Brand Standards Manual

A guideline for external and internal Vancouver Coastal Health branding.
## External vs. Internal Use

Before using this manual, please take note of the difference between external and internal use and the associated logos.

<table>
<thead>
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<th>External Use</th>
<th>Internal Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any document intended for <strong>people outside of Vancouver Coastal Health</strong> is considered external use and should use the Vancouver Coastal Health logo below. External audiences include the general public, other health authorities, the media, government, clients, patients, other organizations, etc.</td>
<td>Documents intended for <strong>Vancouver Coastal Health internal stakeholders</strong> should include the oneVCH below.</td>
</tr>
</tbody>
</table>

Note: Use the external VCH branding if your document is intended for both external and internal audiences.
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<th>Internal Brand Standards</th>
<th>General</th>
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Logo

Any document intended for people outside of Vancouver Coastal Health is considered external use and should use the Vancouver Coastal Health logo below. External audiences include the general public, other health authorities, the media, government, clients, patients, other organizations, etc.

Logo Colours

<table>
<thead>
<tr>
<th></th>
<th>Ocean Blue</th>
<th>Sunlit Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pantone</td>
<td>307 C, U</td>
<td>382 C, U</td>
</tr>
<tr>
<td>CMYK</td>
<td>100, 16, 0, 27</td>
<td>29, 0, 100, 0</td>
</tr>
<tr>
<td>RGB</td>
<td>0, 120, 174</td>
<td>193, 216, 47</td>
</tr>
<tr>
<td>Hex</td>
<td>#0078AE</td>
<td>#C1D82F</td>
</tr>
</tbody>
</table>

You may download the logo files at brand.vch.ca
Logo – Graphic Symbol

The graphic symbol consists of a mountain and wave. Follow the specifications below to ensure proper use of the graphic symbol.

### Graphic Symbol Colours

**Ocean Blue**
- Pantone: 307 C, U
- CMYK: 100, 16, 0, 27
- RGB: 0, 120, 174
- Hex: #0078AE

**Sunlit Green**
- Pantone: 382 C, U
- CMYK: 29, 0, 100, 0
- RGB: 193, 216, 47
- Hex: #C1D82F

### Specifications

- At nearly all times, the graphic symbol should be used within the complete VCH logo, as shown on page 5.
- The graphic symbol may not be used alone to represent VCH externally.
- Occasionally, it may be used on its own (e.g., internally between health authorities, or as social media profile pictures) as long as Vancouver Coastal Health is written on the same page, slide or similar component. If you have questions regarding your intended use for the graphic symbol, please email brand@vch.ca.

You may download the graphic symbol at [brand.vch.ca](http://brand.vch.ca).
Clear Space

Clear space is the required amount of space around an object that is clear of any other logos, text, symbols or artwork. Maintaining the adequate clear space around a logo ensures the logo can be seen quickly and prevents it from being crowded or overlapped by other content. The clear space (X) around the logo is equal to the height of the "C" in Coastal. The same clear space is applied to all versions of our logo.
Logo Application with Partner Logos

Always maintain adequate distance between logos when displaying our VCH logo with partner logos. Do not add divider lines between the other logos.

Example

Note: When logos are differently shaped from one another, aim to display them with equal visual weight.

Note: You may place the logos on any corner of a layout, as long as they are grouped together in one line, as shown in this example.
Minimum Logo Size

To ensure our logo is always legible, do not produce it smaller than the sizes shown here. This sizing applies to all colour versions of our logo.

For Print

Minimum width:
0.75 inch | 1.9 cm | 54 pixels

For Screen

Minimum width:
1 inch | 2.5 cm | 75 pixels
Logo Misuses

Follow these guidelines to avoid misusing the provided assets. Below are some examples of how not to use the logo.

- Do not reposition the components
- Do not stretch, skew or distort the logo
- Do not add a shadow, bevel, glow or effect to the logo
- Do not place full colour logo on a solid colour background
- Do not use screen captures or pixelated logos
- Do not change the logotype
- Do not change the colours of the logo
- Do not fill the logo with gradients or images
Logo Application – Backgrounds

Follow these guidelines to know which backgrounds can pair with our logos.

Do not place the full colour logo on a solid-colour background.

Placing the full colour logo on a solid white background is permitted.

Do not place any of the logo versions on a pattern.

Use the reverse logo on medium to dark solid-colour backgrounds (see contrast guide on next page).

You may place the full colour logo on a photograph that is bright white or white with slight tonal variations, providing it is easily legible in all its parts (see contrast guide on next page).

Use the black logo on light to medium solid-colour backgrounds (see contrast guide on next page).

Use the reverse logo on medium to dark photographic backgrounds with little to no tonal variation, providing it is easily legible in all its parts (see contrast guide on next page).

