



## Cañada College Style GUIDE







COMPLETE MARKETING, COMMUNICATIONS, AND DESIGN STYLE GUIDE CAÑADA COLLEGE | REDWOOD CITY, CA

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## BRAND APPROVED LOGOS, FONTS AND COLORS

#### **OUR MISSION**

Cañada College engages and empowers students in transforming their lives and communities through quality education.

#### **OUR VISION**

Cañada College provides equitable education such that students from diverse backgrounds are able to achieve their educational goals and benefit the world.

#### **OUR VALUES**

- Social Justice and Racial Equity
- Transforming Lives
- Community Partnerships
- Academic Excellence
- Sustainability
- Transparency and Authenticity
- Adaptability and Resilience
- Student Centered
- Cultural Empathy

### USE OF THE COLLEGE NAME IN TEXT

The word "Cañada" is pronounced *cahn-YAH-duh*. The origins of the word are Spanish, and it means a small canyon, glen or ravine. The proper use of our college name is vital to our representation of our mission and branding. **Please**, **do not**:

- use the college name in plural form
- hyphenate or dissect the name in any form
- combine the name with other words to form new names

Properly typing and writing our name is the most important aspect of differentiating our college and brand from other entities. ALWAYS be sure to use a tilde ( $\sim$ ) over the "n" or "N."

Cañada College | CAÑADA COLLEGE

### SHORTCUTS FOR THE TILDE

How to type " $\tilde{n}$ " on a PC: hold "ALT + 0241" | How to type " $\tilde{N}$ " on a PC" hold "ALT + 0209"

How to type on a Mac: hold "Option + N" then either lowercase n for "ñ" or capital N for "Ñ"

**EXCEPTION:** The website URL is a single word, and **DOES NOT USE A TILDE**. In order for our web addresses to display correctly, our home page and **ALL** interior pages should appear, and be created, in lower case letters:

canadacollege.edu | canadacollege.edu/marketing | canadacollege.edu/marketing/styleguide.php

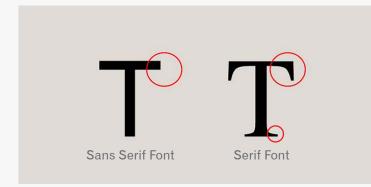
### APPROVED TYPOGRAPHY

### **GARAMOND AND FRANKLIN GOTHIC**

Garamond is the font used in our Cañada College logo. Please do not attempt to recreate the logos or seal—use only the approved artwork and fonts. The typeface used in the seal and logos is Garamond, which you may use for text and headlines when working on a printed material. If Garamond is unavailable, please use the font Adobe Garamond Pro or ITC Garamond.

Garamond is considered a "serif" font, or a font that has a little line or "stroke" at the end of the longer lines within a letter. A "sans serif" font is one that does not contain the extra small lines at the ends of the longer lines, hence the "sans" portion

Here is the difference between a sans serif font and a serif font:



For print materials, both types of fonts can be used. For digital or web content, a sans serif font is always the best option for maximum readability and accessibility. For the Cañada College website, **Open Sans** is the preferred font.

Franklin Gothic is our secondary, supplemental, sans serif font that has multiple styles and uses. Please use these main two Cañada College fonts, or similar ones, whenever possible. Below are examples in various styles:

#### **GARAMOND**:

Garamond Light Garamond Light Italic Garamond Book Garamond Book Italic Garamond Bold Garamond Bold Italic

#### **FRANKLIN GOTHIC:**

Franklin Gothic Book Franklin Gothic Book Italic Franklin Gothic Medium Franklin Gothic Medium Italic Franklin Gothic Demi Franklin Gothic Heavy

### CAÑADA COLLEGE LOGO AND ITS PROPER USE

The Cañada College logo is vital to our brand. This guide should help to ensure the use of the logo and all of it's variations properly.

The college logo should be used on all outdoor and indoor signage and marketing collateral such as brochures, website, advertisements, training materials, and event-related materials.

Please observe the clear space that is around the logo. Nothing should intrude this specific area. When in doubt, please leave enough room around it. The preferred logos are the college green, black, or white logos over simple, solid backgrounds. It is also okay to simply use "Cañada College" in the college font.



The logo consists of a custom tree illustration, a set of lines in offset strokes, and the name of the college in upper and lower case letters, written in ITC Garamond font.

