# UNIVERSITY OF MIAMI



# **Visual Identity Manual**

Updated September 2014

miami.edu

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### UNIVERSITY OF MIAMI



# 1.0 Introduction

- 1.1 Using This Manual
- 1.2 Our New 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 CS3 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 pages 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 pages 4.1 and 4.2.)

Any questions regarding stationery should be directed to the Office of Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### 1.2 Our New 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. To that end, the University of Miami is introducing a new visual identity system.

The heart of the new identity system is the University's split-U mark, the "spirit" mark that is the most well-known logo associated with the University of Miami. It is one of the most recognizable collegiate marks nationally, and perhaps the most ubiquitous graphic symbol throughout South Florida.

Research conducted on the new identity, which included focus groups in three major cities and an alumni survey, affirmed the positive attributes of the split-U mark. It is perceived as diverse, modern, confident, and bold. By employing this singular image, the University will capitalize on the power of a new 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 new 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.

To maximize the benefits of the new visual identity, it must be used in a consistent fashion over time. 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 new system there is flexibility to accommodate the needs of units throughout the University.

The University's Office of Communications and Marketing, a unit in University Communications, is responsible for the new 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 e-mail query to umidentity@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 assistant vice president of auxiliary services at 305-284-3584.

Inquiries regarding the use of the University's athletic marks should be directed to Chris Prindiville, Partner, Fermata College, at 404-996-1961 or cp@fermatapartners.com.

### UNIVERSITY OF MIAMI



# 2.0 Basic Standards

- 2.1 Logo
- 2.2 Signatures—Primary 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





### 2.1 Logo

The University of Miami logo is the key element in the University 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.

PRIMARY SIGNATURE

INFORMAL SIGNATURE

# UNIVERSITY OF MIAMI





### 2.2 Signatures—Primary 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 rule

The University of Miami logo ("U")

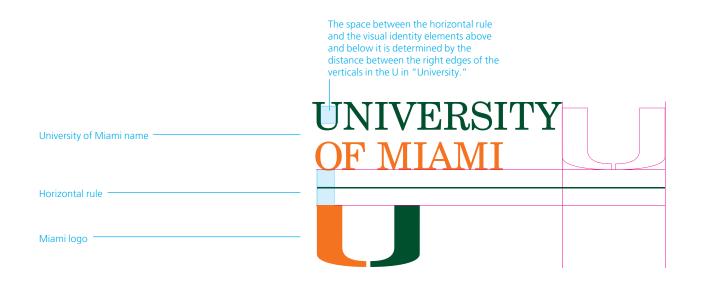
Customized signatures for individual University of Miami colleges, schools, centers, and institutes ("units") are created by integrating the name of the unit with the University of Miami signature using specific unit templates. Departments are not permitted to have customized signatures. (See pages 2.4–2.6.)

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 page 7.6.)



### 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

J

### 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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.



#### 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 only applies to unit names. The "of" in "UNI-VERSITY 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") Separate templates are provided to accommodate one-, two-, and three-line unit names. ONLY the unit name and length of the rule are to be edited. Unit signatures are not to 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 only applies to unit names. The "of" in "UNI-VERSITY 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")

Separate templates are provided to accommodate one-, two-, and three-line unit names. ONLY the unit name and length of the rule are to be edited. Unit signatures are not to 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.

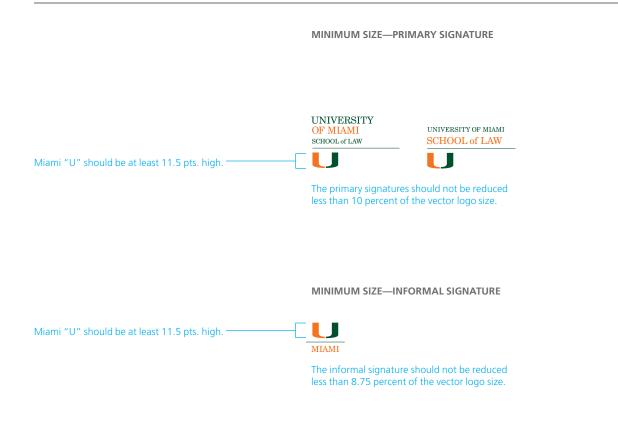
The width of the rule is established by extending it to the right beyond the width of the text by a space equivalent to the width of the logo "U."

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



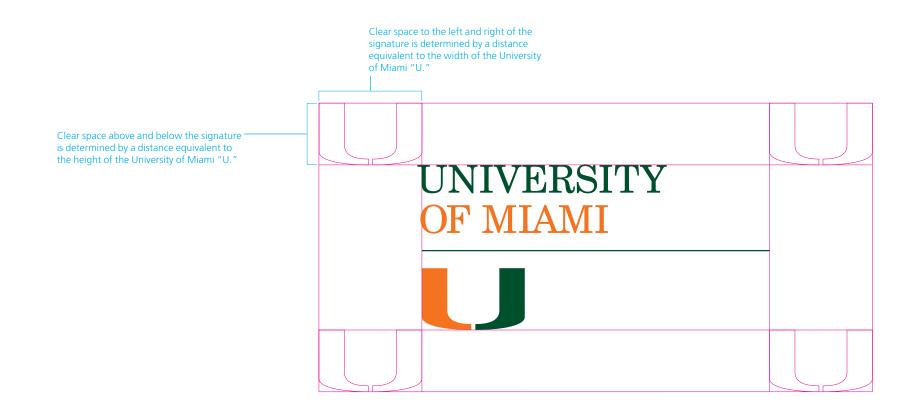
### 2.7 Official University Seal

The official University of Miami seal has very limited use, primarily on official university documents, such as contracts, deeds, and academic diplomas. It may be used with authorization—as a design element on certain ceremonial communications, such as formal invitations. 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 e-mail and Web applications.

