## UNIVERSITY OF MIAMI



## Visual Identity Manual

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miami.edu

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## UNIVERSITY OF MIAMI



## 1.0 Introduction

- 1.1 Using This Manual
- 1.2 Visual Identity System
- 1.3 Identity Policy

### 1.1 Using This Manual

This manual contains approved standard graphic elements of the University of Miami visual identity system. It has been prepared and distributed to ensure the success of this identity. Please use and adhere to these guidelines, which are fundamental yet flexible enough to allow for individual expression. This manual takes the form of an Adobe Acrobat PDF file for viewing on Windows PC or Macintosh platforms. The file can be printed on 8.5" x 11" paper, preferably with a color printer.

Supplemental art and support graphic files provided include:

- Adobe InDesign CS3 templates of the stationery system
- Signature files in Adobe Illustrator Encapsulated PostScript (EPS) vector format, JPG, and GIF formats for use in PowerPoint, web, and other applications

No specific fonts are required for use of EPS, JPEG, or GIF files of signature art. A specific font *is* required to create versions of the signature for specific units (see sections 2.5 and 2.6.) All other components of the graphic identity system require fonts specified in the typography section of this manual for display and printing (see sections 4.1 and 4.2.)

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

### 1.2 Visual Identity System

Top universities employ strategic, well-executed communications to help build their excellence—and graphic identity is a prime element of effective marketing and communications.

The heart of the University's identity system is the split-U mark. It is one of the most recognizable collegiate marks nationally, and perhaps the most ubiquitous graphic symbol throughout South Florida.

Research conducted prior to adopting the split-U as the University-wide mark in 2009, which included focus groups in three major cities and an alumni survey, affirmed its perception as diverse, modern, confident, and bold. By employing this singular image, the University capitalizes on the power of an identity that links schools, colleges, centers, and institutes while representing the institution as a whole.

By its very nature, a university is a consolidated assembly; the strength and quality of each part reflects upon the whole as well as other individual units. The power of a cohesive and consistently applied graphic identity is an important tool that helps reinforce our message and presence and thereby serves to advance the University.

### 1.3 Identity Policy

#### **Visual Identity Policy**

This manual provides specific guidelines and standards for the visual identity system in all forms of University communication. Adherence to these guidelines is vital to ensure that the University is represented in a uniform and consistent fashion.

It is the University's policy that the signatures, type fonts, and marks described in this manual are the only authorized marks to be used in all University communications. Within the framework of the system there is flexibility to accommodate the needs of units throughout the University.

The Office of University Communications is responsible for the system and for ensuring that the visual identity of the University is preserved and enhanced through effective, well-designed communications. It manages and monitors the use of the system and makes system graphics available to the University community and other authorized parties.

If you have questions concerning the system or need to obtain graphic signatures, send your email query to umcommunications@miami.edu.

#### **Use of University Marks on Commercial Goods**

The University of Miami name, seal, and logo are registered marks owned by the University. These marks may not be used in any medium, other than approved University programs, without the approval of the assistant vice president for auxiliary services, or his or her designees. The use of our marks in conjunction with that of an outside vendor or firm must be reviewed by the assistant vice president of auxiliary services. Student

groups wishing to use the University's marks on commercial goods (i.e., T-shirts, bumper stickers, etc.) also must secure such approval. All requests for use of these marks must be submitted to the appropriate party listed above. All manufacturers who produce goods bearing any of the University's trademarks must either be licensed or have received special permission to produce such products without a formal license agreement.

Any questions regarding the use of the University name, seal, or logo should be referred to the Department of Auxiliary Services at 305-284-3584.

Inquiries regarding the use of the University's athletic marks should be directed to Jim Aronowitz, Fermata College, at jim.aronowitz@fermatapartners.com.

## UNIVERSITY OF MIAMI



## 2.0 Basic Standards

- 2.1 Logo
- 2.2 Signatures—Primary, Secondary, and Informal
- 2.3 Primary Signature—Structure
- 2.4 Unit Signatures
- 2.5 Unit Signature Specifications— Master Brand
- 2.6 Unit Signature Specifications— Endorsed Brand
- 2.7 Official University Seal
- 2.8 Size Restrictions
- 2.9 Surrounding Space Restrictions
- 2.10 Unacceptable Executions

#### **BASIC STANDARDS**





### 2.1 Logo

The University of Miami's split-U logo, or mark, is the key element in the University's visual identity system and must appear on all official University of Miami communications. It may not be modified in any way.

The logo is rarely used alone and is the essential feature of the University of Miami signature, described on the following pages. It may not be used to create any signature mark or logo other than in the manner described in this manual.

The logo is outlined with a white rule, which becomes visible when the logo is placed over a colored background.

The logo cannot be used as a substitute for the letter "U" in a word or the word "you."

PRIMARY SIGNATURE

# UNIVERSITY OF MIAMI



**SECONDARY SIGNATURE** 



**INFORMAL SIGNATURE** 



## 2.2 Signatures—Primary, Secondary, and Informal

The primary University of Miami signature is the most basic and commonly used element of the Miami visual identity. The signature is made up of three components:

The University of Miami name

A horizontal or vertical rule

The University of Miami logo ("U")

Customized signatures for individual University of Miami colleges, schools, centers, and institutes ("units") are created by integrating the name of the unit with the University of Miami primary signature using specific unit templates. Departments are not permitted to have customized signatures. (See sections 2.4–2.6.)

The informal signature is for use on the web and on casual internal University applications, such as merchandise. It is made up of three components:

The University of Miami logo ("U")

A horizontal rule

The word "Miami"

The informal signature may not be modified in any way. (For examples of usage, see section 7.3.) Downloadable signatures are available at https://ucomm.miami.edu/tools-and-resources/visual-identity/signatures/index.html.

University of Miami name

University of Miami name

University of Miami name

University of Miami name

## 2.3 Primary Signature—Structure

The primary University of Miami signature is structured as shown above. Colors and acceptable iterations of the signature are described on subsequent pages.

#### **BASIC STANDARDS**

MASTER BRAND SIGNATURE CONFIGURATION

UNIVERSITY
OF MIAMI
SCHOOL of LAW



UNIVERSITY OF MIAMI

COLLEGE of ARTS & SCIENCES



UNIVERSITY OF MIAMI

ROSENSTIEL SCHOOL of MARINE & ATMOSPHERIC SCIENCE



ENDORSED BRAND SIGNATURE CONFIGURATION

UNIVERSITY OF MIAMI SCHOOL of LAW



UNIVERSITY OF MIAMI
COLLEGE of
ARTS & SCIENCES



UNIVERSITY OF MIAMI
ROSENSTIEL
SCHOOL of MARINE &
ATMOSPHERIC SCIENCE



### 2.4 Unit Signatures

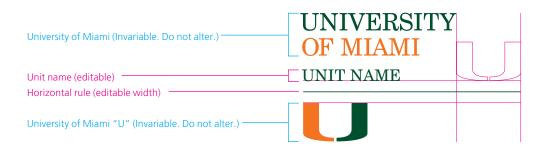
Customized signatures for individual University of Miami colleges, schools, centers, and institutes ("units") are created by integrating the name of the unit with the University signature using specific templates.

Two types of unit templates are available. In the "master brand" configuration, "University of Miami" is larger than the unit name. In the "endorsed brand" configuration, the unit name is larger; use of this configuration is reserved for schools, colleges, and special University-wide initiatives. Departments are not permitted to have customized signatures.

Specifications for creating unit signatures are on the following pages.

