BRAND IDENTITY GUIDELINES COURSE PROVIDERS





ENSURING OUR COMMUNICATIONS STAND OUT FROM THE CROWD

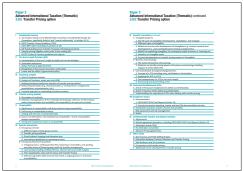
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ADIT Corporate Identity

This document defines a series of guidelines that can be easily understood and applied to all internal and external ADIT material, while leaving room for creative expression. The new identity can only make a positive impact if it is used consistently. All ADIT items should conform to these guidelines.

If you need additional guidance on any of the information within this document, please contact the Marketing Department at ADIT.

BRAND IDENTITY GUIDELINES ADIT LOGO



ADIT

Introduction

The ADIT logo is a unique design. To ensure that the logo is always of consistent style and format, it should only be reproduced from original artwork.

The letters 'ADIT' must always be used with the horizontal rules above and below it. The thick and thin horizontal rules used in the logo represent the horizontal rules accountants use beneath figures to signify a total amount.

The logo is available in a number of formats and colour variations depending on how it is to be used.

BRAND IDENTITY GUIDELINES ADIT LOGO





LOGO – TWO COLOUR VERSION



LOGO - 100% BLACK VERSION



LOGO - % TINT OF BLACK VERSION



LOGO - REVERSED OUT VERSION

Variations

The ADIT logo is available in a number of colour variations and formats. The most commonly used version of the ADIT logo is the two colour version which can be reproduced using the Pantone Colour Matching System or CMYK.

Where there are print or cost restrictions the logo may be used in black, white or grey.

The logo can also be reproduced in white reversed out of a color or image provided there is enough contrast for the logo to be legible.

BRAND IDENTITY GUIDELINES ADIT LOGO





Isolation area

The ADIT logo should always be legible and unobstructed by other elements. Surrounding the logo with clearspace ensures prominence wherever the logotype is applied.

Use the safety zone between the logo and other graphic elements such as type, images and other logos to ensure it retains a strong presence wherever it appears.

Where possible, allow even more space around the logo. The minimum safety area is the square of the CAP height of the letters in the ADIT logo

BRAND IDENTITY GUIDELINES ADIT LOGO











Incorrect usage

The ADIT logo must never be reproduced from any other artwork than those supplied by the ADIT Marketing Department.

Illustrated examples showing incorrect usage of the ADIT logo are shown opposite

- A The original colours of the logo must not be changed or altered in any way.
- B The proportions of the logo must not be distorted.
- C The individual letters of the logo must not be changed.
- D The logo must not be rotated. at all

BRAND IDENTITY GUIDELINES ADIT LOGO







150PTS

150PTS



75PTS



75PTS



40PTS



40PTS

Reproduction size

The ADIT logo must be reproduced clearly at all times. Due to restrictions in reproduction there is a minimum size to which the logotype can be displayed clearly and accurately.

In order to preserve its unique characteristics it may never be used so small that it is to be less than 40pts in width in print or 40 pixels in width when used on screen. The logo however may be scaled up to any size.

Wherever possible original artwork should be used as close to the final reproduction size as possible.

BRAND IDENTITY GUIDELINES **ADIT LOGO**



ALIGN







Position with other logos

Occasionally it may be necessary to display another logotype in conjunction with the ADIT logo. Make sure that the logos are aligned appropriately and present each with equal prominence.

BRAND IDENTITY GUIDELINES ADIT LOGO









Position on ADIT Literature

The ADIT logo is robust and distinct enough to be flexible in regards to its positioning.

Placement of the logotype on ADIT literature in most formats requires the logotype to be positioned on the top right hand corner of the layout. If this is not an option then the secondary placement must be on right hand side in the lower third of the page.

Website

When placing the logotype within the context of a website, position it within the masthead and preferably within the left hand corner.

BRAND IDENTITY GUIDELINES COLOUR



PANTONE 320 100C 0M 31Y 7K 0R 160G 175B WEB 00 A0 AF

PANTONE 167 0C 60M 100Y 17K 208R 111G 26B WEB D0 6F 1A PANTONE 301 100C 45M 0Y 18K 0R 101G 164B WEB 00 65 A4 PANTONE 526 76C 100M 7Y 0K 101R 45G 137B WEB 65 2D 89

Colour palette

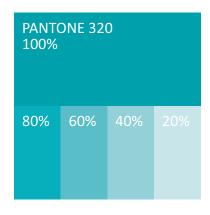
A suite of colours has been selected to make up the main ADIT colour palette. Pantone colours – 320, 167, 301 and 526 have been chosen because they work well together and add vibrancy and dynamism to ADIT publications and electronic media.