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

### **BASIC STANDARDS**

PRIMARY SIGNATURE

# UNIVERSITY OF MIAMI



#### Do not reconfigure.

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

# UNIVERSITY OF MIAM

**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 Communications and Marketing.

UNIVERSITY

Do not substitute font.

Fonts in the signature should never be substituted.

OF MIAM



#### Do not distort.

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



Do not use incomplete signature.

The signature should always be used in its entirety.



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

The logo may not be followed by any other elements.



### 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 only be reproduced using 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 master brand and endorsed brand unit signatures as well.

### UNIVERSITY OF MIAMI



# 3.0 Color

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

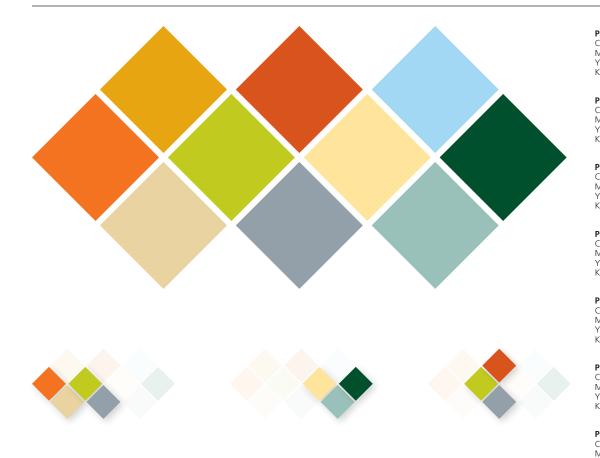
	MIAMI GREEN	MIAMI ORANGE		
Coated Paper	Pantone® 3435 C C 100 M 0 Y 81 K 66	Pantone® 1665 C C 0 M 68 Y 100 K 0		
Uncoated Paper	Pantone® 3435 U	Pantone® 1665 U		
Screen Mode	R 0 G 80 B 48 Hexadecimal: #005030	R 244 G 115 B 33 Hexadecimal: #f47321		



### 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 signature is shown above.

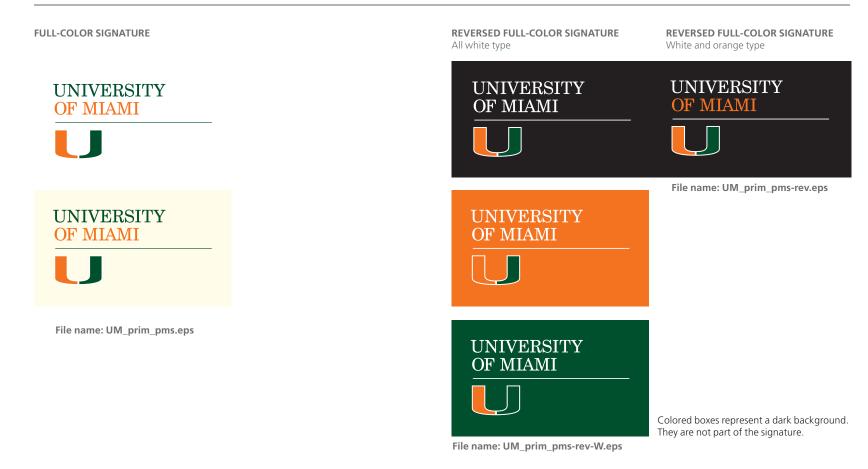


### 3.2 Supplementary Color Palette

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 C 0 M 68 Y 100	Pantone® 1665 U	R 244 G 115 B 33
К 0		#f47321
Pantone® 131 C C 0 M 32 Y 100	Pantone® 124 U C 0 M 28 Y 100	R 210 G 142 B 0
К 9	К б	#d28e00
Pantone® 7502 C C 0 M 8 Y 35	Pantone® 7501U C 0 M 4 Y 20	R 212 G 191 B 149
K 10	K 6	#d4bf95
Pantone® 383 C C 20 M 0	Pantone® 397 U C 10 M 0	R 162 G 173 B 0
Y 100 K 9	Y 100 K 7	#a2ad00
<b>Pantone® 180 C</b> C 0 M 79 Y 100	<b>Pantone® 1797 U</b> C 0 M 100 Y 99	R 193 G 56 B 50
K 11	K 4	#c13832
Pantone® 7544 C C 10 M 1 Y 0	Pantone® 7544 U C 10 M 1 Y 0	R 137 G 150 B 160
K 40	K 40	#899620
Pantone® 1215 C C 0 M 9	Pantone® 1205 U C 0 M 5 Y 31	R 251 G 222 B 129
Y 45 K 0	Y 31 K 0	#fbde81
Pantone® 291 C C 33 M 3 Y 0 K 0	Pantone® 291 U C 33 M 3 Y 0	R 158 G 206 B 235
	K 0	#9eceeb
Pantone® 557 C C 30 M 0	<b>Pantone® 557 U</b> C 30 M 0	R 145 G 185 B 164
Y 20 K 15	Y 20 K 15	#91b9a4
Pantone® 3435 C 100 M 0 Y 81	Pantone® 3435 U C 100 M 0 Y 81	R 0 G 80 B 48 Hex
K 66	K 66	005030



### 3.3 Full-color Reproduction—Primary 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 page 3.1.

#### 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

There are two versions of the reversed signature. 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).

The reversed signature with white and orange type may be placed only on a black background.

FULL-COLOR Master Brand Unit Signature					
UNIVERSITY OF MIAMI	UNIVERSITY OF MIAMI				
UNIT NAME	UNIT NAME	UNIT NAME			
U					
File name: UM_mast_[Unit]_pms.eps	File name: UM_endors_[Unit]_pms.eps				
REVERSED FULL-COLOR Master Brand Unit Signature	<b>REVERSED FULL-COLOR</b> Endorsed Brand Unit Signature				
Master Brand Unit Signature UNIVERSITY	Endorsed Brand Unit Signature				
Master Brand Unit Signature UNIVERSITY OF MIAMI	Endorsed Brand Unit Signature UNIVERSITY OF MIAMI				
Master Brand Unit Signature UNIVERSITY	Endorsed Brand Unit Signature				
Master Brand Unit Signature UNIVERSITY OF MIAMI	Endorsed Brand Unit Signature UNIVERSITY OF MIAMI				
Master Brand Unit Signature UNIVERSITY OF MIAMI	Endorsed Brand Unit Signature UNIVERSITY OF MIAMI	Black box represents a dark background. It is not part of the signature.			

