Cornell College Brand Guidelines



The Cornell College admissions voice is smart, straightforward, and helpful. We believe in our student before they ever set foot on campus. We're ready to help them succeed. To identify the right questions to ask. Talk. Learn. Explore. Get answers from experts on campus. Use that information to make the decision whether Cornell is the right school for them. Then we will help them pick the right style of application, fill it out, and let them know if we're missing any info that will make that application better. After they're admitted we celebrate with them, welcome them to the Ramily, and help them prepare to join us on campus. If they aren't admitted we suggest an alternate school, discuss what they could do to improve their application and try again, or wish them well.

We answer questions directly. We often use short, declarative statements. We aren't super serious—we will poke fun at ourselves a little bit, we will play on words, and we will incorporate common/current vernacular but no slang and we avoid cliches (remember, we're smart.) We talk with each student, we don't talk about them (unless maybe we're talking to their parents or counselors and they're the subject of conversation.)

The Voice

Every communication not only conveys information, but also leaves an impression. For this reason, all editorial content should reflect Cornell College's brand positioning and voice.

All Cornell College communications should follow The Associated Press Stylebook. For more in-depth guidance please contact the Office of Marketing and Communications. CORNELL COLLEGE LOGO



The "Cornell College" logotype is always used with the shield insignia. In the logotype, the word "Cornell" is always used with the word "College."



Primary Logo



Secondary Logo - Stacked



Brand Guidelines: Logo

The Logo

As a distinctive visual identity, the Cornell College logo is the most immediate representation of our institution and our people. It is a brand—a stamp of quality—that unites us, from the courses we teach to the exceptional student experience we provide, both on and off campus. Therefore the logo should be used in all situations that call for the official mark of the college.

Establishing and communicating a clear and compelling brand helps people associate the Cornell name with credibility and quality. Using the brand marks in a consistent manner helps to distinguish Cornell College from other institutions and establish a strong, substantial and distinctive identity for the College, wherever and whenever they are seen.

The use of secondary logos—including a stacked version of the Cornell College logo and a standalone shield icon—is confined to appropriate applications where logo space is limited to a specific proportion or scale.

Logo files can be downloaded from the Cornell selfserve resources at: **cornellcollege.edu/self-serve**

The logo can only be used in non-Cornell publications or displays with the approval of the Director of Marketing or Creative Director.

Secondary Logo – Shield Only

CORNELL COLLEGE SEAL



Brand Guidelines: Logo

The College Seal

The Cornell College seal is an official symbol of the College. Its use is limited to commencement, special awards, and on behalf of the Office of the President.

The University seal can be used only as a stand-alone image and should not be paired with any other mark or words. It should not be used in place of, or in conjunction with, the Cornell College logo.

The seal can only be used with the approval of the Director of Marketing or Creative Director.

LOGO COLORS



	COLOR	PANTONE	С	М	Υ	к	R	G	В	WEB
	Cornell Purple	Pantone 7680			-	10	82		120	523178
\bigcirc	White	-	0	0	0	0	255	255	255	ffffff
	Black	Process Black				100	44	42	41	2C2A29

CLEAR SPACE: For legibility and prominence, the minimum clear space area that should be left around the logo mark is defined by half the width of the shield.



Colors & Size

Cornell Purple (Pantone 7680) is a key branding element and whenever possible the purple Cornell logo should appear prominently in all communications created by the college. It can also appear as black when color is not available, or as white when used over a dark background*.

There must be sufficient space around the logo to make it stand apart from other visual elements. Text, headlines, photographs, or illustrations should never be closer to the logo than half the width of the logo shield.

In all applications, the logo should be reproduced at a size that maintains the integrity of the mark and yields clean, legible lettering and art detail. There is no maximum size limit, but use discretion when sizing the logo. In most cases the minimum size for the Cornell logo should be no less than 1½-inch in total length for print and 30 pixels high for digital (web, mobile, video, presentations).

