

# Engineering Notebooks



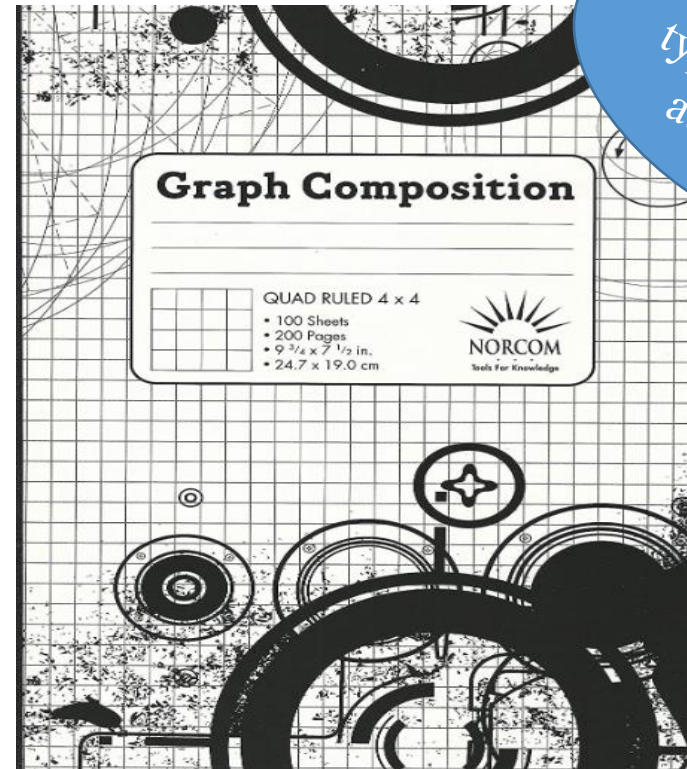
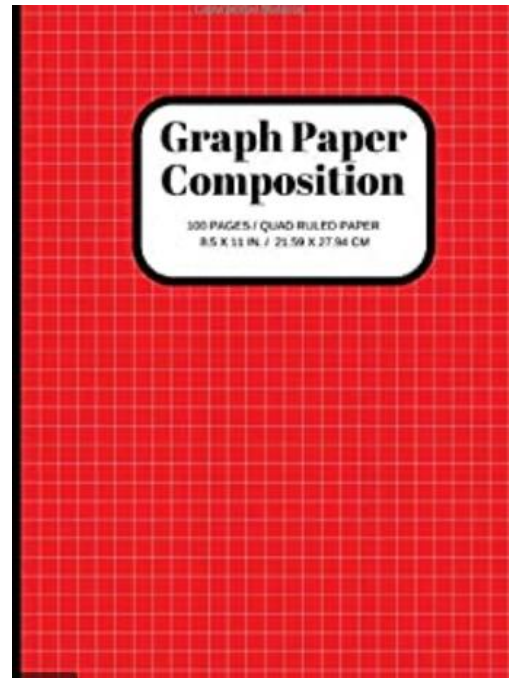
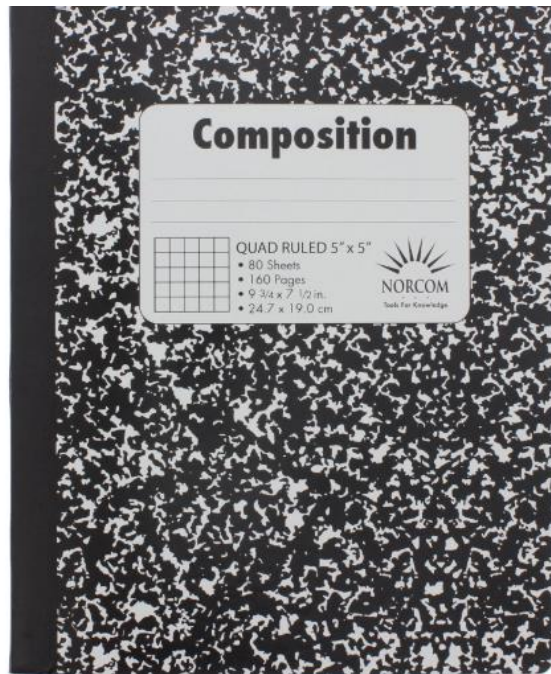
*The notebook you purchase must:*

