



## Graphic Standards Manual

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# The Mark

Colour

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Positive: Black

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Negative: White

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# Primary & Secondary Typography

## Usage:

- VAG Rounded has been selected for the MOV primary typeface for **headings** in printed communications and core identity implementation.
- The Helvetica Neue type family has been selected to compliment the primary typeface. Helvetica Neue should be used for all **body copy** in printed communications and core identity implementation.
- For all correspondence and general office use, Arial Regular font is recommended.

VAG Rounded

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**ABCDEFGHIJKLMNOPQRSTUVWXYZ!?\$**  
**1234567890abcdefghijklmnopqrstuvwxy**  
VAG Rounded Bold

Helvetica Neue

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ABCDEFGHIJKLMNOPQRSTUVWXYZ!?\$  
1234567890abcdefghijklmnopqrstuvwxy  
Helvetica Neue Light

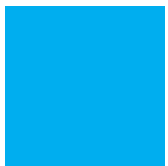
ABCDEFGHIJKLMNOPQRSTUVWXYZ!?\$  
1234567890abcdefghijklmnopqrstuvwxy  
Helvetica Neue Roman

**ABCDEFGHIJKLMNOPQRSTUVWXYZ!?\$**  
**1234567890abcdefghijklmnopqrstuvwxy**  
Helvetica Neue Bold

# Colours

## Pantone Colours

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Process Cyan



PMS 382



Process Magenta



PMS 165



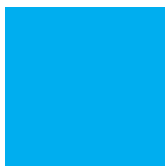
PMS 2612



PMS 137

## Four Colour Process

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100 **C**



30 **C** 95 **Y**



100 **M**



80 **M** 95 **Y**



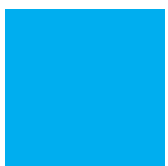
75 **C** 100 **M**



50 **M** 100 **Y**

## Web

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**R** 0  
**G** 174  
**B** 239



**R** 190  
**G** 215  
**B** 59



**R** 236  
**G** 0  
**B** 140



**R** 241  
**G** 90  
**B** 41



**R** 102  
**G** 45  
**B** 145



**R** 247  
**G** 147  
**B** 30

# Backgrounds

Apply reversed mark to images with dark backgrounds



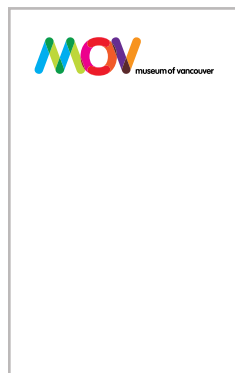
Apply black mark to images with light backgrounds