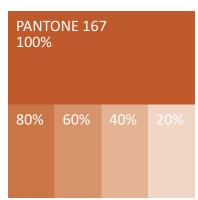
For applications using the four colour process, the ADIT colour palette can be reproduced using the CMYK breakdown provided.

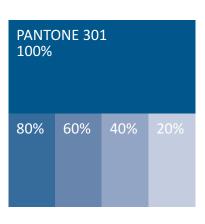
The breakdown for the ADIT logo to be reproduced using the RGB colour palette and also the colour breakdown for using the logo on the web is also provided.

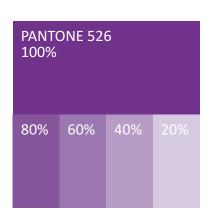
BRAND IDENTITY GUIDELINES COLOUR











Colour - tints

The main ADIT colours can be produced in full colour or in percentage tints of the original colour depending on how they are used. Using tints is useful for navigation and for charts, graphs and tables etc in various programmes.

The following percentage tints are recommended: 100%, 80%, 60%, 40% and 20%. Please note that the ADIT logo must not be reproduced in tints.

BRAND IDENTITY GUIDELINES TYPOGRAPHY



Calibri

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"£\$@%&*/(?)-=

Helyetica Neue Condensed

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopgrstuvwxyz 1234567890!"£\$@%&*/(?)-=

Fonts

Calibri and Helvetica Neue Condensed are the main fonts to be used in all correspondence and presentations created internally at ADIT. Both have been selected as they are widely available on all computers and they are available in several weights and also in italics.

Calibri is to be used as the main text face. It should appear in the majority of situations and can be displayed using regular, italic, bold and bold italic fonts.

Helvetica Neue Condensed is to be used for primary headlines and captions to provide impact and contrast.

Text size will vary depending on the type of publication and the amount of copy. In all cases text must be legible, easy-to-read and follow the brand guidelines. Type should never appear below 5pt. There is no maximum limit to type size.

BRAND IDENTITY GUIDELINES TYPOGRAPHY



HELVETICA NEUE CONDENSED IS TO BE USED IN MAIN HEADINGS

The Qualification

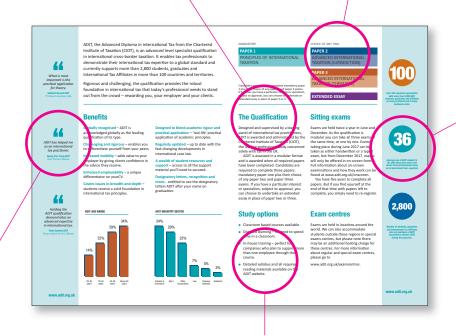
PAPER 2 ADVANCED INTERNATIONAL TAXATION (JURISDICTION)

HELVETICA NEUE CONDENSED IS TO BE USED IN DIAGRAMS.

ADIT has helped me as an international tax practioner.

> **Quang Tran-Trung ADIT** Grant Thornton, Malaysia

HELVETICA NEUE CONDENSED IS TO BE USED IN CAPTIONS AND GRAPHICS IN MARGINS.



HELVETICA NEUE CONDENSED IS TO BE USED IN CAPTIONS AND GRAPHICS IN MARGINS.



Average age of ADIT student is 36, with many mid-senior and senior-level professionals using us to benchmark their expertise

CALIBRI IS TO BE USED IN MAIN BODY TEXT.

Usage

Calibri is the primary body copy typeface and is to be used for all standard sized text and introductory copy. It can be displayed using regular, italic, bold and bold italic fonts. It is usually between 8 and 14 points in size.

Main headings

Main headings are to be set in Helvetica Neue Bold Condensed.

When a variety of type sizes and weights are used ensure the differences between them are clearly recognisable. The contrast creates clear, strong and consistent designs.

Try to avoid using a lot of different typesizes and weights together as this will simply confuse the layout and make the message less effective.

BRAND IDENTITY GUIDELINES TYPOGRAPHY



Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890!"£\$@%&*/(?)-=

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopgrstuvwxyz 1234567890!"£\$@%&*/(?)-=

Screen fonts

Arial is is to be used as the default onscreen typeface. It is used for all online applications where the primary fonts can't be used for technical reasons.

BRAND IDENTITY GUIDELINES **BRANDING**



THE VERTICAL ADIT GREEN BAND IS TO BE USED TO HIGHLIGHT CAPTIONS. **QUOTES AND DIAGRAMS**









Coloured stripe

A vertical tinted turquoise stripe has been introduced to carry information such as captions, quotes and diagrams and also to provide a contrast with the main body text.

The ADIT turquoise stripe should be set to an opacity of 15% Pantone 320 on white backgrounds. It is to run over the top of photographs so the image appears through the turquoise stripe.

The width of the stripe can vary depending on the information to be conveyed.