Signature files and guidance on their use may be obtained from the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### MASTER BRAND SIGNATURE CONFIGURATIONS





#### Inserting unit name

Select the appropriate template (one-, two-, or three-line). Select the unit name placeholder text.

Type the name of the college in all caps. Type "&" for "and." Type the words "of" and "for" as all lower case. (Note that this applies only to unit names. The "of" in "UNIVERSITY OF MIAMI" remains all caps.)

The unit name should remain 48p/50.5 pt. Century Schoolbook, tracked –5 overall, and Pantone® 3435.

#### Adjusting horizontal rule

Adjust the width of the horizontal rule so that it extends beyond the widest line of the signature—whether it is the word "University," or the unit name—by an amount equivalent to the width of the University of Miami "U." When adjusting the width of the rule, be sure to maintain its weight (2.5 pt. for the positive versions, 3.5 pt. for the reversed versions) in the Illustrator file.

### 2.5 Unit Signature Specifications—Master Brand

The master brand signature features University of Miami more prominently than the name of the college, school, center, institute, division, or office ("unit"). Customized signatures for individual University of Miami units are to be created by altering one of the "master brand" templates provided.

Unit signatures are made up of four components:

The University of Miami name

The unit name (editable)

A horizontal rule (variable length)

The University of Miami logo ("U")

ONLY the unit name and length of the rule are to be edited. Generally, unit signatures should not exceed three lines.

Templates provide editable text for inputting the unit name. Names are set in all caps. Articles—such as "for" and "of"—should be set all lower case. The symbol "&" should be used in place of the word "and." Spaces between individual letters may be kerned to create a legible, evenly spaced appearance. Type and font sizes are not to be adjusted.

The width of the rule is established by extending it to the right beyond the width of the text by a space equivalent to the width of the logo "U." Elements are not to be moved, resized, or altered in any way.

In this master brand version of the signature, the words "University of Miami" intentionally use different colors. Miami green (Pantone® 3435 or its equivalent) "quiets" the signature. Miami orange (Pantone® 1665 or its equivalent) allows for the unit name to be differentiated from the "University of Miami."

#### **ENDORSED BRAND SIGNATURE CONFIGURATIONS**



#### Inserting unit name

Select the appropriate template (one-, two-, or three-line). Select the unit name placeholder text.

Type the name of the college in all caps. Type "&" for "and." Type the words "of" and "for" as all lower case. (Note that this applies only to unit names. The "of" in "UNIVERSITY OF MIAMI" remains all caps.)

The unit name should remain 72/75.5 pt. Century Schoolbook, tracked -9 overall, and Pantone® 1665.

#### Adjusting horizontal rule

Adjust the width of the horizontal rule so that it extends beyond the widest line of the signature—whether it is the word "University," or the unit name—by an amount equivalent to the width of the University of Miami "U." When adjusting the width of the rule, be sure to maintain its weight (2.5 pt. for the positive versions, 3.5 pt. for the reversed versions) in the Illustrator file.

## 2.6 Unit Signature Specifications—Endorsed Brand

The endorsed brand signature features the name of the college or school ("unit") more prominently than University of Miami. Customized signatures for individual units are to be created by altering one of the "endorsed brand" templates provided.

Unit signatures are made up of four components:

The University of Miami name

The unit name (editable)

A horizontal rule (variable length)

The University of University of Miami logo ("U")

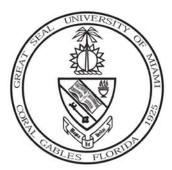
ONLY the unit name and length of the rule are to be edited. Generally, unit signatures should not exceed three lines. Endorsed brand signatures are reserved for use by schools, colleges, or special University-wide initiatives.

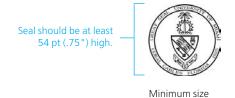
Templates provide editable text for inputting the unit name. Names are set in all caps. Articles such as "for" and "of" should be set all lower case. The symbol "&" should be used in the place of the word "and." Spaces between individual letters may be kerned to create a legible, evenly spaced appearance. Type and font sizes are not to be adjusted.

The width of the rule is established by extending it to the right beyond the width of the text by a space equivalent to the width of the logo "U."

Elements are not to be moved, resized, or altered in any way.



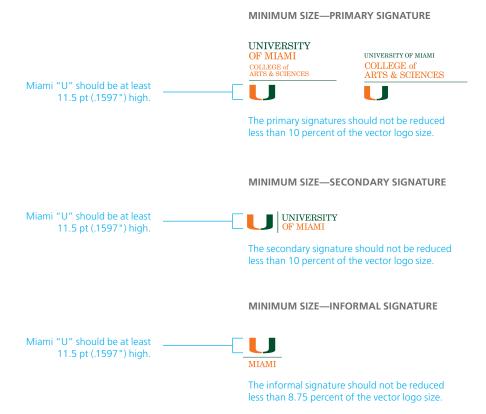




## 2.7 Official University Seal

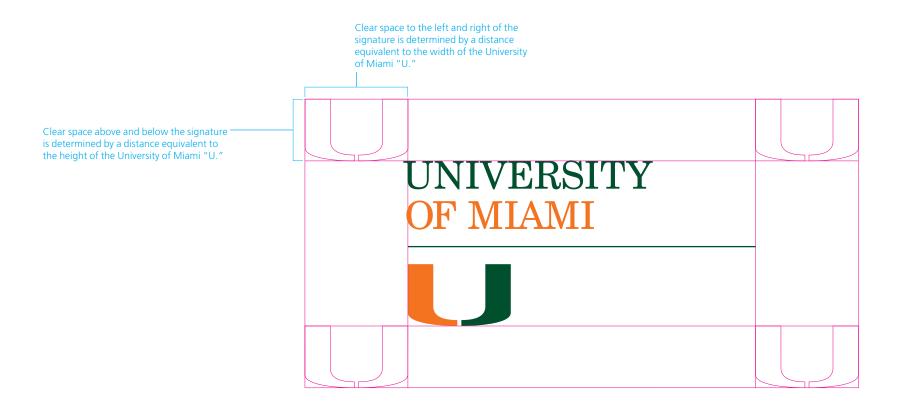
The official University of Miami seal has very limited use, primarily on official University documents, such as contracts, deeds, and academic diplomas. All requests to use the seal must be submitted to University Communications at 305-284-5500 or umcommunications@miami.edu.

The minimum size specification shown has been established to ensure the legibility of the seal. The art may not be altered in any manner.



### 2.8 Size Restrictions

The minimum size specifications, shown above, have been established to ensure the legibility of the University of Miami signatures.



## 2.9 Surrounding Space Restrictions

When using the signature in layout, placement of surrounding elements (text, photos, and other graphic elements) should respect the clear space guideline shown above. This includes placement in email and web applications.

Only one of the primary configurations of the signature is shown here as an example. These principles also apply to the secondary signature, master and endorsed brand unit signatures, and informal signature. PRIMARY SIGNATURE

## UNIVERSITY OF MIAMI



#### UNACCEPTABLE EXECUTIONS



#### Do not reconfigure.

Components of the signature should never be reconfigured. Space relationships among elements are not to be manipulated.





## Do not resize individual elements.

Size relationships among elements are not to be manipulated.



#### Do not reproduce sloppily.

The signature should not be scanned from a printed document or recreated in any way. Use only the electronic files provided by the Office of University Communications.



#### Do not substitute font.

Fonts in the signature should never be substituted.



#### Do not distort.

The signature should not be compressed or expanded in any way.



## Do not add anything to "U" logo.

The logo may not be followed by any other elements.