Apply Reverse mark to solid colours



Only apply colour mark to white backgrounds



# Guidelines & Restrictions



## Minimum Size



**DO NOT** rearrange colours



**DO NOT** shrink



**DO NOT** stretch



**DO NOT** place on an angle

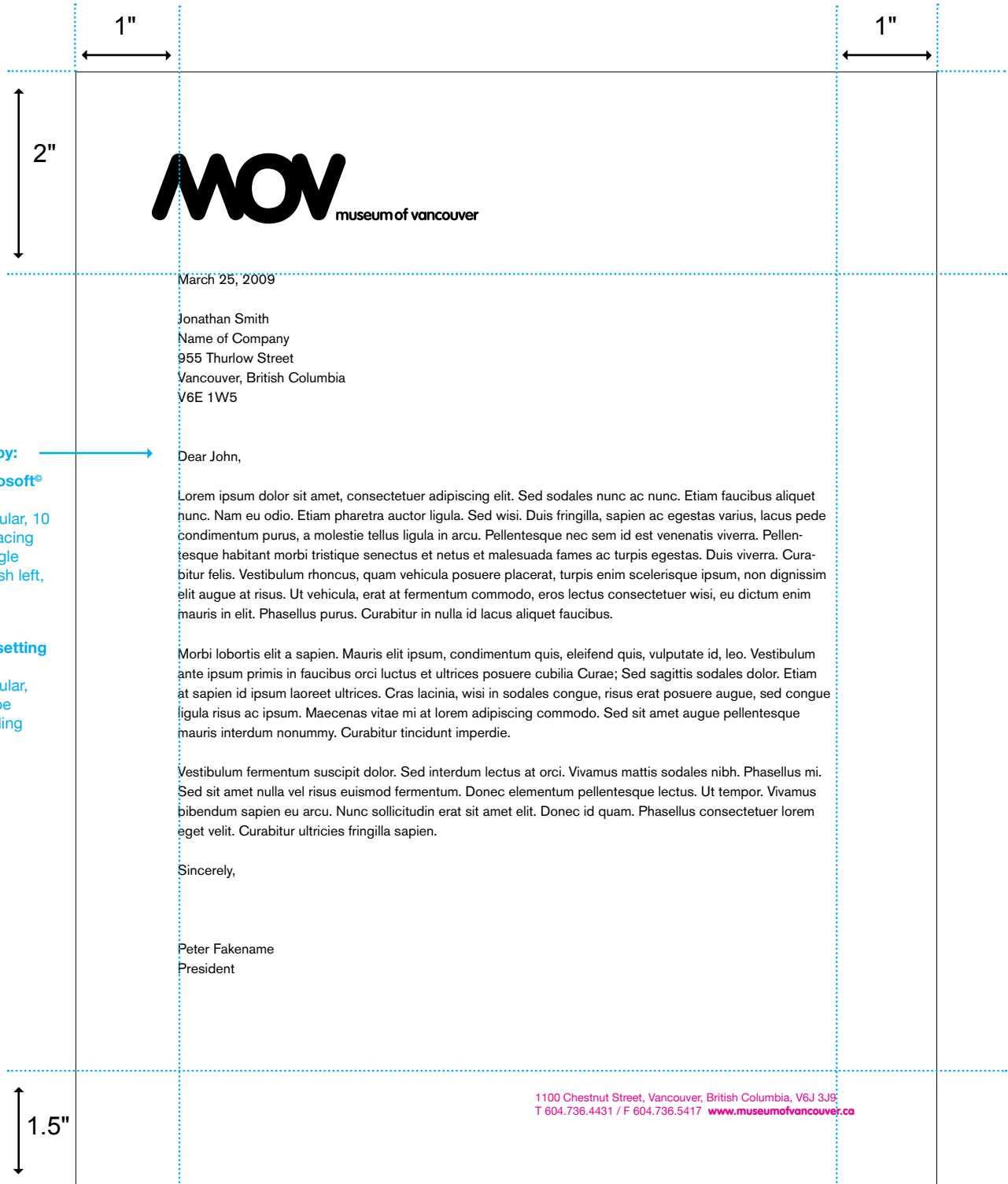


**DO NOT** use colours other than those specified



**DO NOT** use elements of the mark separately

# Letterhead Guidelines



**Body Copy:** →

**In a Microsoft® program:**  
 Arial, Regular, 10 pt line spacing  
 set to Single  
 Space flush left, rag right

**In a typesetting program:**  
 Arial, Regular, 9.5 pt type  
 12 pt leading  
 Flush left  
 Rag right

March 25, 2009

Jonathan Smith  
 Name of Company  
 955 Thurlow Street  
 Vancouver, British Columbia  
 V6E 1W5

Dear John,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sodales nunc ac nunc. Etiam faucibus aliquet nunc. Nam eu odio. Etiam pharetra auctor ligula. Sed wisi. Duis fringilla, sapien ac egestas varius, lacus pede condimentum purus, a molestie tellus ligula in arcu. Pellentesque nec sem id est venenatis viverra. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Duis viverra. Curabitur felis. Vestibulum rhoncus, quam vehicula posuere placerat, turpis enim scelerisque ipsum, non dignissim elit augue at risus. Ut vehicula, erat at fermentum commodo, eros lectus consectetur wisi, eu dictum enim mauris in elit. Phasellus purus. Curabitur in nulla id lacus aliquet faucibus.

Morbi lobortis elit a sapien. Mauris elit ipsum, condimentum quis, eleifend quis, vulputate id, leo. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Sed sagittis sodales dolor. Etiam at sapien id ipsum laoreet ultrices. Cras lacinia, wisi in sodales congue, risus erat posuere augue, sed congue ligula risus ac ipsum. Maecenas vitae mi at lorem adipiscing commodo. Sed sit amet augue pellentesque mauris interdum nonummy. Curabitur tincidunt imperdie.