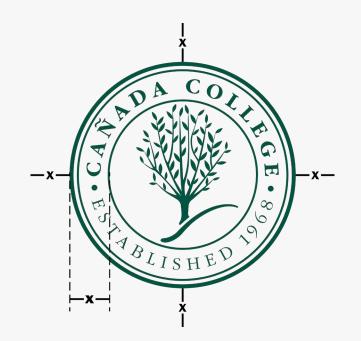


### CAÑADA COLLEGE SEAL AND ITS PROPER USE

The Cañada College seal is mainly used by the Office of the President and the Marketing Department.

For promotional material, please use the college logo and not the seal. If the seal needs to be used for a specific material or website, please contact the Marketing Department at <u>canmarketing@smccd.edu</u>.

Please observe the clear space that is around the seal. Nothing should intrude this specific area. The preferred use is our green logo on a white/light background.



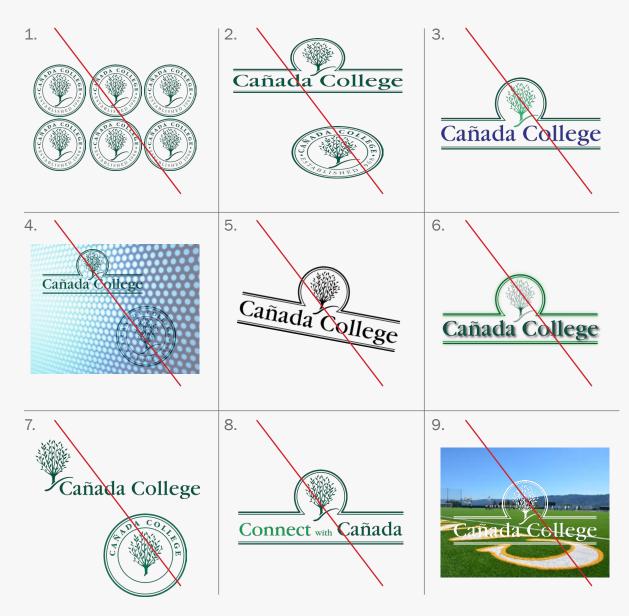
The Cañada College seal consists of a custom tree illustration in the middle of a set of three concentric circles, the college name and the words "Established 1968", all in upper case letters. The typeface used is ITC Garamond.



### INCORRECT LOGO AND SEAL USAGE

For all college logos and college seal, **DO NOT**:

- 1. Print in a repeat pattern
- 2. Alter or stretch disproportionately
- 3. Change the authorized colors
- 4. Use patterned backgrounds behind the logo
- 5. Change the orientation
- Add extra effects. This includes but is not limited to: bevel, emboss, shadows, glow, etc.
- 7. Attempt to recreate the logo
- 8. Make alterations, additions, or substitutions to the words
- 9. Display the logo on busy photography



### LOGO AND SEAL SIZES

#### MINIMUM SIZES FOR PRINT:

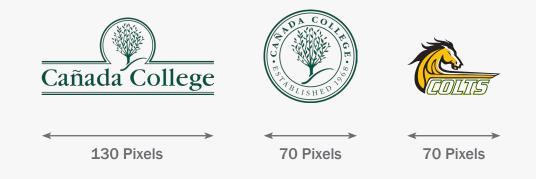
Do not print the College logo and seal or the Athletic logo smaller than threequarters of an inch across.



#### **MINIMUM SIZES FOR WEB:**

On the web, do not use the College logo less than 130 pixels across. Never use the College seal and Athletic logo smaller than 70 pixels across.

For more information on Athletics logo usage and style guide, visit the Athletics Department website.



### APPROVED COLORS

The logos and seal may only be reproduced in black, white, and the specific Pantone dark green.

When designing print or digital materials, the college green should always be the primary color, while the yellow is an accent color and should be used sparingly in lines, strokes, details, headers, footers, or against dark, solid-colored backgrounds. Please try and approximate as much as possible.