## Do not use incomplete signature.

The signature should always be used in its entirety.



## Do not insert anything inside the "U" logo.

The center of the "U" must be kept clear.

## 2.10 Unacceptable Executions

Guidelines for acceptable treatment of the signature are found throughout the Basic Standards section of this manual. The University of Miami signatures should be reproduced using only the files provided by the University.

Several examples of unacceptable variations are shown above. This list is not exhaustive.

Only the primary configuration of the signature is depicted in the examples, but these principles apply to the secondary signature, master brand and endorsed brand unit signatures, and informal signature as well.

## UNIVERSITY OF MIAMI



## 3.0 Color

- 3.1 Primary Color Palette
- 3.2 Supplementary Color Palette
- 3.3 Full-Color Reproduction— Primary and Secondary Signatures
- 3.4 Full-Color Reproduction— Unit Signatures
- 3.5 One-Color Reproduction—Gray
- 3.6 One-Color Reproduction—Solid
- 3.7 Unacceptable Color Treatments

| MIAMI GREEN       |   | MIAMI ORANGE                                   |
|-------------------|---|--|
| Coated<br>Paper   | Pantone® 3435 C<br>C 100<br>M 0<br>Y 81<br>K 66 | Pantone® 1665 C<br>C 0<br>M 68<br>Y 100<br>K 0 |
| Uncoated<br>Paper | Pantone® 3435 U                                 | Pantone® 1665 U                                |
| Screen Mode       | R 0<br>G 80<br>B 48<br>Hexadecimal: #005030     | R 244<br>G 115<br>B 33<br>Hexadecimal: #f47321 |

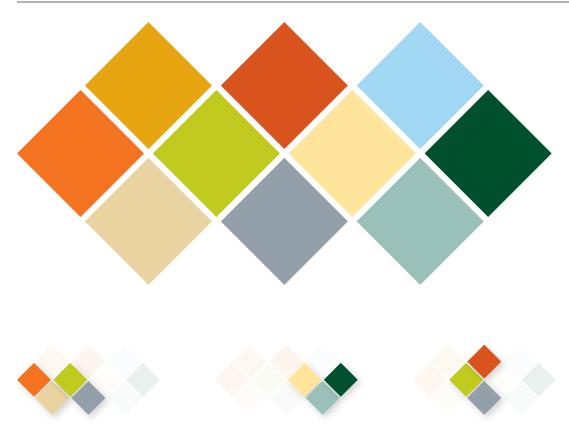




## 3.1 Primary Color Palette

The primary colors for the University of Miami visual identity system are Miami orange (Pantone® 1665) and Miami green (Pantone® 3435). Equivalent color formulas for four-color process printing and digital media are provided here.

The preferred color treatment for the University of Miami signatures is shown above.



## 3.2 Supplementary Color Palette

This supplementary color palette is provided as an aid to designing print and web communications that reflect the University of Miami's brand in tone and style through consistent use of color. Although the University's primary identity colors are Miami orange (Pantone® 1665) and Miami green (Pantone® 3435), designing effective marketing communications benefits from a more flexible and sophisticated use of color harmony and contrast.

The 10-color palette configuration above further simplifies color choices by selecting a three- or-four-color combination using adjacent color blocks from the example above. Experienced designers may extend this palette further with the application of good judgment and skill.

| Pantone® 1665 C<br>C 0<br>M 68<br>Y 100<br>K 0 | Pantone® 1665 U                               | R 244<br>G 115<br>B 33<br>#f47321  |
|--|---|------------------------------------|
| Pantone® 131 C<br>C 0<br>M 32<br>Y 100<br>K 9  | Pantone® 124 U<br>C 0<br>M 28<br>Y 100<br>K 6 | R 210<br>G 142<br>B 0<br>#d28e00   |
| Pantone® 7502 C<br>C 0<br>M 8<br>Y 35<br>K 10  | Pantone® 7501U<br>C 0<br>M 4<br>Y 20<br>K 6   | R 212<br>G 191<br>B 149<br>#d4bf95 |
| Pantone® 383 C<br>C 20<br>M 0<br>Y 100<br>K 9  | Pantone® 397 U<br>C 10<br>M 0<br>Y 100<br>K 7 | R 162<br>G 173<br>B 0<br>#a2ad00   |
| Pantone® 180 C<br>C 0<br>M 79<br>Y 100<br>K 11 | Pantone® 1797 U C 0 M 100 Y 99 K 4            | R 193<br>G 56<br>B 50<br>#c13832   |
| Pantone® 7544 C<br>C 10<br>M 1<br>Y 0<br>K 40  | Pantone® 7544 U<br>C 10<br>M 1<br>Y 0<br>K 40 | R 137<br>G 150<br>B 160<br>#8996A0 |
| Pantone® 1215 C<br>C 0<br>M 9<br>Y 45<br>K 0   | Pantone® 1205 U<br>C 0<br>M 5<br>Y 31<br>K 0  | R 251<br>G 222<br>B 129<br>#fbde81 |
| Pantone® 291 C<br>C 33<br>M 3<br>Y 0<br>K 0    | Pantone® 291 U<br>C 33<br>M 3<br>Y 0<br>K 0   | R 158<br>G 206<br>B 235<br>#9eceeb |
| Pantone® 557 C<br>C 30<br>M 0<br>Y 20<br>K 15  | Pantone® 557 U<br>C 30<br>M 0<br>Y 20<br>K 15 | R 145<br>G 185<br>B 164<br>#91b9a4 |
| Pantone® 3435<br>C 100<br>M 0<br>Y 81          | Pantone® 3435 U<br>C 100<br>M 0<br>Y 81       | R 0<br>G 80<br>B 48<br>Hex         |

#### **FULL-COLOR SIGNATURES**









File name: UM-prim-PMS.eps

#### **REVERSED FULL-COLOR SIGNATURE**

All white type







Colored boxes represent a dark background. They are not part of the signature.

File name: UM-prim-PMS-REV-W.eps

## 3.3 Full-Color Reproduction—Primary and Secondary Signature

The University of Miami signature is available in various combinations of the primary color palette for a variety of applications. For the primary color palette, see section 3.1.

Color examples shown using the primary signature also apply to the secondary signature.

#### Full-color signature on white

The full-color signature may not be placed on any color background other than white or a very pale color.

## Full-color signatures reversed out of dark background

The reversed signature with all white type may be placed on the following color backgrounds only: black, Miami orange (Pantone® 1665 or its equivalent), or Miami green (Pantone® 3435 or its equivalent).

#### **COLOR**

#### **FULL-COLOR**

Master Brand Unit Signature

#### **FULL-COLOR**

Endorsed Brand Unit Signature

## UNIVERSITY OF MIAMI UNIT NAME



File name: UM-prim-mast-[UNIT]-PMS.eps

#### UNIVERSITY OF MIAMI

**UNIT NAME** 



File name: UM-prim-endors-[UNIT]-PMS.eps

#### **REVERSED FULL-COLOR**

Master Brand Unit Signature

#### **REVERSED FULL-COLOR**

Endorsed Brand Unit Signature



File name: UM-prim-mast-[UNIT]-PMS-REV.eps

File name: UM-prim-endor-[UNIT]-PMS-REV.eps

Black box represents a dark background. It is not part of the signature.

### 3.4 Full-Color Reproduction—Unit Signatures

The University of Miami unit signatures are available in several combinations of the primary color palette for a variety of applications. For the primary color palette, see section 3.1.