### 3.4 Full-color Reproduction—Unit Signatures

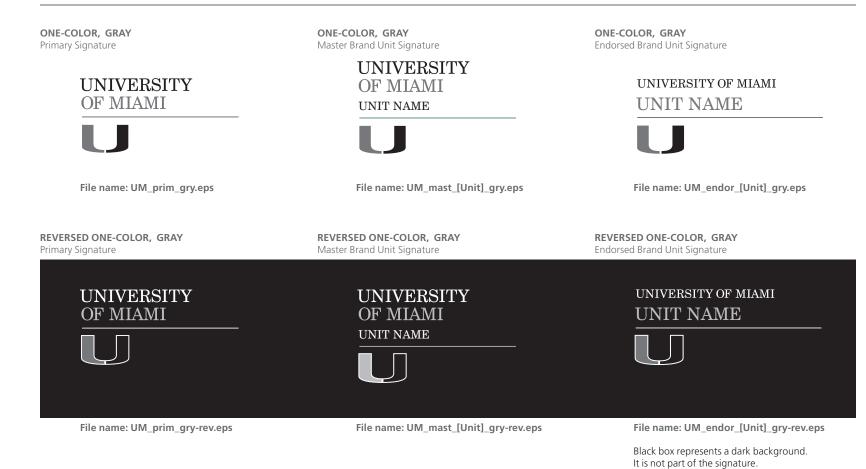
The University of Miami unit signatures are available in several combinations of the primary color palette for a variety of applications. For the primary color palette, see page 3.1.

### 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

Reversed master brand and endorsed brand signatures may be placed only on a black background.

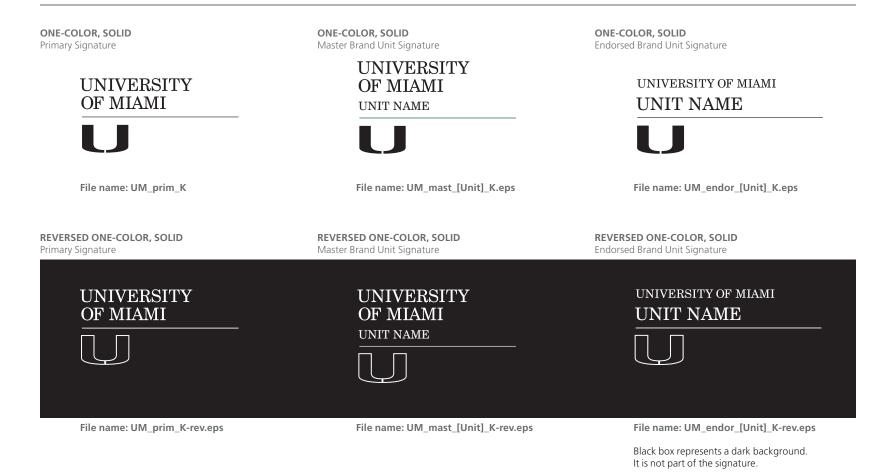


### 3.5 One-color Reproduction–Gray

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.

In the one-color reversed version with gray tints, text that was Miami orange becomes 30 percent black. Text that was Miami green becomes white. The rule becomes white. The left half of the "U" logo becomes 65 percent black. The right half of the "U" logo becomes solid black. See page 3.6 for one-color solid versions



### 3.6 One-color Reproduction–Solid

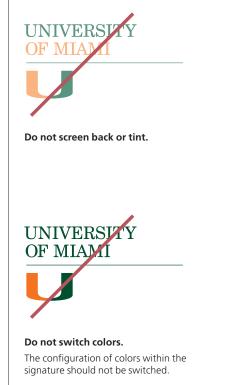
For one-color black internal documents that are likely to be reproduced by crude means such as by multiple generations of photocopying, one-color solid versions are available in a standard and a reversed version. The positive solid signatures are solid black. The reversed ones are solid white.

See page 3.5 for one-color gray versions

FULL-COLOR SIGNATURE

# UNIVERSITY OF MIAMI

UNACCEPTABLE COLOR TREATMENTS





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 pages 3.1 and 3.3–3.5. The University of Miami signatures should only be reproduced using the files provided by the University of Miami Office of Communications and Marketing.

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 master brand and endorsed brand unit signatures as well. Any questions regarding stationery should be directed to the Office of Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### UNIVERSITY OF MIAMI



# 4.0 Typography

- 4.1 Primary Typefaces
- 4.2 Secondary Typefaces for 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	Frutiger (Linotype)
(Bitstream)	fonts.com
fontpool.com	linotype.com
fontshop.com	adobe.com
paratype.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—for Word Processing and Web Applications

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

### UNIVERSITY OF MIAMI

# J

# 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

UNIVERSITY OF MIAMI Unversity of Mami Office of Admission P.D. Box 28025 Conal Gables, Plonta 331244616		UNIVERSITY OF MIAMI The 101284423 Call 35008000 Fac 35028000 Kompoundiman data	First Name Lastname Tills Loann ipsundate Office of Admission PO Bio 248023 Coard Galley, Rondo 33124-4616	
<text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text>	1"	UNIVERSITY OF MIAMI	Office of Admission PD. Bas 24805 Courl Gallex, Pools 31134-4616	2 1/2 " 4" Corem A. Ipsumoloor 1234 N. Main Ave. Coral Gables. FL 33124-0000 5/8" minimum
3/4 "		Not actual size.		