*See Correct Use Section

MINIMUM SIZE





Correct/Incorrect Logo Use

The preferred background colors for a white reversed out logo are Cornell Purple and black. If using a background color other than purple or black, the Cornell logo must appear in white against a dark color background or black against a light background.

The logo may be printed against or dropped out of a photographic image only if it remains highly visible and legible. Never print it against or dropped out of a "busy" background that compromises its visibility.

Please do not attempt to create/recreate, add other graphics or manipulate any part of the logo for any application. Always download and use the logo files from the Cornell self- serve resources at: **cornellcollege.edu/self-serve**.

Brand Guidelines: Logo

ALIGNMENT: When logo appears below text, it is best to align the left edge of the shield with the left edge of the text. When appearing above text, it is best to align the left edge of the text with the left edge of the "C" of Cornell.

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Cornell College

Ipsant faciisci te debis quo dolum, sero quiae id quo int lam sum aut re sunt vendict oribusaeria aut estia dit dolo velliti issimustrum remperitae num qui quisinc ipsam, venitas

Alignment & Placement

The logo must *always* be subordinate to the other elements on the page. Best used at small to moderate sizes to "brand" Cornell materials, the logo should be placed at the foot of a page or on the back cover of a print document to communicate hierarchy and organizational structure in the page layout. It should *never* be the most dominant element on the page nor should it appear more than once on a single visual surface (i.e. page of a document, garment, or promotional item).

PLACEMENT: Use the logo in color, when possible, with plenty of clear space surrounding it.

Title of Publication	Title Onsequodi Teset es A Simusci Adit ium asimped	Title Onsequodi Teset es A Simusci Adit ium asimped	OPTATIS NOBIT PORE, ABORE NOS APIS VOLORPOS ACERIT AUT AUT OD UNT ENIHIL MAIORIT ETUR SITAESTOTAES RERSPERI IPSUNT MOD EXCERFERNAM FACCUS UTEM VELLANDUNDIT ESERO OMNIETU RIBUSCIA NIS NANUS, AUT OMNIMUS RE DI AM IDEM AUTATUR ADIPSAE VOLLUPT ATIURE SIMINVE
Di Cornell College		Cornell College	Cornell College
For front covers, the logo aligns nicely when anchored into the bottom left	or into the top left corner above a title aligned with the "C" in Cornell	or centered when placed beneath a centered title.	On back covers, the logo looks best when center-aligned.

7 | CORNELL COLLEGE

corner below a left-aligned title...

Brand Guidelines: Program/Department Wordmarks

PROGRAM WORDMARK EXAMPLE



Primary Program Wordmark - Horizontal



Secondary Program Wordmark – Stacked

DEPARTMENT WORDMARK EXAMPLE



Primary Department Wordmark - Horizontal



Secondary Department Wordmark - Stacked

Program/Department Wordmarks

Program- and department-specific wordmarks are the approved mark for use for formal and informal communications when identification of a program or department is desired.

Both Horizontal and Stacked versions of the marks are available for use. The Horizontal version should be the default choice for the majority of applications. The use of the secondary Stacked version is confined to applications where logo space is limited to a specific proportion or scale.

Please do not attempt to recreate the mark for a program using the Cornell College logo and text. PNG and EPS files are available at [location]. If you are in need of a larger version of the logo, or if a wordmark is not available for your department or program, please place a request with The Office of Marketing and Communications. PLACEMENT: Use the logo in color, when possible, with plenty of clear space surrounding it.

Title of Publication

Cornell College FINANCIAL PLANNING AND ASSISTANCE

For front covers, the logo aligns nicely when anchored into the bottom left corner below a left-aligned title. For interior pages, the logo centers nicely below a body of text.

Cornell College FINANCIAL PLANNING AND ASSISTANCE

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Alignment & Placement

The Horizontal version of your program or department's wordmark should be the default choice for the majority of applications. The same alignment and placement logo guidelines (see page 7) apply to the use of program and department wordmarks.