#### Full-color signature on white

The full-color unit signature may not be placed on any color background other than white or a very pale tint.

#### Full-color signature reversed out of dark background

The reversed signature with all white type may be placed on the following color backgrounds only: black, Miami orange (Pantone® 1665 or its equivalent), or Miami green (Pantone® 3435 or its equivalent).

**ONE-COLOR, GRAY** Primary Signature

UNIVERSITY OF MIAMI

IJ

File name: UM-prim-GRY.eps

ONE-COLOR, GRAY Master Brand Unit Signature

> UNIVERSITY OF MIAMI UNIT NAME



File name: UM-prim-mast-[UNIT]-GRY.eps

**ONE-COLOR, GRAY** Endorsed Brand Unit Signature

UNIT NAME



File name: UM-prim-endor-[UNIT]-GRY.eps

## 3.5 One-Color Reproduction-Gray

When neither Miami orange (Pantone® 1665 or its equivalent) nor Miami green (Pantone® 3435 or its equivalent) are available for reproduction of a signature, a one-color (all black) version may be substituted. One-color versions are available in a standard and a reversed version.

In the one-color version with gray tints, components that were Miami orange become 65 percent black. Components that were Miami green become solid black. ONE-COLOR, SOLID

Primary Signature

UNIVERSITY OF MIAMI



File name: UM-prim-K.eps

ONE-COLOR, SOLID

Master Brand Unit Signature

UNIVERSITY OF MIAMI UNIT NAME



File name: UM-prim-mast-[UNIT]-K.eps

ONE-COLOR, SOLID

**Endorsed Brand Unit Signature** 

UNIT NAME



File name: UM-prim-endor-[UNIT]-K.eps

**REVERSED ONE-COLOR, SOLID** 

Primary Signature

REVERSED ONE-COLOR, SOLID

Master Brand Unit Signature

REVERSED ONE-COLOR, SOLID

Endorsed Brand Unit Signature

UNIVERSITY OF MIAMI



UNIVERSITY OF MIAMI UNIT NAME

UNIT NAME

UNIVERSITY OF MIAMI



File name: UM-prim-K-REV.eps

File name: UM-prim-mast-[UNIT]-K-REV.eps

File name: UM-prim-endor-[UNIT]-K-REV.eps

Black box represents a dark background. It is not part of the signature.

## 3.6 One-Color Reproduction-Solid

One-color solid versions are available in a standard and a reversed version for situations that require a simple elegance such as for invitations, envelopes and ads, or for documents that will be reproduced by multiple generations of photocopying. The positive solid signatures are solid black. The reversed ones are solid white.

See section 3.5 for one-color gray versions.

**FULL-COLOR SIGNATURE** 

## UNIVERSITY OF MIAMI



#### **UNACCEPTABLE COLOR TREATMENTS**



Do not screen back or tint.



#### Do not switch colors.

The configuration of colors within the signature should not be switched.



#### Do not substitute colors.

The signature should never be reproduced in any colors other than the officially prescribed colors.



#### Do not switch colors.

The configuration of colors within the signature should not be switched.

## 3.7 Unacceptable Color Treatments

Guidelines for acceptable color usage in the signature are found on sections 3.1 and 3.3–3.5. The University of Miami signatures should be reproduced using only the files provided by the University of Miami Office of University Communications.

Several examples of unacceptable color configurations, manipulations, and treatments are shown above. This list is not exhaustive. Only the primary configuration of the signature is depicted in the examples, but these principles apply to the secondary signature, master brand and endorsed brand unit signatures, and informal signature as well.

Any questions re garding stationery should be directed to University Communications at 305-284-5500 or umcommunications@miami.edu.

## UNIVERSITY OF MIAMI



## 4.0 Typography

- 4.1 Primary Typefaces
- 4.2 Secondary Typefaces— Word Processing and Web Applications

#### **TYPOGRAPHY**

Century Schoolbook BT

**ROMAN** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ITALIC

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**BOLD ITALIC** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 Frutiger

**45 LIGHT** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**46 LIGHT ITALIC** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

65 BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

66 BOLD ITALIC

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

### 4.1 Primary Typefaces

#### **Primary Serif Typeface**

The primary serif typeface for University of Miami printed applications is Century Schoolbook BT (Bitstream), which is used in the University of Miami signature.

The italic, bold, and bold italic Century Schoolbook BT fonts should be used sparingly—for emphasis only.

You do not need Century Schoolbook BT installed on your computer in order to import the University of Miami signatures. The signatures are available in a variety of ready-to-place graphic file formats. You *do* need these fonts installed on your computer if you are customizing unit signatures for individual schools, centers, or institutes.

#### **Primary Sans Serif Typeface**

The primary sans serif typeface for University of Miami printed applications is Frutiger (Linotype).

#### **Purchasing Fonts**

These fonts are available for both Windows and Macintosh platforms and may be purchased from—among others—the following sources:

Century Schoolbook BT (Bitstream) fontpool.com fontshop.com paratype.com Frutiger (Linotype) fonts.com linotype.com adobe.com

#### **TYPOGRAPHY**

Georgia

REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ITALIC

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**BOLD** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

**BOLD ITALIC** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 Helvetica

REGULAR

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

BOLD

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

### 4.2 Secondary Typefaces—Word Processing and Web Applications

Georgia and Helvetica are the alternate typefaces for University of Miami communications. They should be used for word processing and internal communications, when the primary typefaces (Century Schoolbook BT and Frutiger) are not available. Georgia is the serif face and Helvetica is the sans serif face. Official University websites use Stag and Stag Sans.

## UNIVERSITY OF MIAMI



## 5.0 Stationery System

- 5.1 Standard Stationery
- 5.2 Standard Letterhead—Structure
- 5.3 Standard Stationery, Unit Level
- 5.4 Unit-Level Letterhead—Structure
- 5.5 Standard #10 Envelope—Structure
- 5.6 Monarch Letterhead
- 5.7 Monarch Letterhead—Structure
- 5.8 Monarch Letterhead, Unit Level
- 5.9 Monarch Letterhead, Unit Level— Structure
- 5.10 Monarch Envelope, Standard and Unit Level—Structure
- 5.11 Standard Business Cards
- 5.12 Business Cards, Unit Level
- 5.13 Mailing Label
- 5.14 Note Card
- 5.15 Baronial Envelope for Note Card
- 5.16 #9 Window Envelope



## 5.1 Standard Stationery

The stationery standards provided in the following pages are an essential part of the University of Miami visual identity system and are to be used by all units within the University.

The primary signature is the only approved mark for stationery; the secondary and informal signatures may not be used.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### Paper specifications

Standard letterhead and envelopes: Cougar opaque white, 24 lb. stock

Standard business card: Cougar opaque white, 80 lb. cover stock

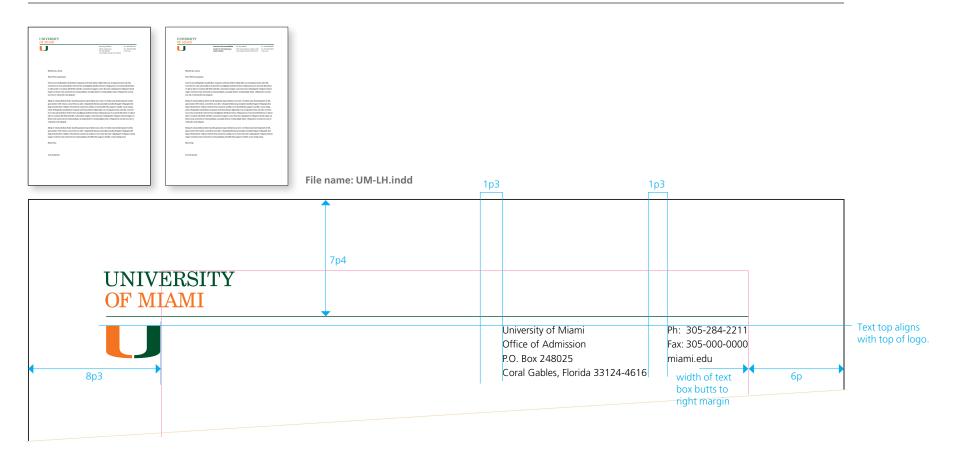
#### Letter typing guidelines

Recommended margins are shown above. 10/15 pt. Georgia, or similar font.