### 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.

Any questions regarding stationery should be directed to the Office of Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

#### Paper specifications

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

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

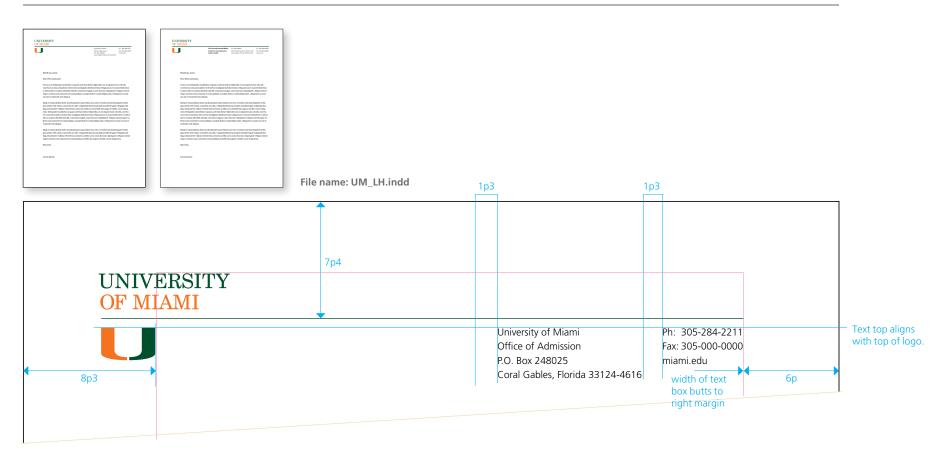
#### Letter typing guidelines

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, e-mail, 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.

UNIVERSITY OF MIAMI COLLEGE of ARTS & SCIENCES 1252 Menoral Drive Atte Buldring, Room 227 Corel Gabler, Florida 33146 R. 305-288-4517 Sar. marm. edu	
<page-header><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></page-header>	1" 5/8" minimum
	Not actual size.

### 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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

#### Paper specifications

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

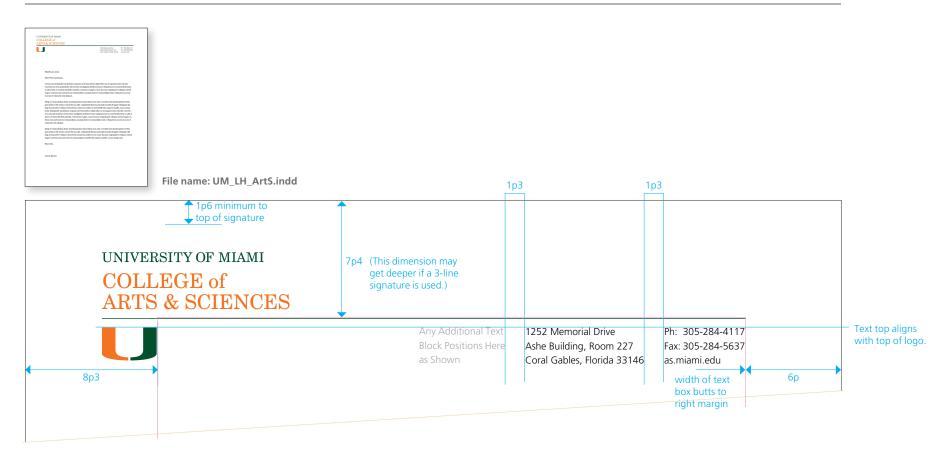
#### Letter typing guidelines

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

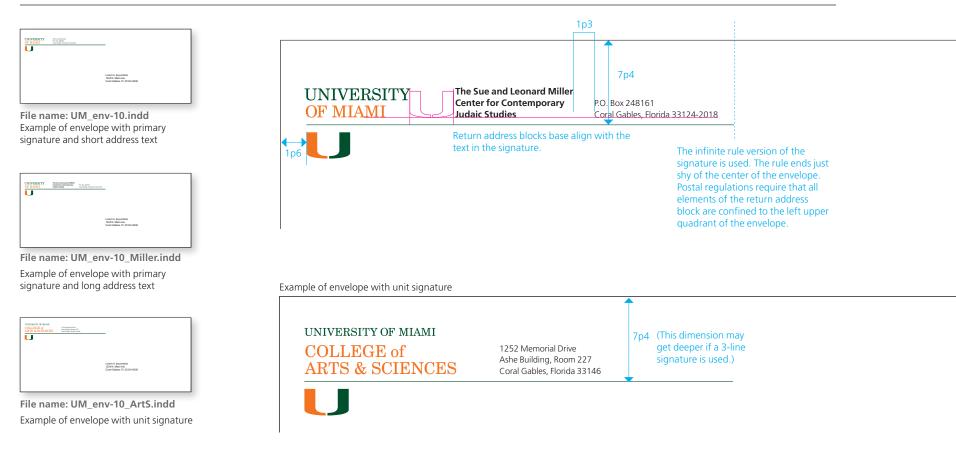
Standard letterhead: Cougar opague white, 24 lb. stock

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, e-mail, 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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.



### 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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

UNIVERSITY OF MIAMI	University of Mami Pr. 305-284-02 Office of Admission Fea: 305-000-00 P.O. Box 248025 miami edu Coral Cables, Florida 33124-4616			UNIVERSITY OF MIAMI	Office of Admission 703 Bat 24805 Coarl Gales, Fords 337244616	2 1/2 "
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Month 30, 2009 Dear First Lastname,						5/8" minimum
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3	3/4 "					
L			Not actual si	ze.		