PRIMARY COLORS

	COLOR	PMS	С	М	Υ	К	R	G	В	WEB
	Cornell Purple	Pantone 7680					82	49	120	523178
	Cornell Gray	Cool Gray 4							188	
\bigcirc	White	-	0	-	0	0			255	
	Charcoal	-	0	0	0	90	65	64	66	414042
	Black	Process Black				100	44	42	41	2C2A29

SECONDARY COLORS

COLOR	PMS	С	М	Y	К	R	G	В	WEB
Cornell Berry	Pantone 220							80	A50050
	Pantone 7619	0	78	85	12	192	2 76	54	C04C36
Cornell Goldenrod	Pantone 7563	0	32	87	8	214	154	45	D69A2D
Cornell Green	Pantone 7490	57	6	92	19	113	3 153	73	719949
Cornell Teal	Pantone 7472	54	0	27	0	92	184	178	5CB8B2
Cornell Blue	Pantone 2172			0	0	20			147BD1

Color Palette

The Cornell color palette consists of a primary and secondary color palette. The consistent use of tints and shades of these palettes of designated Pantone[®] colors will create recognition and strengthen the Cornell brand identity.

The secondary color palette of preferred colors has been selected to complement Cornell Purple. These colors are for use in graphic elements within designs such as backdrops, graphic shapes and typography. The colors are shown in full color, with color value specifications for print and digital media.

When printing in four color process, please be sure to use the CMYK builds provided. Please do not attempt to create these colors without working closely with the Office of Marketing and Communications.

The Cornell logo must *always* only use the logo color palette (see page 4).

PATTERNS / CHEVRON / LOCATOR PIN



ICONS: Examples of icons with consistent line weight and styling sourced from Noun Project.



Graphic Elements

The patterns, lines, and chevron can be used as background elements or to highlight specific information on a page. These elements can add visual interest to a pull quote, an infographic, to frame photos, and/or to call out unique factoids and aspects about the college.

The chevron should not be used as a container but rather as a directional element drawing the viewer's eye to a headline or key piece of information.

Icons representing specific things about the college, its programming, and student experiences can be sourced through Noun Project. When selecting icons for a piece, it is important to choose icons that coordinate well together stylistically—from outlined vs. filled to line weight, roundness of corners, and perspective.

Each element can be used separately or combined, to attract the viewer and provide visual interest for each piece, and to convey the message that "There's no one exactly like you, and there's no place quite like Cornell." Samples of pieces utilizing graphic elements.







$(\mathbf{O})^*$	<u>48</u>					
(\mathbf{O})	Learn through experience					
	When you study on the block plan you get the chance to be thorough and	In class you might:	Pursue research that:	Explore internships like:	Have the opportunity to: Practice public speaking and present	63% of the Class of 2018
	intentional in everything you do for your class. It also means that there is time to focus on experiences – for both you and	devised theatre production, then direct and perform it	effects of eating disorders	topics at the Mayo Clinic Center for Sleep Medicine	your research findings at poster sessions and national conferences	studied off-campus for a block or longer
*bran and and a state	water too types many set to too a you and your professor. Faculty at Cornell take advantage of this by building hands- on apprecisionen into your counseverk. You use what you've karried is take on internative," research projects, and extra curricular activities that advance your curricular activities that advance your knowledge and deepen your experimen-	 Work with a non-profit agency's directors to analyze the ROI of their accual mode afforts Design and 30 prist oyeglass frames as a circlison for people stroggling to make ands meat 	Contributes to endargend species conservation in Munifica through an off-campus course Assists immigrants to transition to American culture using your language skills Investigates the hidden issues	Creating theatre puppets with the Puppet Kitchen in NYC Acting as a clerk in the criminal justice system for the Cook County Yubitc Defender's Office Oneigning a research study on	 Hone your leadenhip skills as an abhletic team captain or student organization prevadent See a problem, gather like-minded peers, and extra an organization to solve it 	30% of the Class of 2018 completed an internatrip for course credit
math world, this a semi-perfect mathere because if it the same triatily some or whit the driver,		 Visit a TV station to discuss ethics in journalism with news reporters 	of homelessness with LOBTQIA youth	impression management in social media	 Connect with alumni at annual events and start your network of business and life contacts 	64% of the Class of 2018
ti is associated with they life and advances in some solution applies in it down employed applies in it down employed		Tour a hospital to get first-hand knowledge of how socio-economics affects healthcare	 Identifies ways to restore prairie to help the monarch population survive 	 Learning the political ropes as a congressional intern in Washington D.C. 	 Volunteer in the local elementary school as a lunch buddy and expand the world for a child 	completed credit -bearing undergraduate research
Bandi, Niver and Gane get the set of the set		 Catch and assumine organisms with dip nets in local waterways 	 Solves water cnisis problems by creating a low-tech, low-cost filtering method with sawdust 		Engage with political leaders as the POTUS election process moves through lowa every 4 years	
C A C A C A C A C A C A C A C A C A C A	"The Barry Career but had it her chiefly jue bleach, apply for, and jurgine for these eigenstates.					
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Photography