- 1. have graph paper and*
- 2. be bound on the side*

*This is a requirement to keep the notebook legally binding.*

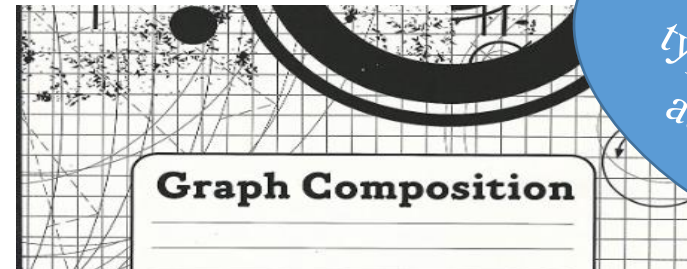
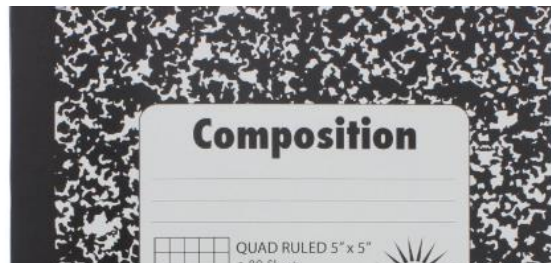
Do not purchase a spiral bound notebook **EVEN IF** it has graph paper!

A good suggestion is to purchase a  
Quad Ruled Graph Composition notebook



This one is  
typically \$0.97  
at Walmart

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Quad Ruled Graph Composition notebook



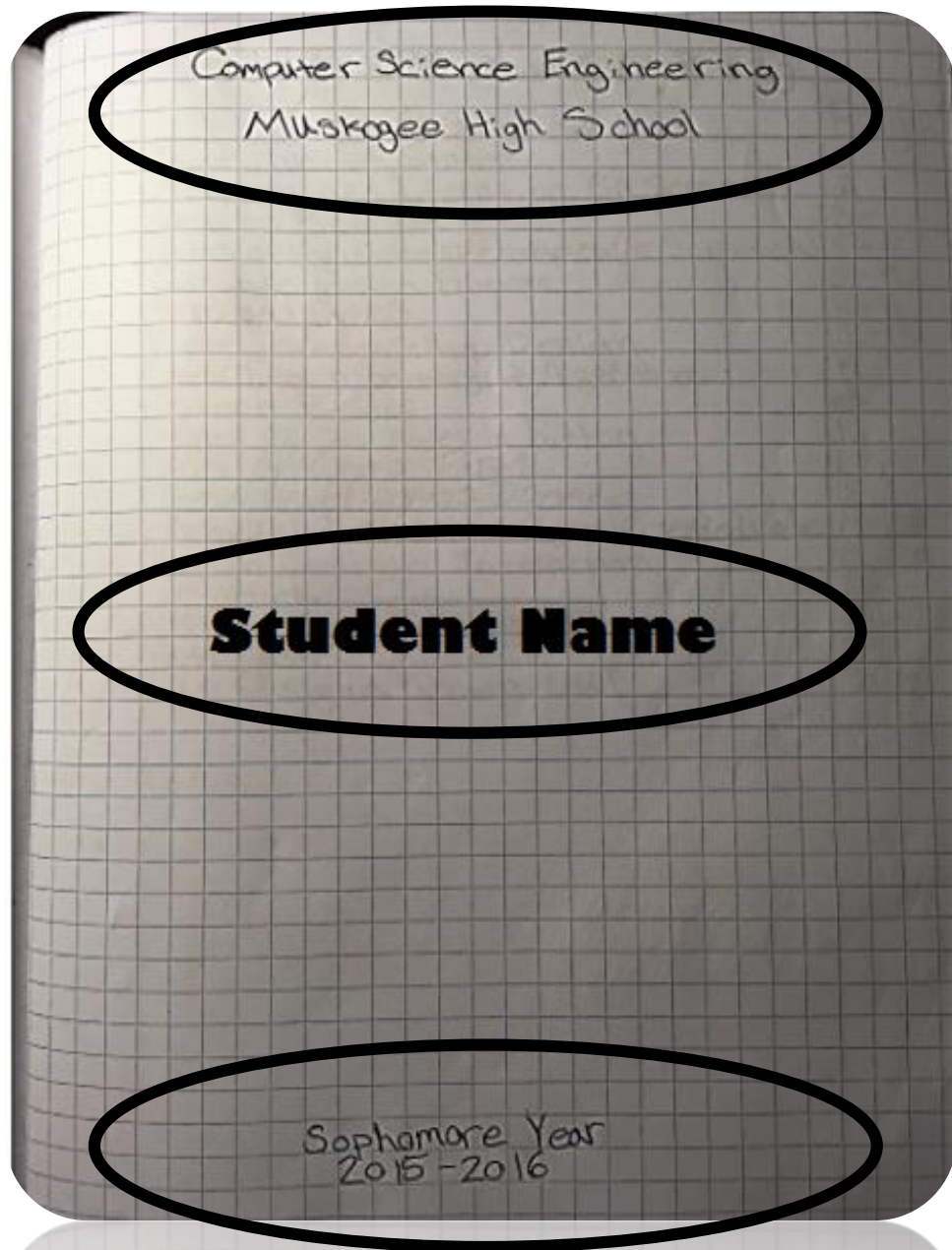
This one is  
typically \$0.97  
at Walmart

