured from the baseline. A lowercase letter body is planned from baseline to midline. How many millimetres above the midline does the cap line sit?

Task 3

Plan the phrase 'go up' with one column per letter and half-column gaps between letters. Use a full one-column gap between the two words. How many columns are used in total?

Lettering Layout Grid: Plan Words with Baseline, X-Height, Cap-Height and Spacing Zones

Original tasks 4 / blank responses

Task 4

A word uses 5 letter columns and 4 half-column gaps. The page has 7 columns available. Does it fit, and by how many columns?