### **Cañada Primary Colors:**

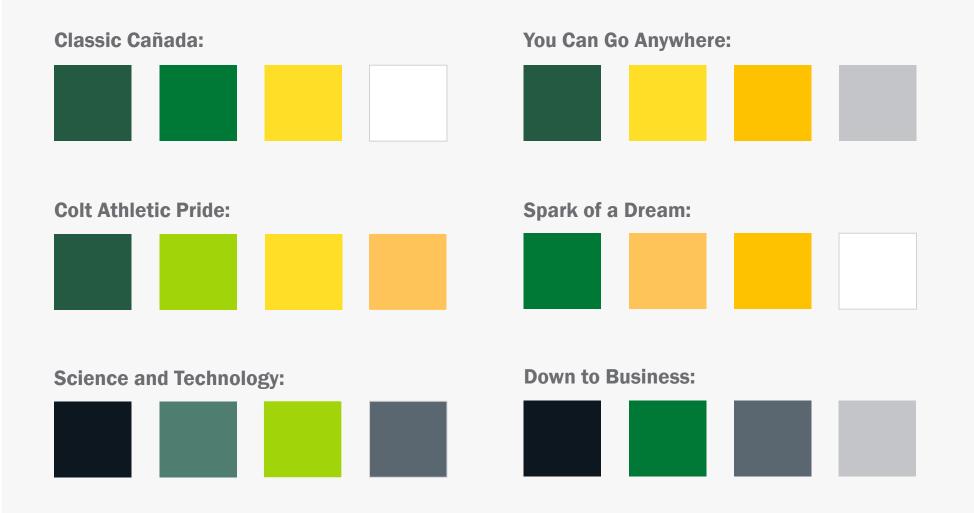


### **Complimentary Colors:**

Colt Green	Lime Green	Bright Green	Forest Green	Famous Yellow	Dream Orange	Light Grey	Dark Slate
Pantone 356 C	Pantone 369 C	Pantone 375 C	Pantone 625 C	Pantone 135 C	Pantone 7406 C	Pantone 428 C	Pantone 431 C
Pantone 356 U	Pantone 369 U	Pantone 375 U	Pantone 625 U	Pantone 135 U	Pantone 7406 U	Pantone 428 U	Pantone 431 U
CMYK: 91, 0, 10	00, 26 CMYK: 58, 0, 100, 4	CMYK: 47, 0, 100, 0	CMYK: 66, 21, 49, 22	CMYK: 0, 18, 72, 0	CMYK: 0, 13, 100, 1	CMYK: 21, 13, 8, 0	CMYK: 63, 45, 34, 25
RGB: 0, 122, 52		RGB: 164, 199, 76	RGB: 80, 127, 112	RGB: 255, 198, 88	RGB: 241, 196, 0	RGB: 193, 198, 200	RGB: 91, 103, 112
HEX: #007A33		HEX: #8DCD3D	HEX: #507F70	HEX: #FFC658	HEX: #F1C400	HEX: #C1C6C8	HEX: #5B6770

### SUGGESTED COLOR COMBINATIONS

Here are some sample color combinations that address the message and tone of college materials. Black and white are also accepted colors for materials or accent colors.



### STATIONERY AND BUSINESS CARDS

#### **STATIONERY**

Use the stationery with the appropriate logo or seal as described on pages 6 and 7. Align the letter and address as shown below and optically center the address side-to-side on the envelope. The letter template below with logo can be found here: canadacollege.edu/marketing/ logos.php

-1.25 INCH - 2 INCHES Cañada College	
Aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nos tooper suscipit lobortis nisl ut aliquip ex ea commodo consequat Duis autem vel eum irinre dolor in hendrerit in vulpatate velic gillam dolore en fequia nulla facilisi si vero eros es a cocumsa blandi preasent hupatam zzil delenit augue duis dolore te ripuum dolor sit areat, consecteure adipiccing elit, sed diam ne tincichurt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud eserci tation ull a laipuip ex ea commodo conseguat. Dois autem vul eeum irin putate velit esse molestie consequat. Dois autem vul eeum irin putate velit esse molestie consequat. Ut alum dolore en feug et accumsan et insto odio dignissim qui blandit praseent lapta dolore te feugat inulla facilis. Nam liber tempor cum soluta nobis eleifend option congue ni pazien placerat facer possim assum. Lorem ipsum dolor si ta ejifi, sed dam noumumy table eusino dincidunt ut noeret do robutpat. Ut wisi enim ad minim veniam, quis nostrud exerci fobortis nist ut aliquip ex en commodo	
friure dolor in Frendrerit in vulputate Rendrerit in vulputate	0.300 • area considering and

#### **BUSINESS CARDS**

Business cards are available for full-time employees and/or upon the discretion of your supervisor. They may be ordered online at <u>canadacollege.edu/marketing/</u> <u>business-card-request-form.php</u>



4200 Farm Hill Blvd., Redwood City, CA 94061

### MARKETING ASSISTANCE REQUEST FORM

The Cañada College Marketing Department provides an array of editorial, graphics, web and general marketing and media services on behalf of the college. To request assistance, please complete the Marketing assistance request form and provide detailed information for the Marketing Department to understand the scope of the project and set a realistic timeline.