You will use this book for note taking, design  
sketching, and calculations, if needed.



It is very important you set your notebook up properly. The next few slides will show you a step by step process to set up an engineering notebook correctly.

Your grade in this class does, in part, depend on your engineering notebook.



At the top of the page is where you put the course name and the name of your school

In the middle of the page is where you put your name. Make this VERY easy to read.

The bottom of the page is where you indicate what classification you are this year and what year it is.

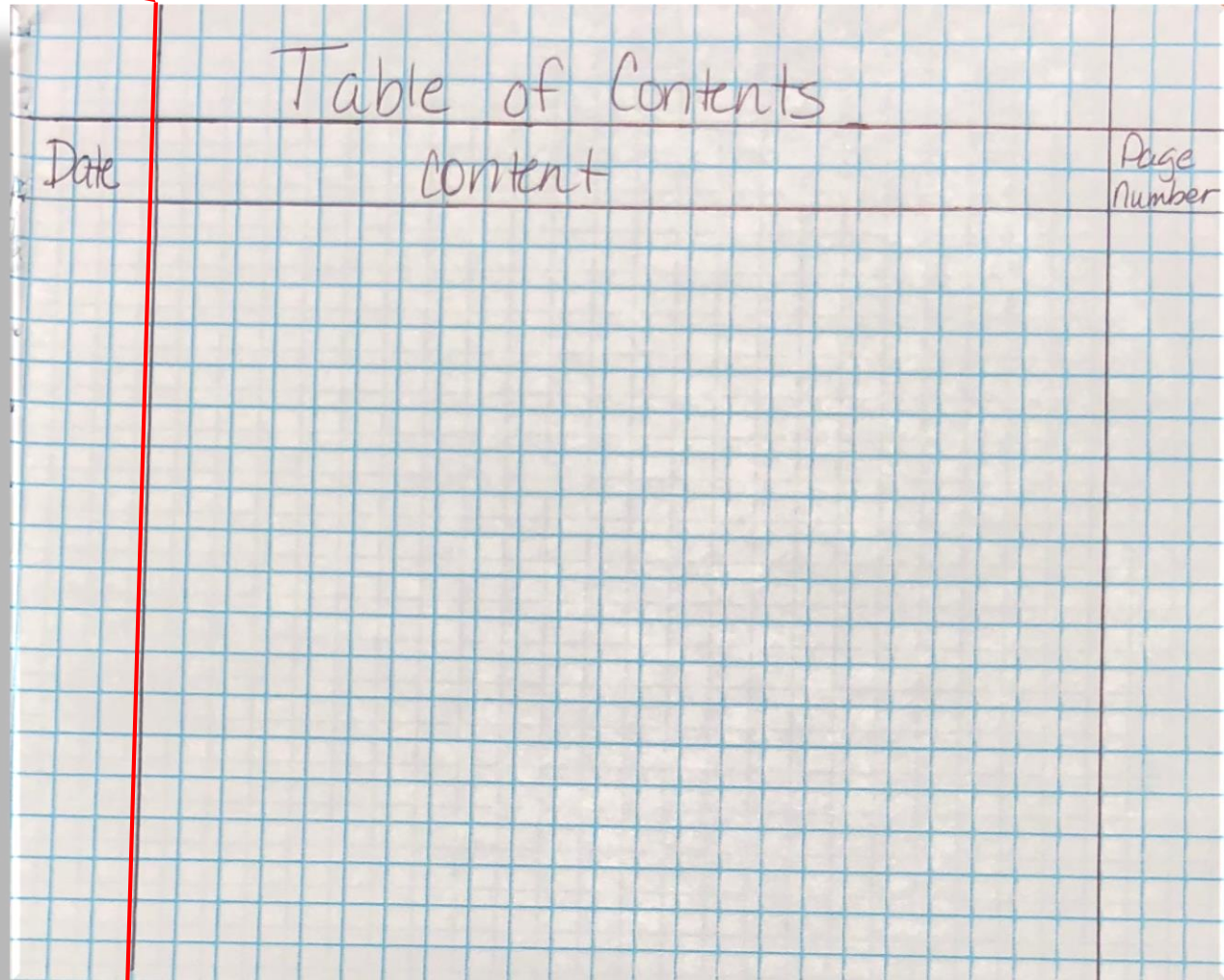
The back of  
the title  
page is to be  
left blank

