## Branding & Image Standards

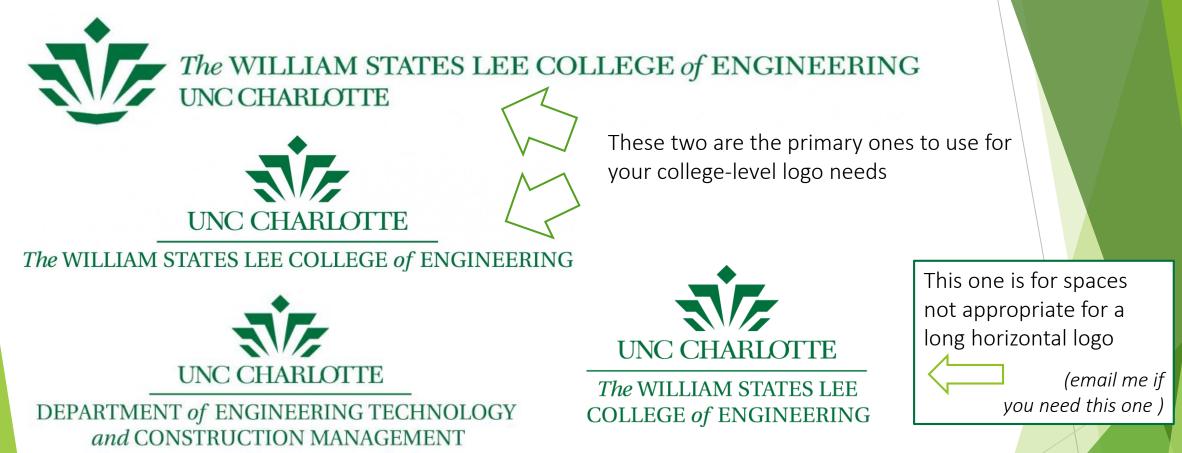
The William States Lee College of Engineering

### Motivation Why do we care?

- Mostly because the university cares.
  - > There are fairly rigid standards established by the university that we need to follow.
    - > These standards differ for print and electronic media, so your end game does matter.
  - A unified brand helps UNC Charlotte gain more name recognition. More name recognition means better funding, recruiting and retaining high quality faculty, students, etc.
  - http://advancement.uncc.edu/university-communications/services/brand-standards
  - http://advancement.uncc.edu/sites/advancement.uncc.edu/files/media/identity-standardsguide.pdf
- We want items being distributed externally to be high quality to promote a professional, unified, and clean image for the college.
  - We think the college is pretty awesome, and we want everyone to see that from the first impression we make.



#### College, Center, & Department Logos



You may use a department/center logo instead of the college logo

- Must use "Department of" or full center name so it does not get confused as its own college
- Must abide by spacing guidelines outlined in the print standards
- Must use correct color and official university font, Utopia

#### Logos: where to retrieve?

- Official University Logos are available from advancement: <u>http://advancement.uncc.edu/university-communications/services/brand-</u> <u>standards/university-logo</u>
- They also have sub-branded logos. Scroll down on the above page, click on "sub-branded colleges and institutes...

#### Instructions:

Following the Print Standards, you have the ability to use the following logos to meet your design and layout needs.

Details about logo usage are available on pages 3 - 9 of the Print Standards Guide.





#### Horizontal Logo:

Use of the horizontal logo (crown to the left of UNC Charlotte) on the web has been deprecated now that the new web templates are available. Please contact the Marketing Services department via email with questions about the template.

It is important to note that <u>sub-branded colleges and institutes</u> to have a sub-branded horizontal logo which is approved for use in accordance with the University Print Standards.

(Once you click this link, our files are all the way at the bottom of their list)

If you download the logos from advancement, it will download a .zip folder with any kind of format you could dream of. Simply extract the folder (right click, extract all) and you will have any format you need.

We also host the .JPG version of the logos on our website:

http://engr.uncc.edu/faculty-and-staff/templates-and-downloads

#### File Format of Logo to Use

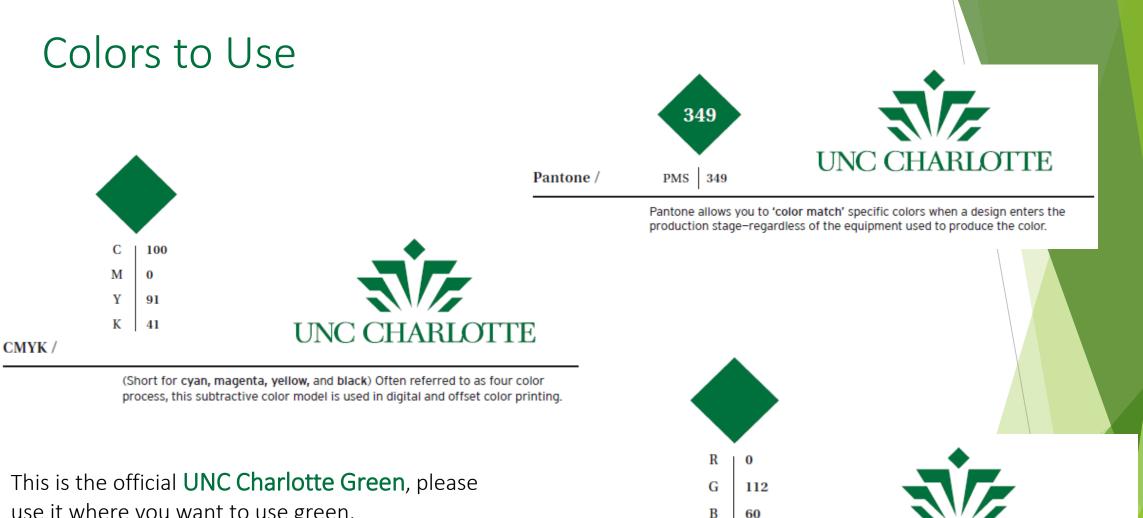
In general, use .PNG / .GIF if you're going to print