### MARKETING ASSISTANCE REQUEST FORM

The Cañada College marketing assistance request form is the fastest way to make sure your design request lands in our design queue. Please fill out the entire form at: <a href="mailto:canadacollege.edu/marketing/requestform.php">canadacollege.edu/marketing/</a> requestform.php

### **REVIEW DISCLAIMER**

**Promotional Review Policy:** All college marketing materials, including ads, brochures, fliers, banners, posters, web content, videos, etc., **must be approved by the Marketing Department PRIOR to printing and distribution. Video content must be approved PRIOR to video creation, production, and editing.** Please contact the college Marketing Department prior to any film or video planning via the Marketing Request Form.

**NOTE:** Requests are prioritized within the overall workload of the Marketing Department.

### PRINT/DIGITAL TEMPLATES AND LOGOTYPES

There are many creative ways to advertise your event around campus and within the community. Brochures, posters, fliers, digital ads, social media graphics, and more can help get your point across. Please make sure to try and approximate the suggestions throughout this style guide.

#### **GENERAL GUIDELINES**

For event banners (bridge between buildings 17 & 18) and club/program materials (building 9) on campus:

**IMPORTANT:** Please allow **10 business days** before your ideal posting date to have your banner processed and displayed. Banners are hung on a first-come, first-served basis and must not exceed 4 feet x 14 feet. A club/program banner may be hung for a period of at least **one month** and can stay longer pending other requests to ensure that each on-campus club/program has equitable posting time. An event banner may be hung for a period of no longer than **5 business days** before the event.

#### **POSTING OF BANNERS:**

To post, please bring your banner to the Marketing Department (Building 8, Rooms 111/112) for banner review and approval. Once the banner is approved by the Marketing Department, Marketing will work with Campus Facilities to schedule a date to install the banner. When the banner is ready for removal, Facilities will remove and return the banner to the club/program within two business days after the event date.

**Posting of Printed Materials on Campus:** All materials (posters, fliers, etc.) to be posted on campus must be approved and date stamped by the Center for Student Life and Leadership Development. The campus posting policy can be found at <u>canadacollege.edu/studentlife/posting.php</u>.

### COLLEGE ENTRANCE DISPLAY BANNERS

The Marketing Department coordinates with campus Facilities to arrange for banners to be displayed at the Main Entrance (Farm Hill Boulevard) of campus. Please send requests to the Marketing Department at <u>canmarketing@smccd.edu</u>.

**IMPORTANT:** To post a banner, the event must be a Cañada College event, hosted, coordinated or sponsored by a college division, program, or organization. All banners are required to be reviewed and approved by the Marketing Department before being displayed. Banners must be double-sided, in good condition and cannot have tape, or other corrective materials, on it. Please include the event name, date and contact (website or phone number for more information). Banners need to be a dimension of at least 2 feet x 12 feet (suggested size: 3 feet x 12 feet) with grommets around at least all four corners (extra grommets along every 2 feet, and slits for wind, is recommended). The college is not responsible for damaged banners, including damage due to inclement weather. One banner will be displayed at a time for no more than 5 days. Please place your request at least 2-3 weeks before desired posting date to ensure availability.

**NOTE:** If you need assistance from the Marketing Department to design a banner, please complete the Marketing request assistance request form. A lead time of 2-3 weeks before the desired posting date is preferred. Please fill out the entire form at: **canadacollege.edu/marketing/requestform.php** 

### HEADER, FOOTER, EMAIL SIGNATURE TEMPLATES

In order to facilitate your design time, there are Cañada College templates, headers and footers within the Marketing website. The template sizes and designed footers and headers can all be found on this web page: <u>canadacollege.edu/marketing/design-resources-policies.php</u>

**Templates:** For print ease-ability, please try to design in the following sizes: 8.5"x11", 11"x17", 18"x24", and 24"x36". Place a header and/or footer if needed. Footers with important information and a call to action are always preferred in any design.