The next slide will walk you  
through setting up the Table  
of Content pages.

The slide after that will walk  
you through how to set up  
your content pages.



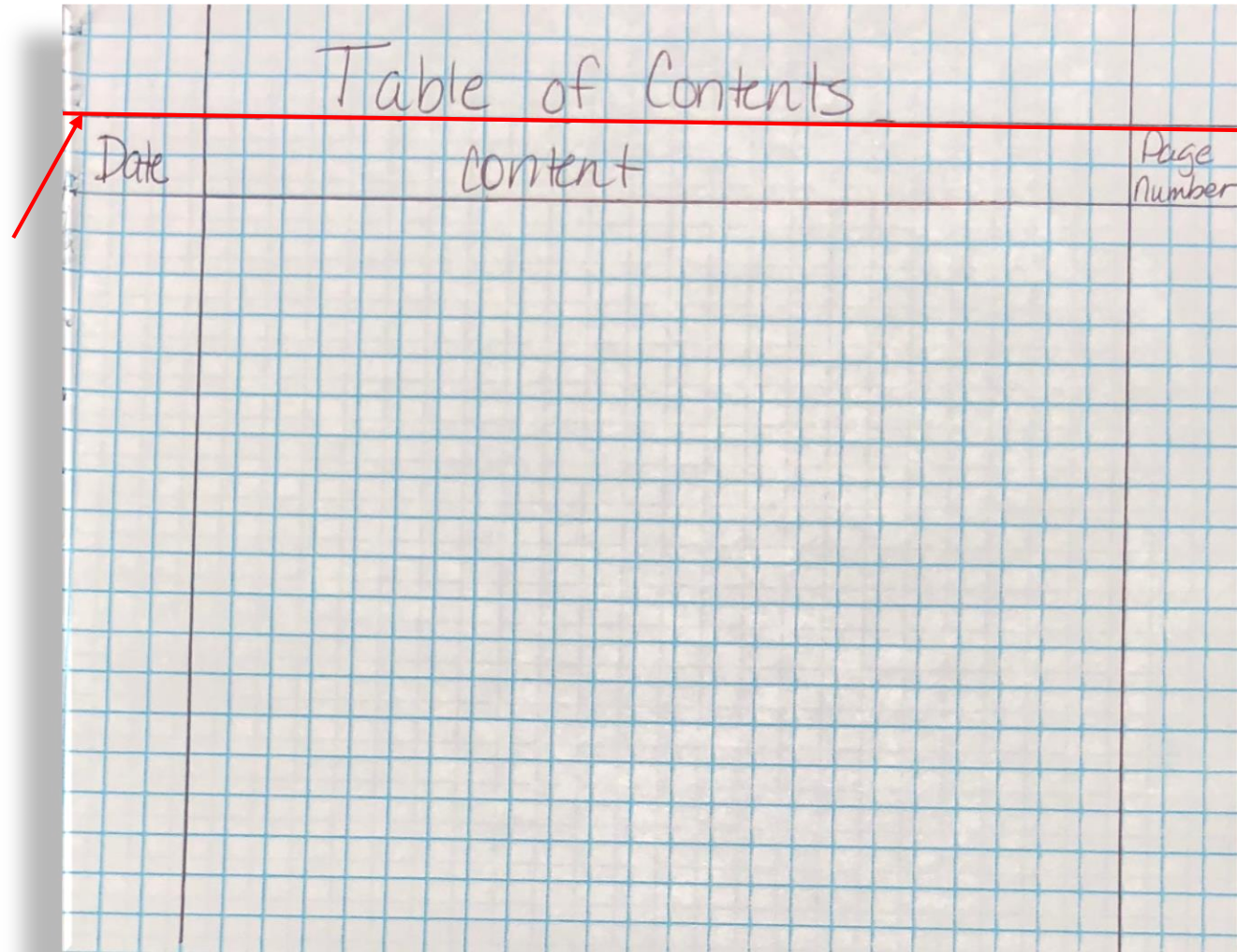
Step 1 – from the inside seam,  
move over 4 vertical lines, using a  
ruler, draw a line straight down.