### 5.6 Monarch Letterhead

Any questions regarding stationery should be directed to the Office of Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

#### Paper specifications

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

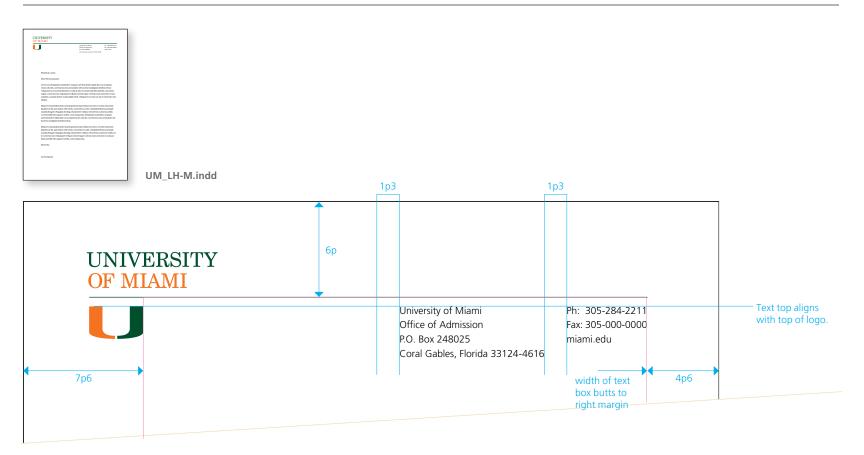
#### Letter typing guidelines

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
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#### 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, e-mail, 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.

COLL ARTS	SITY OF MIAMI EGE of & SCIENCES 1252 Memorial Drug Ph: 305-284-4117		UNIVERSITY OF MIAMI COLLECE of ARTS & SCIENCES UNIVERSITY OF MIAMI COLLECE of Courd Galaxy, Routh 31146 Courd Galaxy, Routh 31146
	1.252 Memoral Jurie Pri: 305-248-4137 Auhe Building, Room 227 Fax: 305-248-5437 Coral Gables, Florida 33146 as.miami.edu		
	3"		2 1/2 " Lorem A. Ipsumdolor 1234 N. Main Ave. 4 " Coral Gables, FL 33124-0000
	Month 30, 2009		
	Dear First Lastname,		5/8″ minimum
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	lduip et vismodolum dolor iuscili quismol orpercidunt non utet, vercidui eum dunt luptatet ut litt, quis nisim velit visisit, consed tis nos alit, voluptatisi dionseq uiscipit nonulla feugait veliquipis dui ting eriustrud tet vullam velesed tem zzriurem zzrilla cor in conse faccum vulputpatet veliquis estrud eugue ea feum eum zzriurem in eumsan- tiam, henibh elis auguere inclilt, conse ming euisi.		
	Sincerely,		
	Lorem Ipsum		
	3/4 "		
			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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### Paper specifications

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

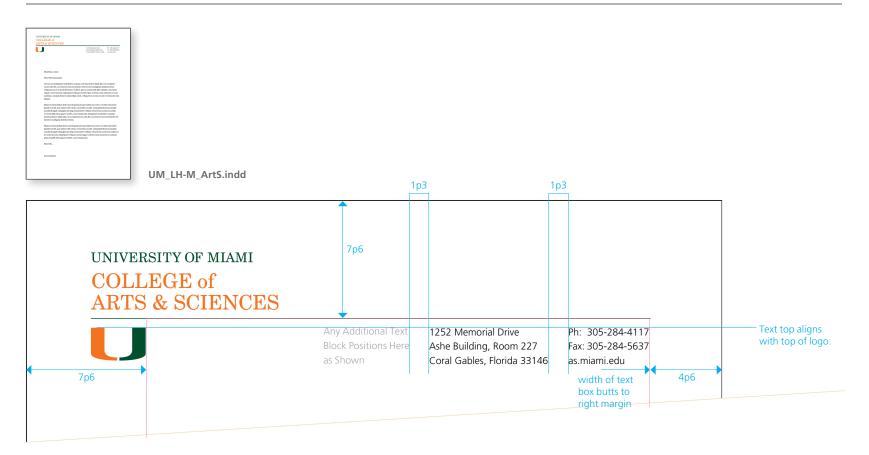
### Letter typing guidelines

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"	Х	10	.5'
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### 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

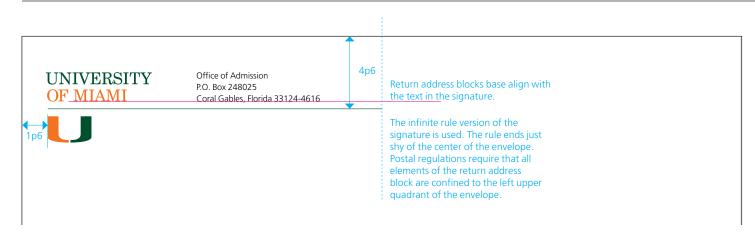
### Paper specifications

Monarch letterhead: Cougar opaque white, 24 lb. stock

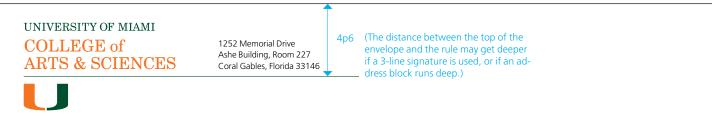
The master brand and endorsed brand University of Miami letterheads are layed out as shown above.

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, e-mail, 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.

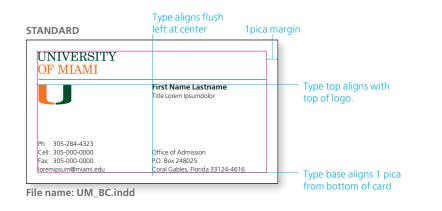


### Example of envelope with unit signature



# 5.10 Monarch Envelope, Standard and Unit Level—Structure

Size: 7.5" x 3.875"	Paper specifications
	Monarch letterhead:
Signature	Cougar opaque white, 24 lb. stock
Appropriate University of Miami signature with infinite rule	
Vector file imported at 17 percent	Return address blocks position as shown above. The
Pantone® 1665 and Pantone® 3435	width of each text block is determined by the width of
	the widest line. The farthest right text block positions
Address block text:	with its longest line against the right margin.
Frutiger Light 7.5/10.75 pt.	Any questions regarding stationery should be directed
Set flush left	to the Office of Communications and Marketing at
Black	305-284-5600 or umidentity@miami.edu.





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 .125" (1p).