**Headers and Footers:** The following Headers and Footers can be used on any design template (Word, InDesign, Publisher, Illustrator, FrontPage, etc) to easily maintain our brand on printed materials. They are provided to you in ".png" format, which is ready to include in your design with a "Clear/transparent" background. The png file will open in your browser window - right click on it and choose 'Save Picture As' and save it to the location of your choice.

#### SAMPLE HEADER AND FOOTER DESIGNS:

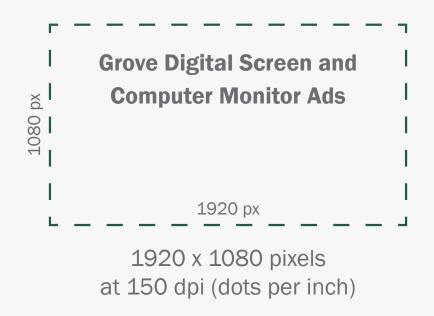


#### **EMAIL SIGNATURE TEMPLATES:**

The standard template College email signature can be download at: canadacollege.edu/marketing/email-signature.php

### DIGITAL SCREEN SLIDES

The Marketing Department coordinates the content displayed on select digital screens across campus. The purpose is to provide information to the campus community on student support services and resources available to all students. Please send images in horizontal format and in dimensions 1920 by 1080 pixels at least one week prior to desired posting date to <u>canmarketing@smccd.edu</u>.



If you need help in designing a digital graphic or slide <u>in another size</u>, please complete the Marketing request assistance request form. A lead time of **2-3 weeks** before the desired posting date is preferred. Please fill out the entire form at: <u>canadacollege.edu/marketing/requestform.php</u>

### DEPARTMENT/SERVICES LOGOTYPES

Some students and community programs have unique logos created to better help individualize them for marketing purposes. While they may contain unique graphical elements and font styling, these logos must adhere to the standards developed. Individual programs MAY NOT create their own logo for official use without the Marketing Department approval.

### **Program Unit Logotypes**

Program Unit Logotypes have been created for Cañada's programs as part of the College's identity system. Always use approved artwork and do not attempt to typeset or create any logos on your own. Unauthorized logos will not be used and the main Cañada College logo should be placed first in all promotional material. For the program unit logo type, the "Cañada College" name is used in the proper Garamond font, and a line seperates the College name from the program name written below it. Icons or "image branding" should not be placed or used next to any logo at any time. Below are some examples of current Departmental logos.

### Sample Department/Service/Cohort Logos:

Cañada College

Cañada College



If you need a Department logo, please submit a Marketing Request and fill out the entire form at: <u>canadacollege.edu/marketing/requestform.php</u>

### EXAMPLES OF PRINT AND DIGITAL MATERIAL

### cañada college PROMISE SCHOLARS PROGRAM

### **TUITION, TEXTBOOKS** & SUPPORT. WE PROMISE.



"The Promise Scholars Program...

a wide variety of resources rom textbook support to scheduling classes. I appreciated knowing th was a support system behind me that was willi to answer any questions I may have."

Promise Scholar Spring '18

WHO CAN APPLY:

First-time college students

Students who commit to

minimum per semester)

Motivated students who

are seeking a degree or

certificate

attending full-time (12 units

#### **BENEFITS:**



Tuition

Textbook Support







Support



Exclusive Events and Workshops

Food and Transportation Incentives

Priority

Enrollment



### **APPLICATION OPENS JANUARY 15, 2020**

FOR MORE INFORMATION VISIT CANADAPROMISE.COM OR CONTACT PROMISE SCHOLARS PROGRAM COORDINATOR, ARIELA VILLALPANDO AT villalpandoa@smccd.edu | 650-381-3568





Cañada College is committed to assisting Veterans.

canadacollege.edu/veterans Andy Cuevas | cuevasa@smccd.edu | (650) 306-3250 | Building 9-209



Contact the Veterans Administration Office to determine eligibility for benefits.

#### STEP 1

Apply for VA benefits from the VA Department

#### STEP 2

Apply and enroll at Cañada College

For disability-related accommodations, please email: canypss@smccd.edu or call (650) 306-3234.





canadacollege.edu/counselingcenter Counseling Division | (650) 306-3452 | Building 9, 1st Floor



- Counseling
- ☑ Welcome Center
- Iransfer Center
- Student Life & Leadership
- EOPS
- CARE
- CALWorks Career Center
- Disability Resource Center
- Personal Counseling Center

For disability-related accommodations, please email: canypss@amccd.edu or call (659) 306-3234.