(Results may vary! It's best to print a test to see what looks nice)

In general, use .eps, .svg. or .png if you're going to stay digital

- .eps scales down when printed and tends to look really blurry when printed, even using a laser printer.
- When you are layering a logo on top of something, please make sure to choose a .png or other version that will have a transparent background.
  - A .JPG will never have a transparent background
  - If you're layering the logo over a dark color, consider using the white version which will make it stand out more





use it where you want to use green.

It's easy to enter RGB values in Microsoft Office or Adobe software!

RGB /

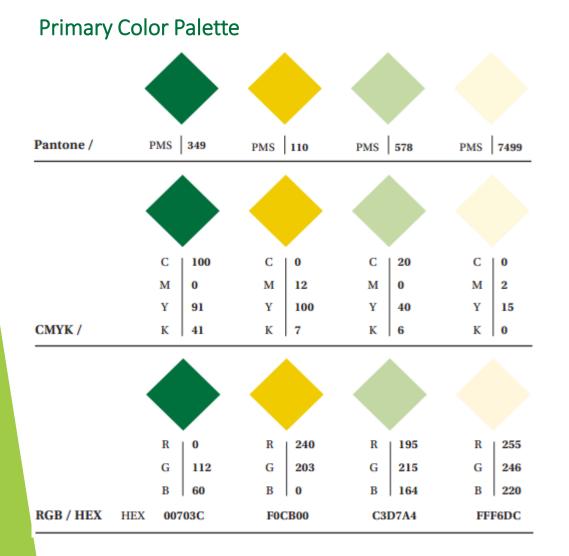
В

60

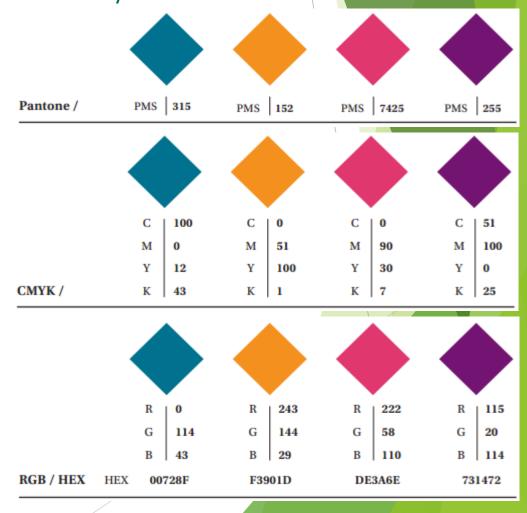
(Short for red, green and blue) Used in video displays such as television, computers and pda displays.

UNC CHARLOTTE

### Lost for what colors to use with Pantone 349? Advancement has you covered.



Secondary Color Palette



#### Fonts to use

- Utopia and Interstate are the official university fonts. They require a license to use, and many of you won't have access to them. (I don't.)
- Instead, use Times if you want your text to have serifs, or Arial if you want it to not have serifs. These are the official university recommendations.
  - ▶ I think that **Calibri** is also a very nice, simple, and clean font to use if you don't want to have serifs, so I use it frequently. I like that it has a various weight options (this is Calibri Light).
- Regardless, be consistent. In general, if you pick just one serif font and one sans serif font to use in your advertisement or flyer, the end result will look less hodge-podge (in my limited experience).

## College Email Signatures (we do have a standard!)

The approved signature block for the college is as follows:

Name | title (Optional Additional Title) Department UNC Charlotte | The William State Lee College of Engineering Building Room Number 9201 University City Blvd. | Charlotte, NC 28223-0001 Phone: 704-687-NNNN | Fax: 704-687-NNNN email | Department / College url

Or (if you have a short name like I do), you can shift the parts around a little bit

Name | title (Optional Additional Title) Department The William State Lee College of Engineering UNC Charlotte | Building Room 9201 University City Blvd. | Charlotte, NC 28223 Phone: (704)687-NNNN | Fax: (704)687-NNNN email | Department / College website

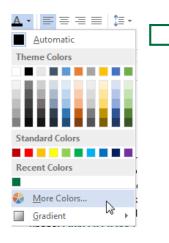
#### Colored Email Signatures in Gmail

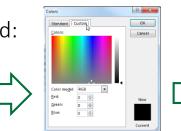
No Pantone 349 in Gmail for signature fonts Does Google hates us? Maybe. But! There's a solution:

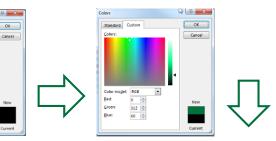
#### 1. Type out your signature block in Word:

Mary Cook | Assistant to the Senior Associate Dean The William States Lee College of Engineering UNC Charlotte | 310 Duke Centennial Hall 9201 University City Blvd | Charlotte, NC 28223 Phone: (704) 687-8244 | Fax: (704)687-8267 mary.cook@uncc.edu | http://engr.uncc.edu

### 2. In word, color the bits you want colored:







How it looks in Word when you're done... Mary Cook | Assistant to the Senior Associate Dean The William States Lee College of Engineering UNC Charlotte | 310 Duke Centennial Hall 9201 University City Blvd | Charlotte, NC 28223 Phone: (704) 687-8244 | Fax: (704)687-8267 mary.cook@uncc.edu | http://engr.uncc.edu



?? Google! I
want color but
I want to
abide by
University
branding
standards!!

3. Copy & Paste the text into your email signature area in Gmail. Correct university green achieved!

#### Sans Serif ▼ | -T - | B I U A - | C=> 🔣 | ≣ - ≟ 🗄 🖅 🗐 I 🗸

Mary Cook | Assistant to the Senior Associate Dean The William States Lee College of Engineering UNC Charlotte | 310 Duke Centennial Hall 9201 University City Blvd | Charlotte, NC 28223 Phone: (704) 687-8244 | Fax: (704) 687-8267 mary.cook@uncc.edu | http://engr.uncc.edu

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply e-mail or by telephone at <u>704-687-8244</u>. Thank you.

### Inline Images for Emails

- When you're sending out an email blast, please include a picture of your flyer inline with the text of your email. This is amazingly simple to do with the tools already on your computer.
  - ▶ 1. Hit the windows key!
  - > 2. Type in "Greenshot."
  - 3. Open Greenshot.\*

If you also want to attach your flyer, save it as PDF and attach it. PDF is a nice file format to use because it's lightweight and easy for recipients to open with readily available free software.

- 4. Either right-click Greenshot running in your program tray and hit "capture region," or simply hit the "print screen" button on your keyboard.
- 5. Drag a square over your flyer that you have open in Adobe Reader, Word, Photoshop, Publisher, or whatever program you have it in.
- ▶ 6. Select "Copy to Clipboard."
- ▶ 7. Go to your message in Gmail and hit "Ctrl + V" to paste your image into your message.
- ▶ 8. Profit!

\* Don't have Greenshot? Can't install it on your own? Call Mosaic and ask nicely! ©

### Public Domain Images & Copyright

If you are using an image that you didn't create as a part of your advertisement, **please** make sure that the image is in the public domain or that you are attributing the content creator in an appropriate way.

We would really like to avoid violating copyright.

Bob Johnson has stated multiple times that he doesn't look good in orange.

# A few different strategies, in general, for creating flyers

Make a template that you can drop information into (like the awesome one for the ME speaker series to the right).

This works wonderfully if you have a repeating event like a speaker/seminar series where only the details change

Build it from the ground up, explore your creativity!

This might be a better approach if you're doing advertisements for different things (for example, advertisements for two difference conferences)

A tip: It's nice to start with a vector image (.svg, .eps) for your background if you want to have something other than a solid block of color. Because these image types scale infinitely, you can make them huge or tiny without any image degradation.

Also, as an added bonus, if you find a public domain vector, it is usually very simple to edit the color in a program like illustrator

#### MECHANICAL ENGINEERING & ENGINEERING SCIENCE Seminar Series

Thursday, February 11, 2016 12:30PM – 1:30PM Duke 345

Dr. Waruna Kulatilaka, Associate Professor, Department of Mechanical Engineering, Texas A&M University

UNCCHARICITY

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energy release in propellants and explosives studies involving extreme pressures, temperatures and shock waves



# Please make sure what you're sending out is high quality

**Please** do not send out blurry images. If you can't get rid of the blur, always feel free to email or call me, and I will see if I can help.

#### There are tutorials for almost *anything* online

Don't be afraid to Google; there are no stupid questions.

There's a high likelihood someone else has wondered how to do something before you! Take advantage of that.

#### What software to use?

The world is your oyster. Whatever you are comfortable in is best.

Publisher, PowerPoint, Word, InDesign, Photoshop, and more are all perfectly fine. I love using InDesign / Photoshop because you can do anything you could possibly want to do, but they can be overwhelming.

## One final niggling thing: "The William States Lee College of Engineering"

- Not "the William States Lee College of Engineering"; it's small, but we're supposed to capitalize the "The" in the title. It was intentional in the naming of the college.
- If you want a shorter name, you can also use "Lee College of Engineering"

## If I've confused you or if you have questions, please email or call me!

- mary.cook@uncc.edu or mcook51@uncc.edu but not mcook49@uncc.edu
- > 7-8244