Date	Content	Page Number
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Step 3 – from the top of the page come down 3 lines. Using a ruler draw a line straight across.

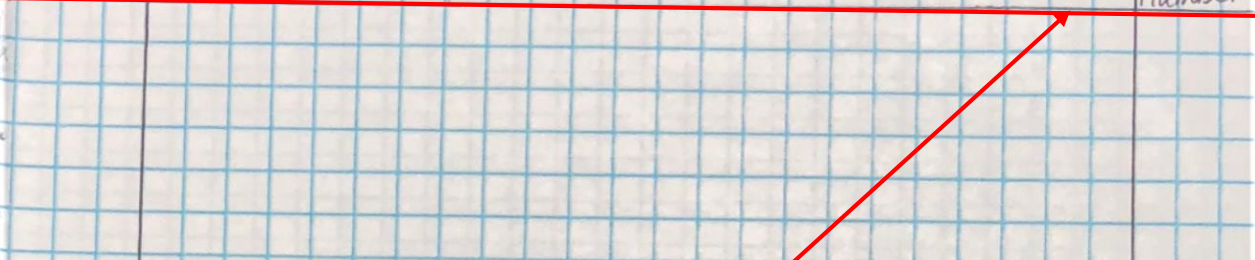


The image shows a piece of graph paper with a handwritten table of contents. The title "Table of Contents" is written in the top center. Below it, the table has three columns: "Date", "Content", and "Page Number". A red horizontal line is drawn across the page, starting from the left margin and ending at the right margin, positioned just below the title. A red arrow points to the left end of this line.

Date	Content	Page Number
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# Table of Contents

Date	Content	Page Number
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Step 4 – from the line drawn in step 3, come down 2 lines and using a ruler, draw a line straight across.

Step 5 – Write the words  
“Table of Contents” in the  
middle section at the top.

Date	Content	Page Number
Table of Contents		

Date	Table of Contents content	Page Number
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**Step 6 – Write Date in  
the first column**

# Table of Contents

Date

Content

Page  
Number

Step 7 – Write Content in  
the middle section

# Table of Contents

Date	Content	Page Number
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Step 8 – write page number in the right column.



## Table of Contents

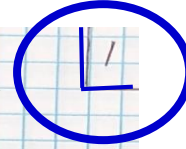
Date

Content

Page  
Number

**Turn the page to the back  
and repeat this process.  
When finished, you should  
have 2 Table of Contents,  
front and back of one page.**

**On the next page, in the upper outside corner, draw a vertical line down 2 spaces, then draw a horizontal line 2 spaces creating a small box. Inside this box put a 1 indicating this is page one.**



Then draw 2 vertical line creating 3 boxes. Try to create 3 equally sized boxes.

<i>Your signature and Date</i>	<i>Witness signature and Date</i>	<i>Proprietary Information</i>
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From the bottom of the page, come up 3 lines, using a ruler draw a line across the page.