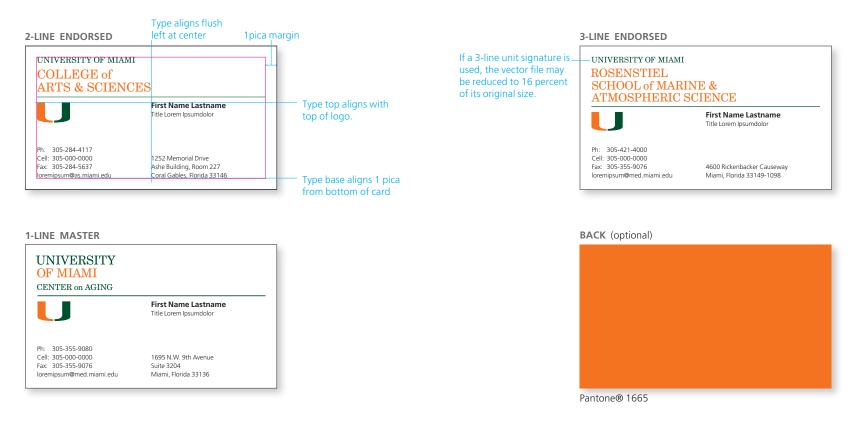
Customized address blocks position as shown above. Name and title info text blocks top align with the top of the logo ("U"). Contact info and address text blocks base align at the bottom margin.

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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### Paper specifications

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



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 .125" (1p).

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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### Paper specifications

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

NUMBER         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS           NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS         NAME AND ADDRESS	UNIVERSITY OF MIAMI	Office of Admission P.O. Box 248025 Coral Gables, Florida 33124-4616	
		Mailing address aligns 2 1/2 " from top and flush left with return address Lorem A. Ipsumdolor 1234 N. Main Ave. Coral Gables, FL 33124-0000	

# 5.13 Mailing Label

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

### Signature

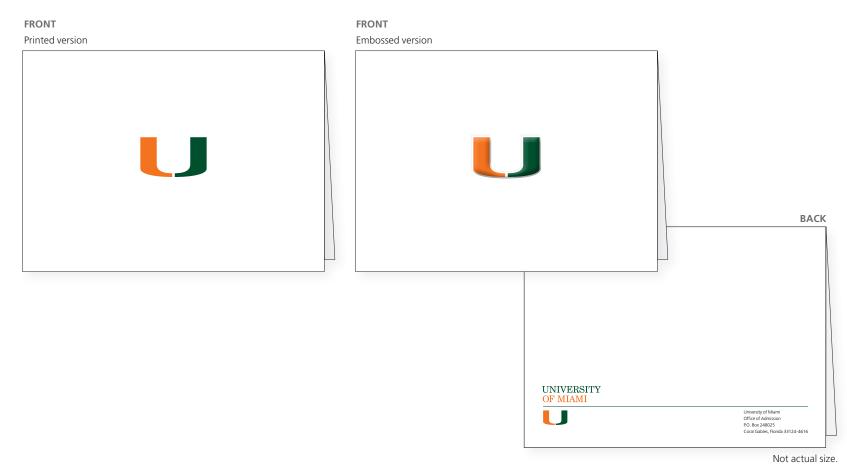
Appropriate University of Miami signature with infinite rule Vector file imported at 17 percent Pantone® 1665 and Pantone® 3435

### 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 Communications and Marketing at 305-284-5600 or umidentity@miami.edu.

### Paper specifications

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



# 5.14 Note Card

# 7" x 5"

### Front

University of Miami informal signature Pantone® 1665 and Pantone® 3435, with optional emboss

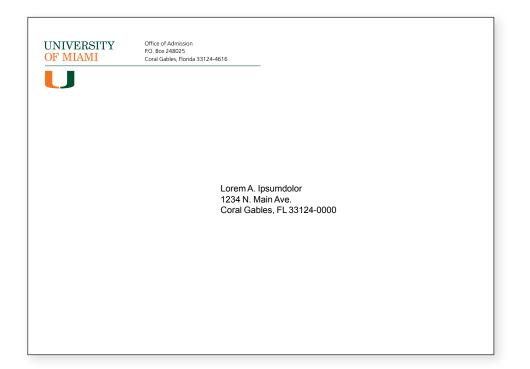
### Back

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

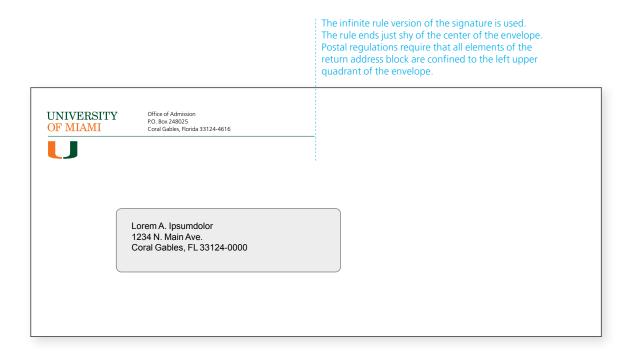
### Paper specifications

Cougar opaque white, 80 lb. cover stock



# 5.15 Baronial Envelope for Note Card

Size: 7 1/4" x 5 1/4"	Return address blocks position as shown above. The width of each text block is determined by the width of	Paper specifications Standard #7 baronial envelopes:
Return address block text:	the widest line. The farthest right text block positions	Cougar opaque white, 24 lb. stock
Frutiger Light 7.5/10.75 pt.	with its longest line against the right margin. (See page	
Set flush left	5.10 for standard envelope treatment.)	
Black	Any questions regarding stationery should be directed	
Left margin: 2p	to the Office of Communications and Marketing at	
Top margin: 2p6	305-284-5600 or umidentity@miami.edu.	