In some instances due to the narrow width of the page, such as in Banner stands, it may be difficult to include. In instances such as this the stripe does not have to be used.

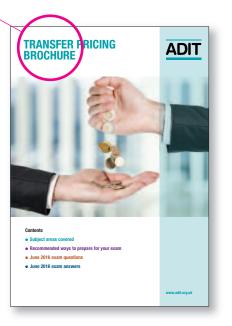
BRAND IDENTITY GUIDELINES BRANDING



CONSISTENT POSITIONING AND SIZE OF TITLES ENSURES CONSISTENCY ACROSS **ADIT PUBLICATIONS**







ADIT WEBSITE ALWAYS POSITIONED AT BOTTOM OF GREEN STRIPE

Headings and titles

To ensure consistency across ADIT publications ensure main brochure cover titles are positioned top left of the page.

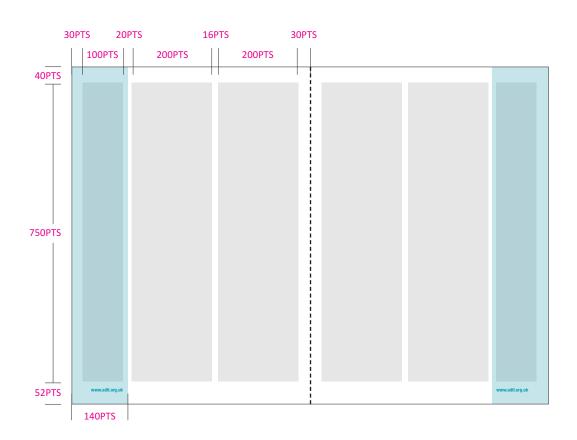
A4 brochure titles are 36pt Helvetica Neue Bold Condensed all uppercase on 33pt leading.

Ensure cap height of title is positioned level with the upper horizontal stripe of the ADIT logo on top right hand corner of the page.

ADIT website address is positioned at bottom of turquoise stripe, aligned ranged left with the ADIT logo. Typesize is 12pt Helvetica Neue Condensed Bold on A4 publications.

BRAND IDENTITY GUIDELINES **PAGE LAYOUT**





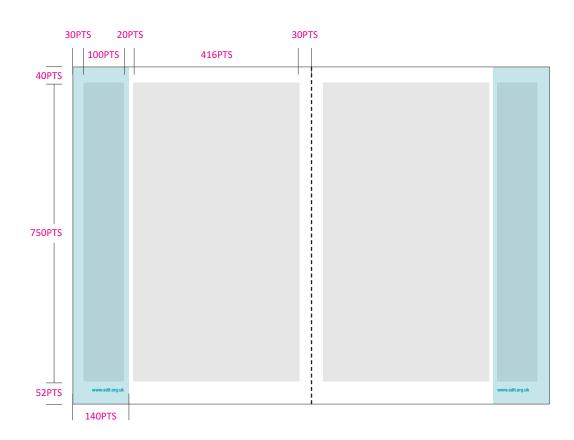
A4 grid - two column

The page is divided into two columns of equal width and a single narrow column. The two wider columns are to be used only for main text. Depending on the amount of overall copy and space available, the text size would normally be about 9 or 10pt with 12pt leading.

The narrower column towards the page edge is to be only used for secondary text, captions and diagrams.

BRAND IDENTITY GUIDELINES **PAGE LAYOUT**





A4 grid - single column

The page is divided into a single wide columns and a single narrow column. The wider columns is to be used for main text. Depending on the amount of overall copy and space available, the text size would normally be about 9 or 10pt with 12pt leading.

The narrower column towards the page edge is to be only used for secondary text, captions and diagrams.

BRAND IDENTITY GUIDELINES **PHOTOGRAPHY**









IMAGE - SINGLE COLOUR

IMAGE - DUOTONE

IMAGE - 4 COLOUR PROCESS

Images

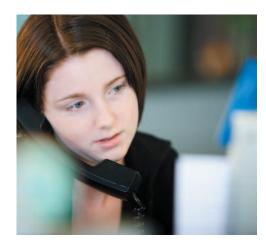
ADIT images should reflect the ethos and style of ADIT. Images should be engaging, original and memorable.

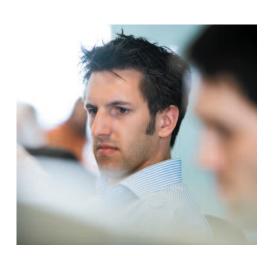
Ensure images are bright and sharp. Images should not be cold and clinical in their look and feel but reflect a bright and positive outlook.

Ensure images maintain a certain level of consistency in tone through adjustments to the image's brightness, contrast and vibrancy. This is particularly important when dealing with stock imagery.