#### **Envelope addressing guidelines**

Recommended margins are shown above. 10/12 pt. Helvetica, or similar font.

See following pages for actual size and structure.



#### 5.2 Standard Letterhead—Structure

Size: 8.5" x 11"

#### Signature

University of Miami master brand signature with infinite rule Vector file imported at 21 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger 45 Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

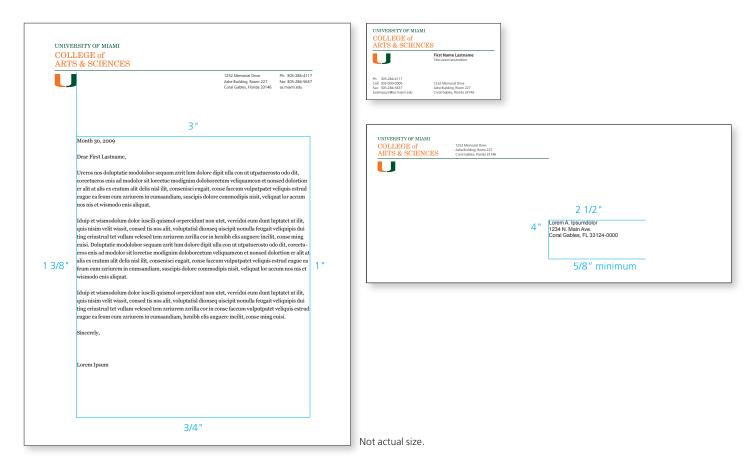
Standard letterhead: Cougar opaque white, 24 lb. stock

The master brand University of Miami letterhead is preprinted with the signature. Margins are shown above.

Customized address blocks position as shown above. Contact info text blocks top align with the top of the logo ("U"). The address appears in the first block. If it is particularly long, it may be divided across two text

blocks, with the long unit (center or institute) name in the first block, and the address in the second. The last text block (farthest to the right) contains phone number, email, and url information.

The width of each text block is determined by the width of the widest line. The farthest right text block positions with its longest line against the right margin. Subsequent text blocks position at 1p3 intervals.



## 5.3 Standard Stationery, Unit Level

The stationery standards provided are an essential part of the University of Miami visual identity system and are to be used by all units within the University.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### Paper specifications

Standard letterhead and envelopes: Cougar opaque white, 24 lb. stock

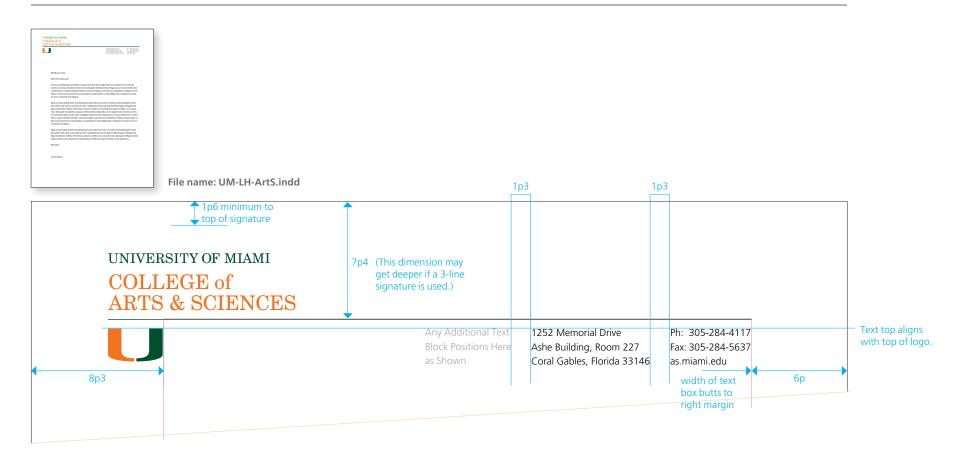
#### Letter typing guidelines

Recommended margins are shown above. 10/15 pt. Georgia, or similar font.

#### **Envelope addressing guidelines**

Recommended margins are shown above. 10/12 pt. Helvetica, or similar font.

See following pages for actual size and structure.



#### 5.4 Unit-Level Letterhead—Structure

Size: 8.5" x 11"

#### Signature

University of Miami unit signature with infinite rule Vector file imported at 21 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

Standard letterhead: Cougar opaque white, 24 lb. stock

The master brand and endorsed brand University of Miami letterheads are layed out as shown above.

Customized contact info address text blocks top align with the top of the logo ("U"). The address appears in the first block. If it is particularly long, it may be divided across two text blocks, with the long unit (center or institute) name in the first block,

and the address in the second. The last text block (farthest to the right) contains phone number, email, and url information.

The width of each text block is determined by the width of the widest line. The farthest-right text block positions with its longest line against the right margin. Subsequent text blocks position at 1p3 intervals.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.



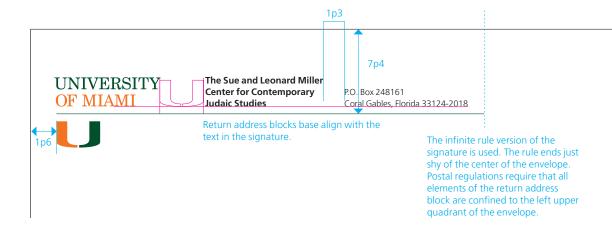
**File name: UM-env-10.indd**Example of envelope with primary signature and short address text

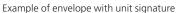


File name: UM-env-10-Miller.indd Example of envelope with primary signature and long address text



**File name: UM-env-10-ArtS.indd**Example of envelope with unit signature







### 5.5 Standard #10 Envelope—Structure

Size: 9.5" x 4.125"

#### Signature

Appropriate University of Miami signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 6.5/8.5 pt. Set flush left Black

#### Paper specifications

Standard #10 envelopes: Cougar opaque white, 24 lb. stock

Return address blocks position as shown above. The width of each text block is determined by the width of the widest line. The first text block positions one "U" width to the right of the signature. If there's a subsequent text block, it positions 1p3 to the right.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.





Not actual size.