# WEBSITE MAINTENANCE, EDITING, AND CREATION

### **DIFFERENT FILE FORMATS**

There are many different types of graphic file formats that you may choose from, depending on your intent. JPG and PNG files are better suited for on screen viewing and web pages. We display and offer our College logo as a PNG file, while photographic images should be viewed as JPG files. TIFF/TIF files can also be used to view, as well as print, higher resolution photographic images, while EPS files are used to print flat (non-photgraphic) artwork such as the Cañada College logo.

FILE FORMAT	INTENDED FOR	IDEAL USE		
EPS	Printing	High resolution printing of logos, illustrations, vector lines, and artwork		
GIF	Screen display, web	On screen viewing of images		
JPEG/JPG	Screen display, web	On screen viewing of images		
PNG	Screen display, web	On screen viewing of images		
TIFF/TIF	Printing	High resolution printing of photographic images		

### ASSISTANCE IN UPDATING/CREATING WEBSITES

The Cañada College Marketing Department provides an array of web editing, creation, and maintenance. For assistance in updating or creating a site on the Cañada College website, please complete the Marketing assistance request form and provide detailed information regarding your web changes.

Marketing Assistance Request Form: The Cañada College marketing assistance request form is the fastest way to make sure your design request lands in our design queue. Please fill out the entire form at: canadacollege.edu/marketing/requestform.php A lead time of 1-2 weeks for web page updates and 3-4 weeks for website/pages creation is preferred.

\*External websites associated with Cañada College and its programs are NOT permitted. For assistance in maintaining/creating a department webpage or section, contact the Cañada College Marketing Department via the <u>Marketing request form</u>.

#### **REVIEW DISCLAIMER**

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**NOTE:** Requests are prioritized within the overall workload of the Marketing Department.

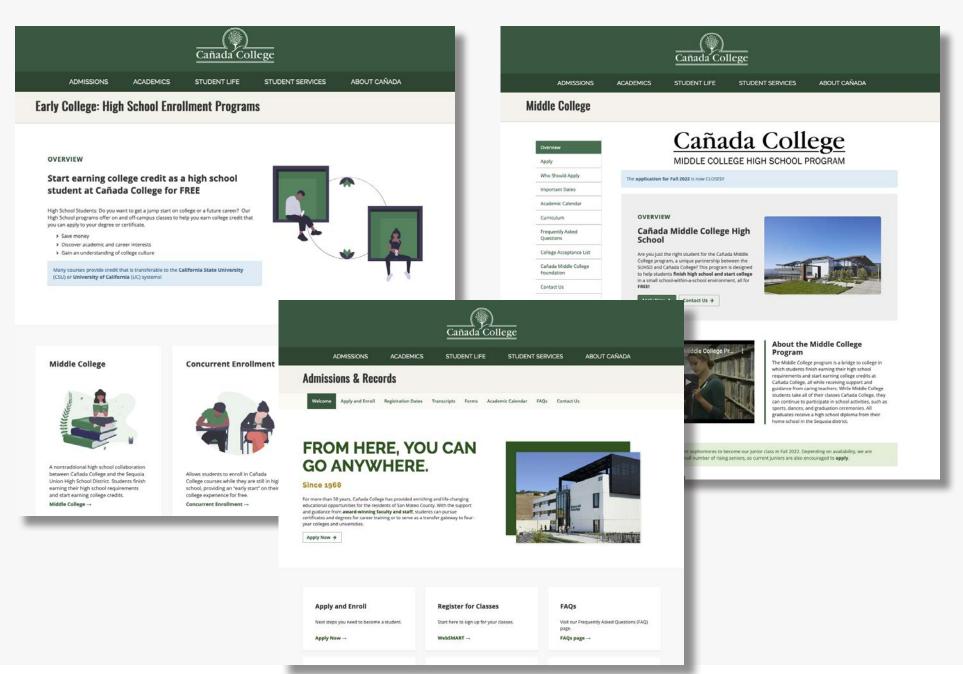
### HOW TO UPDATE YOUR WEB PAGE

# Omni CMS

#### **OMNI CMS OVERVIEW**

The Cañada College website can be easily updated via our Content Management System (CMS) called Omni CMS (formerly known as OU Campus). If you have a username and password, you can update your department or office's set of web pages. Our website has a step by step section that details almost every aspect of updating your own web pages. Please visit <u>canadacollege.edu/web</u> to view all of the editing options available to your team. Please submit a Marketing Request Form (<u>canadacollege.edu/marketing/requestform.php</u>) if further assistance in web updates is needed.