Great photography tells the Cornell story, conveys the spirit of the college and compels others to look more closely. A photo is the first thing we look at, and it can draw us in and fuel our imagination. Cornell's photography has a color palette focusing on purples and slightly cool tones, as well as black and white, purple-overlayed, and duotoned images to convey the college's history and tradition.

Taking Photos

- · Put the subject in a relevant context and environment
- Capture moments of real emotion: fellowship, spirit, achievement, etc.
- Capture action and energy but keep the photo casual in attitude
- Let subjects move around, perform their job and get comfortable
- Try for a "natural" feeling, as if the subject is unaware of the camera
- Avoid using the camera's built-in flash. It tends to overbrighten faces and create extreme shadows. If your indoor photo is too dark, move to an area with more natural light. If taking a photo outdoors, try to avoid direct sunlight or extreme shadows on faces

Submitting Photos

- · Please send OMC the highest quality/largest image size
- · possible to enable crops and best results for print and web
- Minimum size: 1800 pixels X 1200 pixels (*TIP: Not sure how* big your photo is? On your PC, right click the photo icon, select 'properties' from the menu, and click 'summary' tab)
- If using your phone camera, use the highest possible quality setting and export the image off your phone at full size
- Please do not distort, apply filters or effects, or attempt to increase the size of submitted photos

PRIMARY FONT AND SUGGESTED APPLICATIONS

FARNHAM DISPLAY BOLD | Logo and signage

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

FARNHAM DISPLAY MEDIUM | Headlines

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

FARNHAM DISPLAY REGULAR | Body copy and signage

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

FARNHAM DISPLAY LIGHT | Body copy

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

FARNHAM DISPLAY LIGHT ITALIC | Display titles and quotes ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 Brand Guidelines: Fonts

The Fonts – Serif

The Cornell typography system is our voice. It consists of two typefaces: Farnham and Roboto. Both typefaces come in a variety of weights and styles that are used throughout the brand, allowing versatility and flexibility. These fonts can be bold and strong, but can also be quieter, more restrained and classical, depending on the selected weight and use of italics, caps, small caps, and swashes. Choose according to what best suits the message.

The consistent use of these typefaces on print, digital and other applications will make for a recognizable and consistent identity. However, if you are creating projects from your desktop computer, these fonts may not be available to you. In that case, Georgia and Arial may be used as alternative typefaces.

If Farnham is not available, please use Georgia, a standard font available on most computers.

Georgia Regular Georgia Italic Georgia Bold Georgia Bold Italic

Brand Guidelines: Fonts

SECONDARY FONT AND SUGGESTED APPLICATIONS

ROBOTO BOLD | Headlines and signage

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ROBOTO MEDIUM | Titles

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ROBOTO REGULAR | Body copy

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ROBOTO LIGHT | Display titles and body copy

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

ROBOTO LIGHT ITALIC | *Display titles and quotes* ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

The Fonts – Sans Serif

If Roboto is not available, please use Arial, a standard font available on most computers.