### 5.6 Monarch Letterhead

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### Paper specifications

Monarch letterhead and envelopes: Cougar opaque white, 24 lb. stock

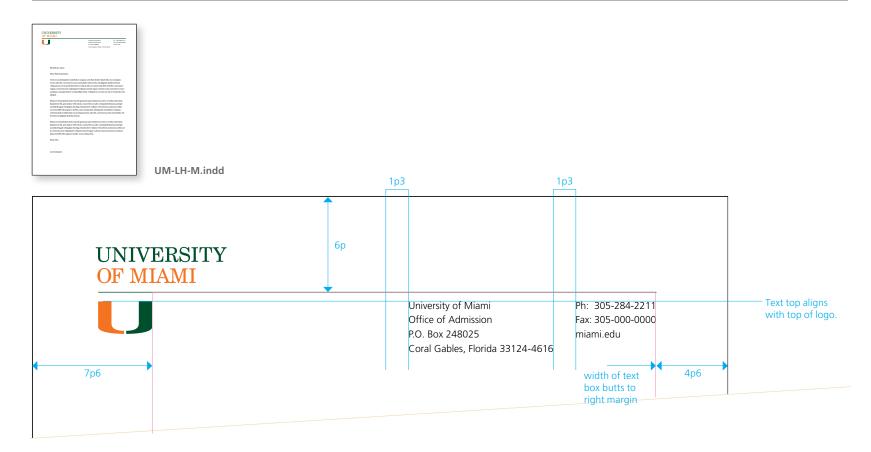
#### Letter typing guidelines

Recommended margins are shown above. 10/15 pt. Georgia, or similar font.

#### **Envelope addressing guidelines**

Recommended margins are shown above. 10/12 pt. Helvetica, or similar font.

See following pages for actual size and structure.



#### 5.7 Monarch Letterhead—Structure

Size: 7.25" x 10.5"

#### Signature

University of Miami master brand signature with infinite rule Vector file imported at 21 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

Monarch letterhead: Cougar opaque white, 24 lb. stock

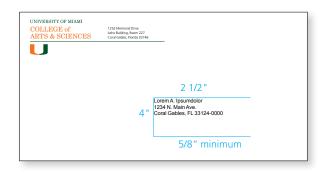
The master brand University of Miami letterhead is preprinted with the signature. Margins are shown above.

Customized address blocks position as shown above. Contact info text blocks top align with the top of the logo ("U"). The address appears in the first block. If it is particularly long, it may be divided across two text

blocks, with the long unit (center or institute) name in the first block, and the address in the second. The last text block (farthest to the right) contains phone number, email, and url information.

The width of each text block is determined by the width of the widest line. The farthest-right text block positions with its longest line against the right margin. Subsequent text blocks position at 1p3 intervals.





Not actual size.

### 5.8 Monarch Letterhead, Unit Level

The stationery standards provided are an essential part of the University of Miami visual identity system and are to be used by all units within the University.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### Paper specifications

Monarch letterhead and envelopes: Cougar opaque white, 24 lb. stock

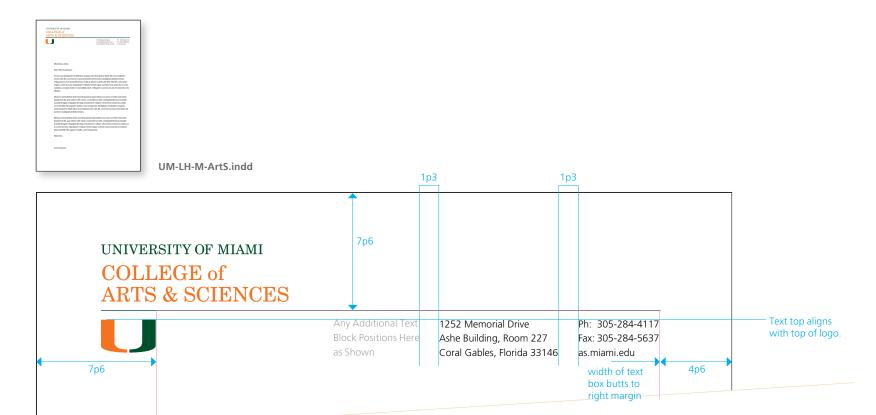
#### Letter typing guidelines

Recommended margins are shown above. 10/15 pt. Georgia, or similar font.

#### **Envelope addressing guidelines**

Recommended margins are shown above. 10/12 pt. Helvetica, or similar font.

See following pages for actual size and structure.



### 5.9 Monarch Letterhead, Unit Level—Structure

Size: 7.25" x 10.5"

#### Signature

University of Miami master brand signature with infinite rule Vector file imported at 21 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

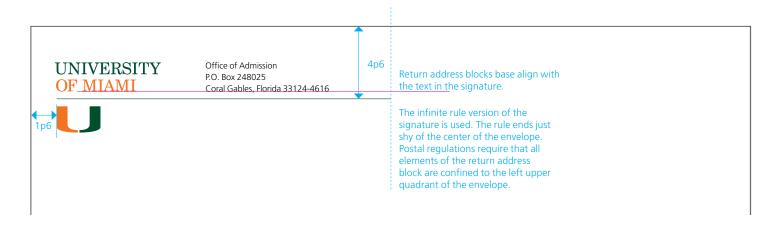
Monarch letterhead: Cougar opaque white, 24 lb. stock

The master brand and endorsed brand University of Miami letterheads are layed out as shown above.

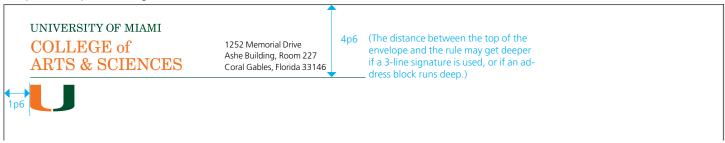
Customized address blocks position as shown above. Contact info text blocks top align with the top of the logo ("U"). The address appears in the first block. If it is particularly long, it may be divided across two text

blocks, with the long unit (center or institute) name in the first block, and the address in the second. The last text block (farthest to the right) contains phone number, email, and url information.

The width of each text block is determined by the width of the widest line. The farthest-right text block positions with its longest line against the right margin. Subsequent text blocks position at 1p3 intervals.



Example of envelope with unit signature



### 5.10 Monarch Envelope, Standard and Unit Level—Structure

Size: 7.5" x 3.875"

#### Signature

Appropriate University of Miami signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

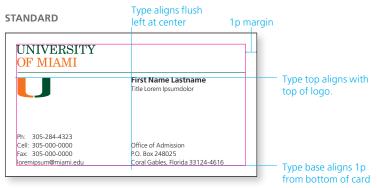
Frutiger Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

Monarch letterhead: Cougar opaque white, 24 lb. stock

Return address blocks position as shown above. The width of each text block is determined by the width of the widest line. The farthest right text block positions with its longest line against the right margin.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.



File name: UM-BC.indd







Pantone® 1665

Not actual size.

#### 5.11 Standard Business Cards

Size: 3.5" x 2"

University of Miami unit signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 6.5/8.5 pt.

Name: Frutiger 65 Bold 7.75/8.5 pt.

Set flush left.

Black

The standard University of Miami business cards are preprinted with the signature. The outer margin of card is 1p (.125").

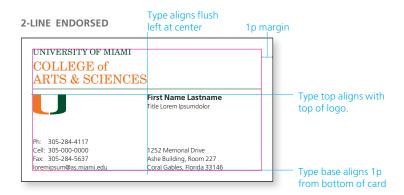
Customized address blocks position as shown above. Name and title info text blocks top align with the top of the logo ("U"). Contact info and address text blocks base align at the bottom margin.

The back of the card may be printed Miami orange (Pantone® 1665) or may be left blank.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### **Paper specifications**

Standard business card: Cougar opaque white, 80 lb. cover stock



#### **3-LINE ENDORSED**

If a 3-line unit signature is used, the vector file may be reduced to 16 percent of its original size.