# 5.16 #9 Window Envelope

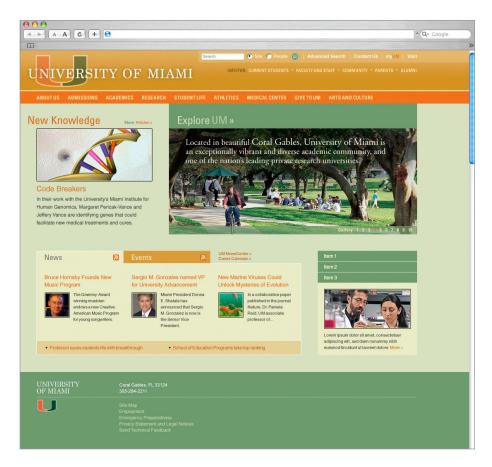
Size: 8.875" x 3.875"	Return address block position follows standard envelope specifications (see page 5.10.)	Paper specifications Standard #9 window envelopes:
Signature	Any questions regarding stationery should be directed	Cougar opaque white, 24 lb. stock
Appropriate University of Miami signature with infinite rule	to the Office of Communications and Marketing at	
Vector file imported at 17 percent	305-284-5600 or umidentity@miami.edu.	
Pantone® 1665 and Pantone® 3435		
Address block text:		
Frutiger Light 7.5/10.75 pt.		
Set flush left		
Black		

# UNIVERSITY OF MIAMI



# 6.0 Web Usage

- 6.1 Web Site Application— University-wide Home Page
- 6.2 Web Site Application— College- or School-level Home Page
- 6.3 Web Site Application— College- or School-level Departmental Page
- 6.4 Web Site Application— Administrative Divisions Page
- 6.5 Web Site Application— Administrative Offices Page

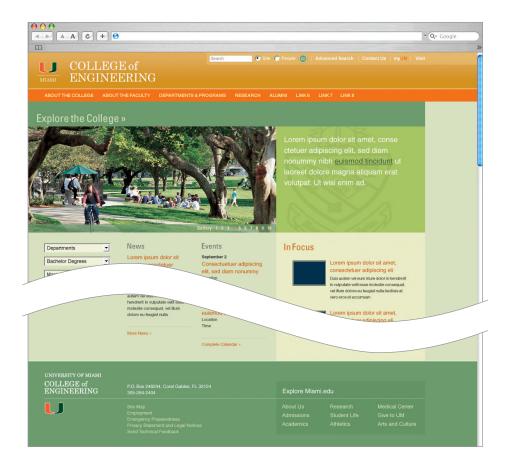


# 6.1 Web Site Application—University-wide Home Page

A unique configuration of the University of Miami logo ("U") and the words "University of Miami" is reserved solely for use in the banner at the top of the Web site. It was developed for maximum legibility of the University name in this medium and may not be used on other applications.

The standard primary reversed white University of Miami signature and address block appear at the foot of the page.

## **WEB USAGE**

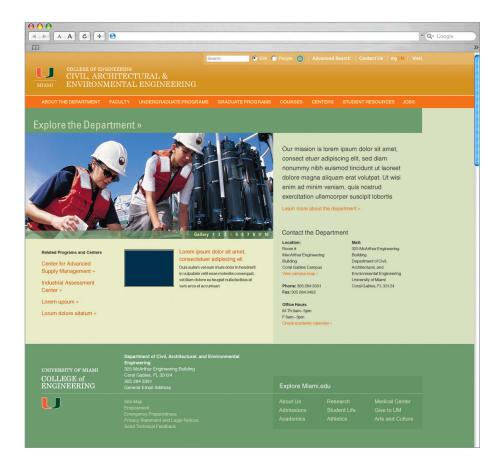


# 6.2 Web Site Application—College- or School-level Home Page

A unique configuration of the informal University of Miami signature with the college or school name is reserved solely for use on the Web site. It was developed for maximum legibility of the school name in this medium and may not be used on other applications. The standard University of Miami endorsed unit

signature with a Web-specific coloration appear at the foot of the page.

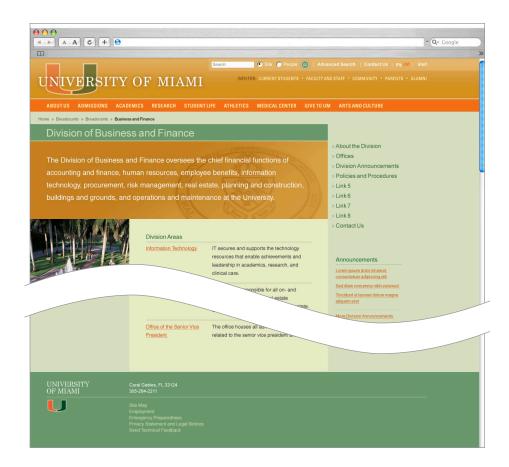
### **WEB USAGE**



# 6.3 Web Site Application—College- or School-level Departmental Page

A unique configuration of the informal University of Miami signature with the college or school name and the department name is reserved solely for use on the Web site. It was developed for maximum legibility of the school and department name in this medium and may not be used on other applications.

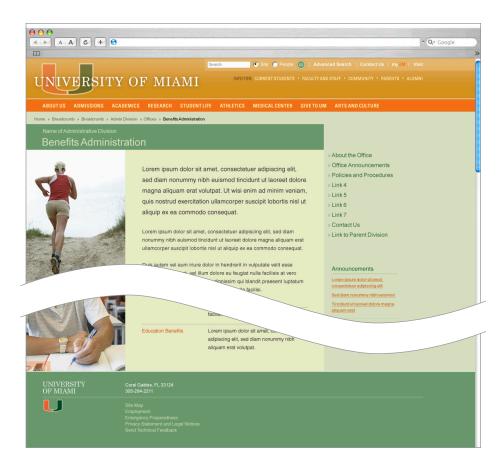
The standard University of Miami endorsed unit signature with a Web-specific coloration appear at the foot of the page.



# 6.4 Web Site Application—Administrative Divisions Page

A unique configuration of the University of Miami logo ("U") and the words "University of Miami" is reserved solely for use in the banner at the top of the Web site. It was developed for maximum legibility of the University name in this medium and may not be used on other applications.

