

Patent Drawing Pre-Filing Checklist

A practical last pass before figures go to your attorney or an e-filing portal. Generic by design — always confirm the current rules of your target office.

Sheet & margins

- ☐ Sheet size matches the target office (A4 for PCT/EPO; US Letter or A4 for USPTO).
- ☐ Margins meet the minimums (PCT Rule 11.6(c) / 37 CFR 1.84(g): top 2.5 cm, left 2.5 cm, right 1.5 cm, bottom 1.0 cm). CNIPA / JPO / KIPO: confirm against the office's current text.
- ☐ No frames or borders drawn around the usable area.
- ☐ Sheets numbered consecutively, separately from figure numbers.

Line quality

- ☐ All lines solid black — no grayscale, no color, no photographs unless the office allows them for your case.
- ☐ No anti-aliasing halos: zoom to 400–800% and check line edges.
- ☐ Lines survive reduction to about two-thirds size without breaking up.
- ☐ Shading used only where the office's conventions allow it.

Views & figures

- ☐ Every claimed feature is visible in at least one view.
- ☐ Figure numbers (FIG. 1, FIG. 2 ...) are consecutive and match the brief description of drawings.
- ☐ Section lines, cut planes, and view arrows are labeled and referenced.
- ☐ For design filings: view set completeness and broken-line usage follow the target office's design rules.

Reference numerals

- ☐ The same part keeps the same numeral in every figure.
- ☐ Every numeral in the figures appears in the specification — and vice versa (check both directions).
- ☐ Leader lines touch or clearly point to the intended part; none cross confusingly.
- ☐ Numeral height is legible after reduction (USPTO: at least 0.32 cm).

Text & language

- ☐ Text inside figures is limited to what is indispensable.
- ☐ Wording in figures matches the specification's terminology exactly.
- ☐ For non-English offices: figure text is in (or translated into) the filing language.

Final pass

- ☐ Print one sheet at 100% and check margins with a ruler.
- ☐ Export format matches what your attorney or the e-filing system expects.
- ☐ Source (vector) files archived so later corrections don't start from scratch.