-UNIVERSITY OF MIAMI
ROSENSTIEL
SCHOOL OF MARINE &
ATMOSPHERIC SCIENCE

U

First Name Lastname Title Lorem Ipsumdolor

Ph: 305-421-4000 Cell: 305-000-0000 Fax: 305-355-9076 loremipsum@med.miami.edu

4600 Rickenbacker Causeway ami.edu Miami, Florida 33149-1098

#### 1-LINE MASTER



BACK (optional)



Pantone® 1665

Not actual size.

## 5.12 Business Cards, Unit Level

Size: 3.5" x 2"

University of Miami unit signature with infinite rule Vector file imported at 17 percent (except 16 percent in cases where a 3-line signature is used). Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 6.5/8.5 pt. Name: Frutiger 65 Bold 7.75/8.5 pt. Set flush left.

Black

The standard University of Miami business cards are preprinted with the signature. The outer margin of card is 1p (.125").

Customized address blocks position as shown above. Name and title info text blocks top align with the top of the logo ("U"). Contact info and address text blocks base align at the bottom margin.

The back of the card may be printed Miami orange (Pantone® 1665) or may be left blank.

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### **Paper specifications**

Standard business card: Cougar opaque white, 80 lb. cover stock





## 5.13 Mailing Label

Size: 5.5" x 4.25" (Four-up on 8.5 x 11")

#### Signature

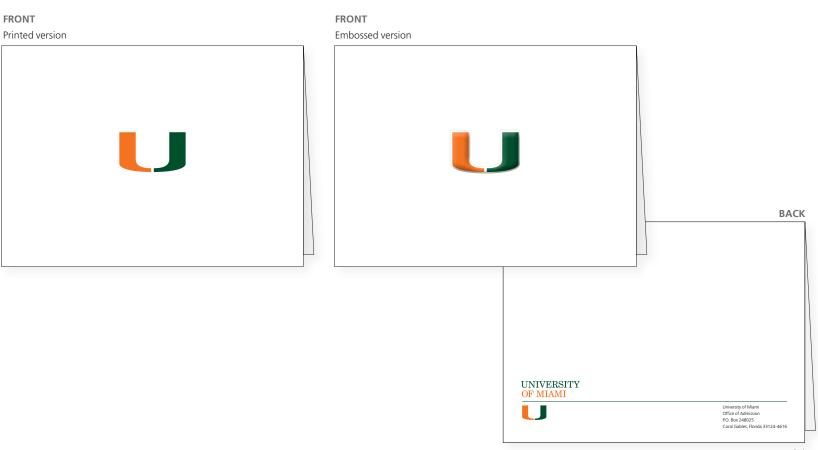
Appropriate University of Miami signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 6.5/8.5 pt. Set flush left Black Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### Paper specifications

Labels are to be printed on self-adhesive label stock.



Not actual size.

### 5.14 Note Card

7" x 5"

#### Front

University of Miami's split-U mark Pantone® 1665 and Pantone® 3435, with optional emboss

#### Back

University of Miami unit signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

Address block: Frutiger Light 7.5/10.75 pt. Set flush left Black

#### Paper specifications

Cougar opaque white, 80 lb. cover stock



# 5.15 Baronial Envelope for Note Card

Size: 7 1/4" x 5 1/4"

#### Return address block text:

Frutiger Light 7.5/10.75 pt.

Set flush left Black

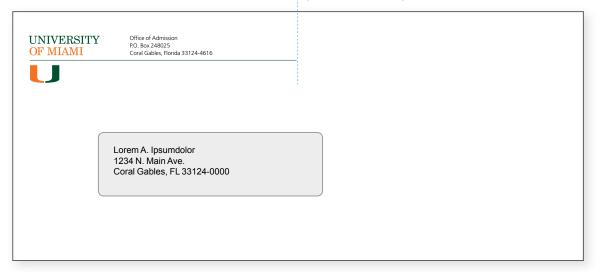
Left margin: 2p (.3333") Top margin: 2p6 (.4167") Return address blocks position as shown above.

The width of each text block is determined by the width of the widest line. The farthest right text block positions with its longest line against the right margin. (See page 5.10 for standard envelope treatment.)

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

#### **Paper specifications**

Standard #7 baronial envelopes: Cougar opaque white, 24 lb. stock The infinite rule version of the signature is used. The rule ends just shy of the center of the envelope. Postal regulations require that all elements of the return address block are confined to the left upper quadrant of the envelope.



### 5.16 #9 Window Envelope

Size: 8.875" x 3.875"

#### Signature

Appropriate University of Miami signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

#### Address block text:

Frutiger Light 7.5/10.75 pt. Set flush left Black Return address block position follows standard envelope specifications (see section 5.10.)

Any questions regarding stationery should be directed to the Office of University Communications at 305-284-5500 or umcommunications@miami.edu.

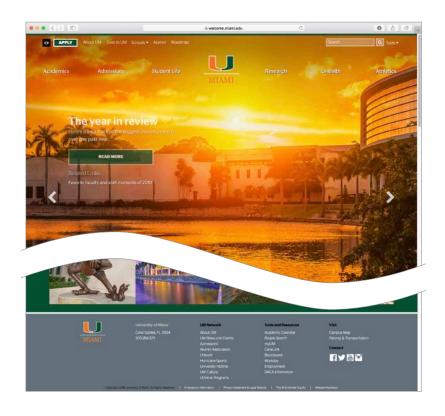
#### Paper specifications

Standard #9 window envelopes: Cougar opaque white, 24 lb. stock



# 6.0 Web Usage

6.1 Visual Identity for Web





# 6.1 Visual Identity for Web

A unique configuration of the informal University of Miami signature with the website title is reserved solely for use on the web. These mastheads are part of a branding strategy that ensures a consistent identity across all University of Miami digital and/or web products. This configuration is not the official signature of the school, college, department, or unit and may not be used in other applications.

For additional branding guidelines on all University web and digital materials, including websites, HTML-rich emails, mobile apps, and digital signage, please review the Visual Identity for Web guide at webcomm.miami.edu.



# 7.0 Applications

- 7.1 Placement of Signature on Publication Front Covers
- 7.2 Placement of Signature on Publication Back Covers
- 7.3 Merchandise
- 7.4 Vehicles

#### **APPLICATIONS**

INVITATION EXAMPLES

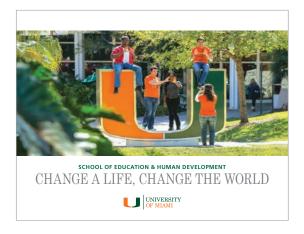












## 7.1 Placement of Signature on Publication Front Covers

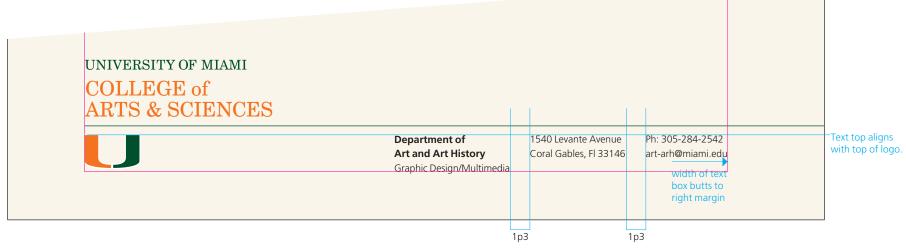
The front cover of any publication for a University of Miami unit must include an approved University of Miami signature in one of these preferred positions: the upper center, the upper right-hand corner, the lower center, or the lower right-hand corner.

The unit name can be either included in the signature (master or endorsed, see sections 2.5 and 2.6 for guidelines) or displayed elsewhere on the page (as shown in the examples above right) using the infinite-rule version of the primary University of Miami signature.