Arial Regular Arial Italic Arial Bold Arial Bold Italic



8.5 x 11 Letterhead

Pre-printed letterhead, envelope, and business card products may be be ordered through the Mail and Service Center by filling out and submitting Stationary Order or Business Card Order Request forms online at: cornellcollege.edu/ self-serve

A Word document letterhead template file can be downloaded from the Cornell self-serve resources at: cornellcollege.edu/self-serve

Samples shown are not actual size.

gbowman@cornellcollege.edu 319.895.1853 OFFICE 319.123.4567 Cell

600 First Street SW Mount Vernon, IA 52314-1098 cornellcollege.edu





Using Letterhead

This guide demonstrates how to set up a letter's text on a pre-printed letterhead or Word template document.

- A Date and address should be set in the font Georgia*, a recommended font size of 11pt with a line spacing of 1.25 for Word documents or 13.5 for InDesign documents
- **B** Written content of the letter should be in the same font and spacing recommendations as the date and address, with a one-line space between paragraphs
- **C** This is the continuation zone where, depending on the amount of copy remaining, you determine whether to continue onto a second sheet
- **D** Limit of first page content
- E All content must be set in 100% black

Brand Guidelines: Presentations

Title Onsequodi Teset es A Simusci Adit ium asimped Cornell College **Title Onsequodi Teset es A Simusci** Adit ium asimped **Cornell College**

Using Presentation Templates

PowerPoint presentation template files can be downloaded from the Cornell self-serve resources at: cornellcollege.edu/self-serve

Beyond personal preference, there are several considerations for choosing between the white and purple templates. While both templates are equally legible digitally and when presented on screen, the purple template retains its legibility in video recording. The white template, however, is preferable for presentations that will include many images.

When incorporating icons, logos, and other illustrations, it is always preferable to use a transparent background .png file instead of an image with a white background to minimize interrupting the Cornell shield watermark in the slide background.

Samples shown are not actual size.

Brand Guidelines: Email Signatures

VERTICAL FORMAT Align the left edge of the text with the left edge of the "C" of the logotype **Cornell** College Including your personal pronouns is optional: they can also **Robert Smith, Ph.D.** be incorporated at the Pronouns: he, him, his If your title exceeds 25 end of the signature characters and spaces Bob's Job Title continue it onto a Including your office Office or Department second line or department name Where Bob Works is optional; should not exceed 25 characters/ 319.895.xxxx o While your office phone number should spaces 319.895.XXXX M always be included, your mobile number is optional If a marketing-focused CORNELLCOLLEGE.EDU signature is needed. OI the website URL can be replaced with Cornell College is one of the Colleges That Change Lives this Colleges That Changes Lives line. Both should not be used together

HORIZONTAL FORMAT: For those who prefer a condensed signature



Email Signatures

Keep signatures simple. Don't get overly complex when formatting your email signature and keep the number of lines to a minimum.

Personal Pronouns: While not required, including personal pronouns helps minimize misgendering and is an important strategy in fostering a diverse and inclusive environment.

Images and Logos: Except for the Cornell College logo, do not use images (other logos or social media icons) within the email signature. Images can come across as attachments and appear chaotic. Note that many email clients and mobile devices block the appearance of logos and images.

Snail Mail Address: Addresses are rarely needed, so repeating it in every signature is uncessary and only adds to the complexity of the signature. In most cases, when an address is needed simply include it in the body of the email.

Quotes: As a best practice for professional communications, refrain from using quotes or epigraphs. It is important to avoid the potential confusion of external audiences assuming a particular statement represents the College's official slogan, ideology, or brand promise.

Email Address: This is redundant and unecessary, since you have used the email to send the message.

You may download an email signature template from the Cornell self-serve resources at: **cornellcollege. edu/self-serve**

Brand Guidelines: Online



Social Media Profiles

Please place a request with The Office of Marketing and Communications for a correctly sized graphic that can be used as a profile image.

QUESTIONS

Contact the Cornell College Office of Marketing and Communications.

COMMUNICATIONS@CORNELLCOLLEGE.EDU 319.895.4241