**The first  
box is for  
your  
signature  
AND DATE.  
Do not put  
anything in  
this box  
right now.**

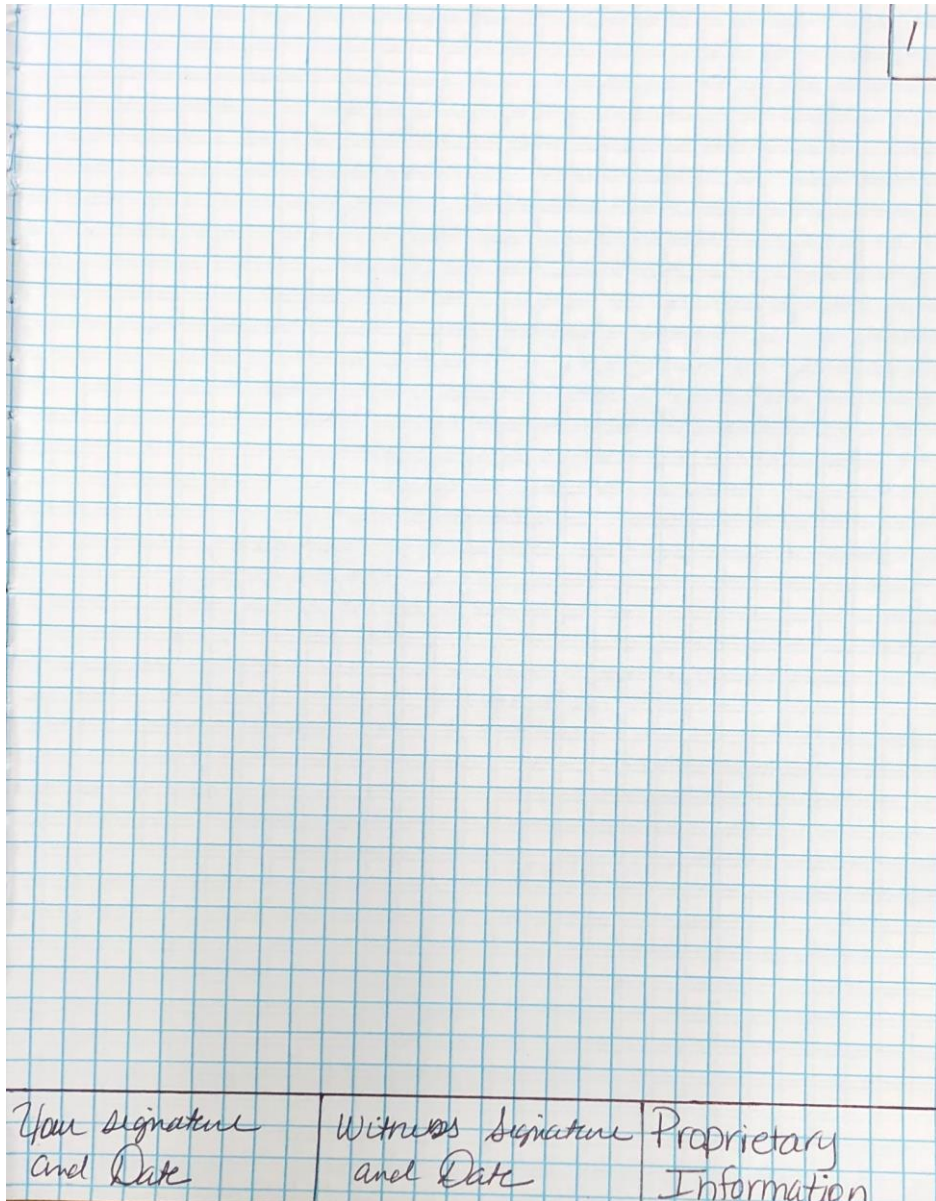
**The second  
box is for a  
witness  
signature  
AND DATE.  
Do not put  
anything in  
this box right  
now.**

**In the 3<sup>rd</sup>  
box, write  
the words  
Proprietary  
Information**

*Your signature  
and Date*

*Witness signature  
and Date*

*Proprietary  
Information*



Your assignment is to complete the first 50 pages in your notebook just like you completed page 1. All subsequent pages need to be numbered chronologically. Do not skip any pages, use the backs of every page.

**BONUS:** you will receive 25 bonus points for completing 75 pages.