See sections 2 and 3 for guidelines on signature and color usage.

#### **APPLICATIONS**





# 7.2 Placement of Signature on Publication Back Covers

#### Signature

Appropriate University of Miami signature with infinite rule

#### Address block text:

Frutiger Light 7.5/10.75 pt. Set flush left Black Customized address blocks position as shown above. Address text blocks top align with the top of the logo ("U"). The width of each text block is determined by the width of the widest line. The farthest-right text block positions with its longest line against the right margin. Subsequent text blocks position at 1p3 (.2083") intervals.

#### **APPLICATIONS**



### 7.3 Merchandise

University of Miami merchandise may be emblazoned with any official University of Miami signature—primary, secondary, and informal (see section 2.2)—as illustrated in the examples above.

Use of the split-U logo alone is not permitted, except in specific cases authorized by University Communications and Auxiliary Services. Student groups wishing to use the University's marks on commercial goods (i.e., T-shirts, bumper stickers, etc.) also must secure such approval. All manufacturers who produce goods bearing any of the University's trademarks must either be licensed or have received special permission from the University's Department of Auxiliary Services to produce such products without a formal license agreement.

For questions regarding the use of the University signatures or logo, contact University Communications at umcommunications@miami.edu or 305-284-5500. Manufacturers seeking licensing approval should contact Auxiliary Services at 305-284-3584. Inquiries regarding the use of the University's athletic marks should be directed to Jim Aronowitz, Fermata College, at 404-996-1961 or jim.aronowitz@fermatapartners.com.



UNIVERSITY OF MIAMI SECONDARY SIGNATURE



UNIVERSITY OF MIAMI SECONDARY ENDORSED SIGNATURE

# 7.4 Vehicles

The illustration on this page shows appropriate displays of University of Miami signatures on vehicles.



# 8.0 Other Identities

- 8.1 Athletics
- 8.2 Miller School of Medicine and Health System Signatures



#### PRIMARY MARK SEBASTIAN THE IBIS HISTORIC MARK **ΒΔSFRΔΙΙ ΡΡΙΜΔΡΥ ΜΔΡΙ** MIAMI ORANGE PMS 1665 CMYK 0 80 100 0 240 90 0 WEB #F05A00 WHITE WHITE 0 0 0 0 255 255 255 RGB #ffffff WEB MIAMI GREEN PMS 3435 СМҮК 100 0 81 66 0 80 48 #005030



LOCATION: Coral Gables, FL ESTABLISHED DATE: 1925 NICKNAME: Hurricanes CONFERENCE: Atlantic Coast Conference (ACC)

#### VERBIAGE

University of Miami®
Miami™
UM™
U of M™
Hurricanes™
University of Miami Hurricanes®
Miami Hurricanes™
It's All About the UJ
Canes®

La Universidad de Miami™ Los Huracánes de Miami™ Huracánes de la Universidad de Miami™ The New Miami™ #ttsAllAboutTheU #BuildingChampions TNM™







# 8.1 Athletics—University of Miami Hurricanes

University of Miami is the owner of all rights, title, and interest in and to the above indicia, which includes trademarks, service marks, trade names, designs, logos, seals, and symbols.

The marks of The University of Miami are controlled under a licensing program administered by Fermata College. Any use of these marks will require written approval from Fermata College. In addition to the indicia shown above, any indicia adopted hereafter and used or approved for use by the University of Miami shall be deemed to be additions to the indica as shown above and shall be subject to the terms and conditions of the agreement.

Inquiries regarding the use of the University's athletic marks should be directed to Jim Aronowitz, Fermata College, at jim.aronowitz@fermatapartners.com.

# MILLER SCHOOL of MEDICINE





A.



UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE

В.

C.

# 8.2 Miller School of Medicine and Health System Signatures

The University of Miami Miller School of Medicine identity (A) follows the standard guidelines as described for endorsed brand signatures in sections 2.4 and 2.6.

In all cases where the Miller School signature appears paired with the UHealth–University of Miami Health System signature (B), the Miller School signature is modified and applied as per (C).

For further information on how to implement the University's medical brands, please contact the UHealth/ Miller School Office of Marketing at 305-243-3083.



# 9.0 Appendix

- 9.1 File-Naming System
- 9.2 Identity Matrix

# UM-prim-endor-unit-infin-PMS-REV.eps

University of Miami Abbreviation

| Configuration  |  |  |  |  |  |
|----------------|--|--|--|--|--|
| prim primary   |  |  |  |  |  |
| sec secondary  |  |  |  |  |  |
| infor informal |  |  |  |  |  |

# **Description**endor.....endorsed mast ..... master

#### Unit short abbreviation of unit name (if applicable)

# reviation me (if applicable)

| Coloration   | File Type |
|--|-----------|
| PMS full-color, Pantone  | eps       |
| CMYK full-color, process   | jpg       |
| RGBfull color, Web/monitor                                       | gif       |
| GRY one-color, gray  | png       |
| K one-color, solid black   | pdf       |
| PMS-REV logo full-color, Pantone, reversed line and text         |           |
| CMYK-REV logo full-color, process, reversed line and text        |           |
| RGB-REVlogo full color,<br>Web/monitor<br>reversed line and text |           |
| REV reversed   |           |

# 9.1 File-Naming System

The signature files follow a naming protocol, explained above, which encompasses the various elements of the particular version.

|                               | PRIMARY SIGNATURE UNIVERSITY OF MIAMI | MASTER BRAND SIGNATURE UNIVERSITY OF MIAMI COLLEGE of ARTS & SCIENCES | ENDORSED BRAND SIGNATURE UNIVERSITY OF MIAMI COLLEGE OF ARTS & SCIENCES | SECONDARY SIGNATURE  UNIVERSITY  OF MIAMI | INFORMAL SIGNATURE | UNIVERSITY SEAL | HEALTH LOGO  UNIVERSITY OF MIANT  MILLER SCHOOL  OF MEDICINE  OF MEDICINE |  |  |
|-------------------------------|---------------------------------------|---|---|---|--------------------|-----------------|---|--|--|
| Stationery                    |                                       |   |   |   |                    |                 |   |  |  |
| Letterhead                    | •                                     | •   | •   |   |                    |                 | •   |  |  |
| Business Cards                | •                                     |   |   |   |                    |                 | •   |  |  |
| Envelopes                     | •                                     | •   | •   |   |                    |                 | •   |  |  |
| Applications                  |                                       |   |   |   |                    |                 |   |  |  |
| Brochures                     | •                                     | •   | •   | •   |                    |                 | •   |  |  |
| Newsletters, Posters, Flyers  | •                                     | •   | •   | •   |                    |                 | •   |  |  |
| Ads                           | •                                     | •   | •   | •   |                    |                 | •   |  |  |
| Web                           | •                                     | •   | •   |   | •                  |                 | •   |  |  |
| Official University Documents | •                                     | •   | •   |   |                    | •               |   |  |  |
| PowerPoint                    | •                                     | •   | •   | •   |                    |                 | •   |  |  |
| Supplies                      |                                       |   |   |   |                    |                 |   |  |  |
| Clothing                      | •                                     | •   | •   | •   | •                  |                 |   |  |  |
| Merchandise                   | •                                     | •   | •   | •   | •                  |                 |   |  |  |

# 9.2 Identity Matrix

This matrix lists a variety of common communication applications and identifies the most appropriate graphic element for each item.

While this matrix does not provide an exhaustive list of possible branded communications, it is meant to provide direction for most types of applications.