BRAND IDENTITY GUIDELINES **PHOTOGRAPHY**











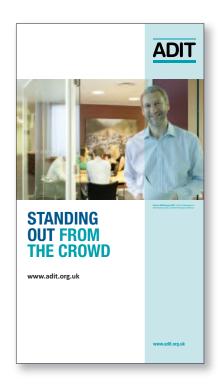
Consistency

When using any images in publications or electronic media, it is important to maintain the same tone throughout by ensuring the images appear to be from the same set.

This can be achieved, for example, by making sure the images have the same photographic style throughout, by cropping the images consistently, by making sure heads and figures are visually the same size or just by balancing the images tonally.

BRAND IDENTITY GUIDELINES EXHIBITIONS









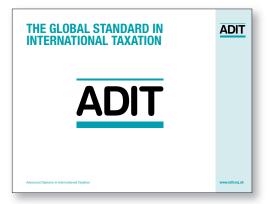
Banner Stands

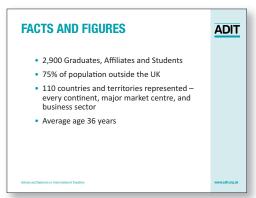
Banner design should follow the normal ADIT style with the logo being positioned, top right with the vertical tinted turquoise stripe running down the right hand edge of the banner stand.

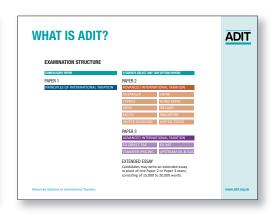
Due to the narrow format of the stands careful consideration must be given to the space available for text and images.

BRAND IDENTITY GUIDELINES PRESENTATIONS









PowerPoint

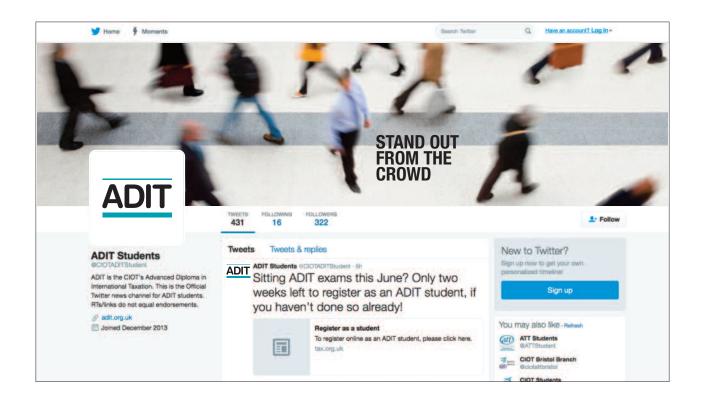
The consistent visual theme required in PowerPoint presentations is reinforced by the ADIT vertical turquoise tinted stripe and consistent positioning of the ADIT logo in the top right hand corner.

Graphics are to be kept simple, allowing for plenty of white space. The amount of text and number of bullet points is to be kept to minimum.

The less clutter there is on the slides, the more powerful the visual message will become.

BRAND IDENTITY GUIDELINES SOCIAL MEDIA





Face Book, Twitter & LinkedIn

Social Media sites require logos in a variety of sizes but nearly all of the sites require that logos need to be square and simple. In many cases, expecting to use full-blown versions of company logos is unrealistic – very small avatars or favicons may need to be tweaked at the pixel level to improve legibility.

Below is a list of standard dimensions for the Profile Picture in the most popular Social Media sites.

Facebook: 180 x 180 pixels Twitter: 400 x 400 pixels LinkedIn: 300 x 300 pixels Instagram: 110 x 110 pixels

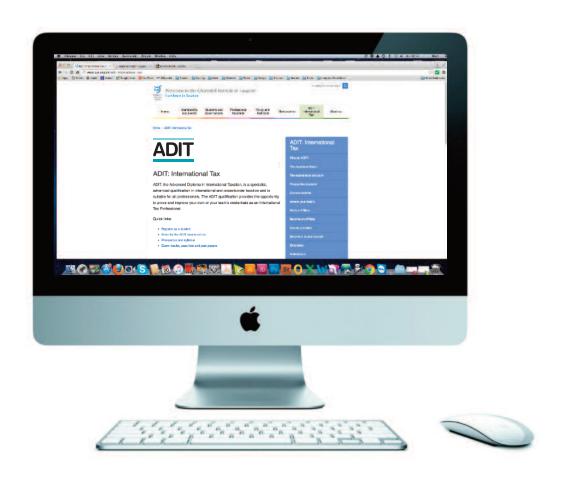






BRAND IDENTITY GUIDELINES WEBSITE





ADIT Website

There is no standard size for logos on websites. It depends on the design of both the site and the logo. The logo needs to be big enough so that it an be easily read, but not so large that it distracts or makes the design too unbalanced.