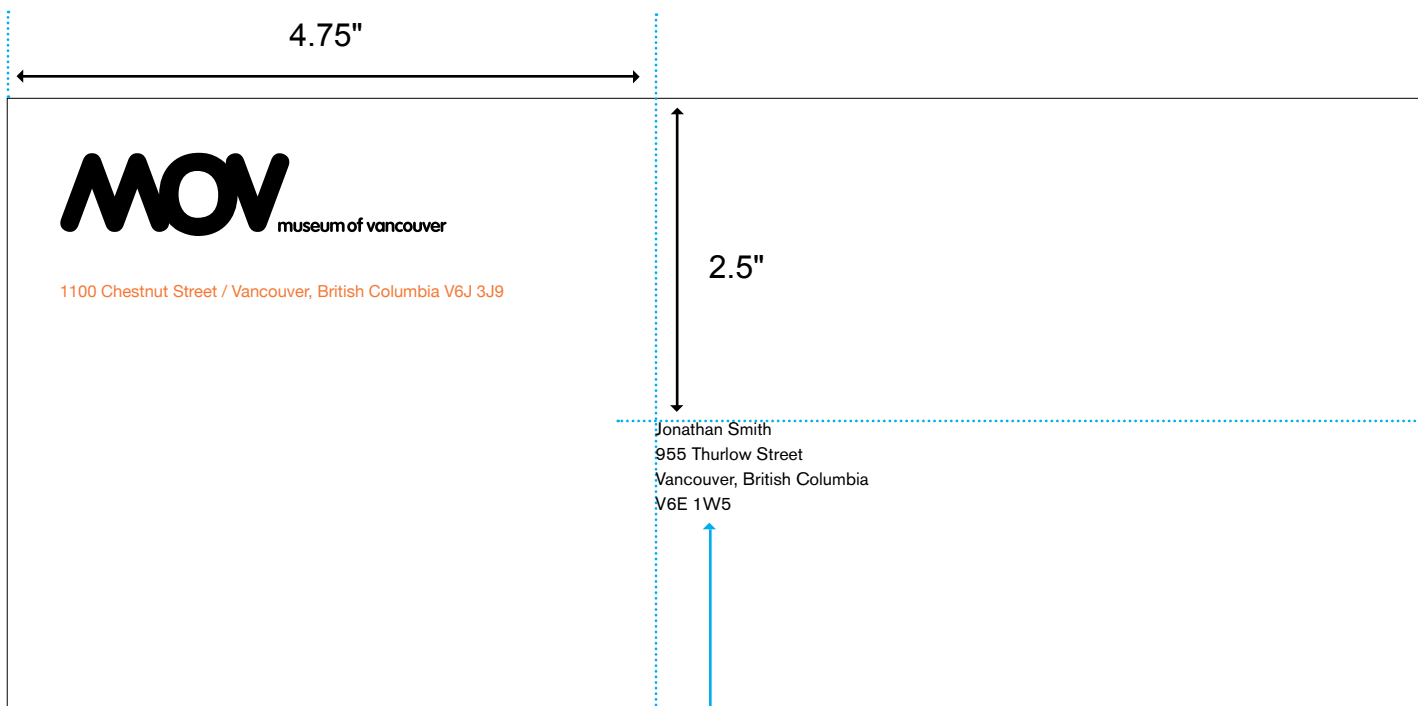
Vestibulum fermentum suscipit dolor. Sed interdum lectus at orci. Vivamus mattis sodales nibh. Phasellus mi. Sed sit amet nulla vel risus euismod fermentum. Donec elementum pellentesque lectus. Ut tempor. Vivamus bibendum sapien eu arcu. Nunc sollicitudin erat sit amet elit. Donec id quam. Phasellus consectetur lorem eget velit. Curabitur ultricies fringilla sapien.

Sincerely,

Peter Fakename  
 President

1100 Chestnut Street, Vancouver, British Columbia, V6J 3J9  
 T 604.736.4431 / F 604.736.5417 [www.museumofvancouver.ca](http://www.museumofvancouver.ca)

# Envelope Guidelines



**Address:**

**In a Microsoft® program:**  
Arial, Regular, 10 pt line spacing  
set to Single  
Space flush left,  
rag right

**In a typesetting program:**  
Arial, Regular,  
9.5 pt type  
12 pt leading  
Flush left  
Rag right