The standard primary reversed white University of Miami signature and address block appear at the foot of the page.



# 6.5 Web Site Application—Administrative Offices Page

A unique configuration of the University of Miami logo ("U") and the words "University of Miami" is reserved solely for use in the banner at the top of the Web site. It was developed for maximum legibility of the University name in this medium and may not be used on other applications.

The standard primary reversed white University of Miami signature and address block appear at the foot of the page.

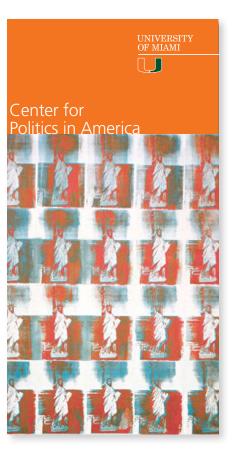
# UNIVERSITY OF MIAMI



# 7.0 Applications

- 7.1 Placement of Signature on Publication Front Covers
- 7.2 Placement of Signature on Publication Back Covers
- 7.3 PowerPoint Presentation
- 7.4 PowerPoint Presentation— Elements
- 7.5 Merchandise
- 7.6 Vehicles







# 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 pages 2.5 and 2.6 for guidelines) or displayed elsewhere on the page (as shown in the examples at 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.



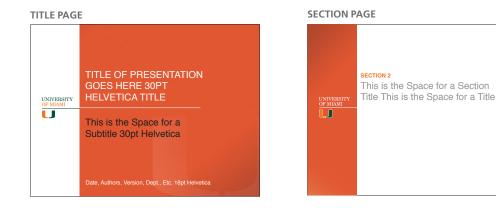
# 7.2 Placement of Signature on Publication Back Covers

### 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 intervals.



# DESCRETE CORDENATION DESCRETE CORDENATION

### PHOTO/TEXT PAGES



### PHOTO PAGE



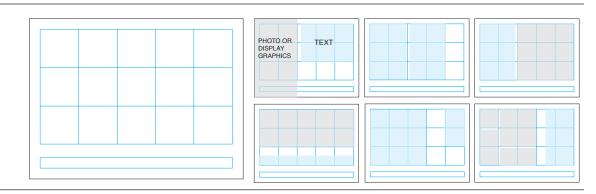
# <text><text><text><text>

# 7.3 PowerPoint Presentation

Pictured are some examples of what the various pages of a PowerPoint presentation may look like. PowerPoint templates are to be created using the elements pictured on the next page.

### **GRID UNDERLAY**

Visualizing a grid that divides the page into segments may be helpful. This will ensure consistency and cohesiveness throughout the presentation.



### BACKGROUND IMAGES

These two images are provided for use as backgrounds for title slides and section dividers. The files can be downloaded at http://newscenter.univmiami.net/gallery2/ main.php



### HEADERS AND FOOTERS

The section title is placed at top of a page. The University of Miami signature with an infinite rule is placed at the bottom of the page. SECTION TITLE HEADER 14PT HELVETICA BOLD



# 7.4 PowerPoint Presentation—Elements

PowerPoint templates are to be created using the elements pictured above. See the previous page for examples of what the various pages may look like. See the typography section (Section 4) of this manual for guidelines on using fonts.



# 7.5 Merchandise

University of Miami merchandise may be emblazoned with the informal University of Miami signature (see page 2.2), as illustrated in the examples above.



# 7.6 Vehicles

The illustration on this page shows an appropriate display of a University of Miami signature on a vehicle.



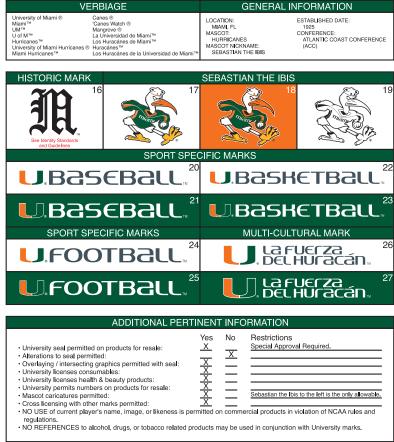


# 8.0 Other Identities

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

# **OTHER IDENTITIES**





# 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 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 Chris Prindiville, Partner, Fermata College, at 404-996-1961 or cp@fermatapartners.com.

# UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE



С.





UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE

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# 8.2 School of Medicine and Health System Signatures

The University of Miami Miller School of Medicine identity (A) follows the standard guidelines as described in the endorsed brand signatures section on pages 2.4 and 2.6. The UHealth logo (B) will remain unchanged from its original design; however, the orange Pantone color is now PMS 1665. In all cases where the Miller School signature appears paired with the existing UHealth–University of Miami Health System signature, 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 Office of Marketing at 305-243-3453.





# 9.0 Appendix

- 9.1 File-naming System
- 9.2 Identity Matrix

# UM\_prim\_unit\_infin\_pms-rev.eps

University	DescriptionUnitprim = primaryshort abbreviationendor = endorsedof unit namemast = master(if applicable)infor = informal	Unit	name (if applicable)	Coloration		File type
of Miami abbreviation				pms	= full-color, Pantone	eps
appreviation				cmyk	= full-color, process	jpg
		(II applicable)		gry	= one-color, gray	gif
		К	К	= one-color, solid black		
				pms-rev	= full-color, Pantone, reversed	
				cmyk-rev	= full-color, process, reversed	
				pms-rev-V	/ = full-color, Pantone, reversed, all-white type	
				cmyk-rev-\	V= full-color, process, reversed, all-white type	
				gry-rev	= one-color, gray, reversed	
				K-rev	= one-color, solid black, reversed	

# 9.1 File-naming System

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



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# 9.2 Identity Matrix

Official University documents

PowerPoint

Supplies Clothing

Merchandise

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

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While this matrix does not provide an exhaustive list of possible branded communications, it is meant to provide direction for most types of applications. ٠