### EXAMPLES OF INTERIOR WEB PAGES



### COMMUNICATION SERVICES

The Marketing Department can advertise/promote your event around campus and within the community through means listed and explained below.

• **Event Calendar:** The online calendar allows the campus community to easily list their events for students and the public to see and find. To include an event on the event calendar, submit your entry on the online submission page, **events.canadacollege.edu/submit**, which is also available on the front page of the calendar.

• **Campus Announcements (Employee Emails):** The Campus Announcement is an email sent out by the Marketing Department to Cañada College employees. Provide the email content (text and images) through the Marketing Assistance Request Form at least 4 business days in advance. Distribution is scheduled so as not to overload employee inboxes on any one day and to encourage reading of the emails.

• **GWAMAIL (Student Email Communication):** GWAMAIL is an email delivery system used to email students about events, workshops, important programs, services or deadlines. Provide the email content (text and images) through the Marketing Assistance Request Form. Promotional messages are set in newsletter format 1-2 times per week. Volume and frequency of emails sent to students are moderated to avoid overloading students with information.

### CAMPUS EMAILS

**Cañada Employee & Student Email Communication Requests:** This request is for the sole use of only communicating campus-related information. Additionally, if the message needs to go to a specific group, the request can be distributed to:

- Cañada students (via GWAMAIL)
- All Cañada employees (via Campus Announcement)
- Cañada Faculty
- Cañada Staff

**NOTE:** The topic of the message **must** be college-related and coordinated or sponsored by a college division, program, or organization. Messages about non-work related information will not be shared, including, but certainly not limited to: garage sales, side businesses, non-college-related fundraisers and events, personal celebrations, lost pets, etc. Please submit requests to <u>canmarketing@smccd.edu</u> at least **one week** prior to the target distribution date.

#### SHARING STORIES AND EVENTS

How to share college news, stories, and events: As the hub of college communications, the Cañada College Marketing Department is responsible for keeping the college community and general public informed of college programs, services, news, success stories and events through a variety of communication methods. The Marketing Department coordinates print and electronic publications, advertising, marketing events and activities, community outreach, media relations, as well as the college website and social media handles.

If you are contacted by a member of the media, please contact Megan Rodriguez Antone, Director of Community Relations and Marketing, at <u>rodriguezm@smccd.edu</u> or (650) 306-3418.

### SOCIAL MEDIA:

The Marketing Department maintains Cañada's primary social media handles: *Facebook, Instagram, YouTube, Flickr,* and *Blogger.* These are integral communication channels to current and prospective students, faculty, staff, alumni and the general public. The Marketing Department is happy to promote college news/events on its social media handles as well as share posts that are timely and collegerelated.

**NOTE:** Please provide a lead time of **2-3 days** and place your request via the <u>Marketing Request Form</u>. should you need a to promote on Social Media.



### WHAT'S HAPPENING AT CAÑADA NEWSLETTER



**"What's Happening at Cañada?" Weekly Event Blast:** The "What's Happening at Cañada?" weekly news blast is the primary resource for event listing and timely campus updates for the College. The weekly eblast is distributed campus wide every Tuesday, in addition to being posted on the college blog and Facebook page. NOTE: To be posted, an event or student service must be hosted, coordinated or sponsored by a Cañada College division, program, or organization.

Ongoing, regularly scheduled meetings will not be included. Please include the name of the event, date, time, location and 1-2 sentence description to canmarketing@smccd.edu by 4 p.m. every Friday. Depending on the volume of submissions that week, an event or listing may be featured once so please be mindful of your submission date.

### **PROMOTING STUDENT SUCCESS**

The Marketing Department encourages submissions of student success stories specific to Cañada College Alumni, current students, transfer, career accomplishments, etc. These stories are used in a variety of promotional materials, including executive reports to the Board of Trustees, social media, news media, brochures and on the Cañada College website, to name a few. If you have a story to share, please contact the Marketing Department at <u>canmarketing@smccd.edu</u> or at (650) 306-3418.

We appreciate your assistance in showcasing our wonderful students.

### QUESTIONS?

Please contact the Cañada College Marketing Department at canmarketing@smccd.edu.







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