Use the black logo on light photographic backgrounds with little to no tonal variation, providing it is easily legible in all its parts (see contrast guide on next page).
Logo Application – Contrast

Follow these guidelines to determine whether to use our black or white logo over a solid colour or photograph. Be sure the contrast, colour, and clear space is appropriate.

Solid-Colour Backgrounds

![Solid-Colour Backgrounds Diagram]

**The Problem:** The background is equivalent to the darkness of 65% black, therefore there is not enough contrast and the logo is not easily legible.

**Solution 1:** Use the reverse logo.

**Solution 2:** Lighten the background.

Photographic Backgrounds

![Photographic Backgrounds Diagram]

**The Problem:** The background is equivalent to the darkness of 10% black, therefore there is not enough contrast and the reverse logo is not easily legible.

**Solution 1:** Use the black logo.

**Solution 2:** Change the photo to one with a darker background.

**Contrast Guide**

<table>
<thead>
<tr>
<th>Logo Image</th>
<th>Darkness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver CoastalHealth</td>
<td>0% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>10% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>20% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>30% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>40% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>50% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>60% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>70% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>80% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>90% black</td>
</tr>
<tr>
<td>Vancouver CoastalHealth</td>
<td>100% black</td>
</tr>
</tbody>
</table>

- **Use the black logo on a background that is lighter than 50% black**
- **Use the reverse logo on a background that is 50% black or darker**

**Tip:** For legibility purposes, avoid putting the logo on backgrounds that have a darkness of 40 to 50% black. Using backgrounds with lower or higher percentages allow for greater contrast with the logo and better legibility.
Logo Application on Photography

This example shows a common problem that arises when placing logos with photography and the correct options for solutions.

**The Problem:** The colour logo is not easy to see or read because of the colourful photo background.

The reverse logo is still not easy to see or read because of the tonal variation of the background.

The background is not light enough to use the black logo.

**Solution 1:** You may use the full-colour logo on a photo background if the area is bright white or white with slight tonal variations. The entire logo should be visible and readable with proper space around it.

**Solution 2:** Place the colour logo on a white solid background.

**Solution 3:** Place the reverse logo on a medium to dark solid-colour background.

**Solution 4:** Place the black logo on a light solid-colour background.
Print vs. Digital

Please take note of the difference between print and digital applications to ensure you are using the correct colour codes listed on the following pages.

Print Applications

Print applications include materials such as brochures, posters, business cards, printed billboards, letterhead, books, magazines, pull up banners and more. Printed materials also include printing on non-paper materials such as vinyl or textiles. CMYK colours are most often used for print and Pantone colours are used for special print jobs.

Digital Applications

Digital applications include anything that is primarily viewed/accessed on a screen, such as a computer, mobile device, tablet, TV, digital billboard, and more. Digital applications use RGB or HEX colours.

Please follow the text and font sizes noted for each colour. These guides help create web accessibility (or text that is easier to read) for those who are visually impaired by meeting the contrast requirements for each colour.
Primary Colours

Below are the primary colours for VCH’s visual identity. To keep VCH’s brand cohesive, use these colours first for all purposes.

Ocean Blue

Print

Pantone 307 U
307 C
CMYK 100, 16, 0, 27

Digital

HEX #0078AE
RGB 0, 120, 174

• Use Ocean Blue text on white backgrounds.

Web accessibility rules when using this colour for digital text:
• You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.
• Due to these sizing rules, this text colour works well for small to medium-sized text, and large text.

Cloud White

Print

CMYK 0, 0, 0, 0

Digital

HEX #FFFFFF
RGB 255, 255, 255

• Include white for clean, fresh layouts to allow for photography, logos, small text or other colours to stand out.
• Black text on white is the easiest text colour combination to read, therefore it is ideal for smaller text or text-heavy layouts.

Web accessibility rules when using this colour for digital text:
• Use white text on dark backgrounds in any font size, as long as it’s easy to read.
Secondary Colours

Our secondary colour palette can be used when a range outside of the two primary colours is required. For example, for a series of web banners or VCH icons.

Harbour Teal

<table>
<thead>
<tr>
<th>Print</th>
<th>Pantone 3155 U</th>
<th>Pantone 3155 C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMYK 100, 45, 45, 20</td>
<td></td>
</tr>
</tbody>
</table>

Digital

<table>
<thead>
<tr>
<th>HEX</th>
<th>#006271</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB</td>
<td>0, 98, 113</td>
</tr>
</tbody>
</table>

- Use Harbour Teal text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.
- Due to these sizing rules, this text colour works well for small to medium-sized text, and large text.

Seaside Teal

<table>
<thead>
<tr>
<th>Print</th>
<th>Pantone 7716 U</th>
<th>Pantone 7716 C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMYK 87, 20, 48, 0</td>
<td></td>
</tr>
</tbody>
</table>

Digital

<table>
<thead>
<tr>
<th>HEX</th>
<th>#009793</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB</td>
<td>0, 151, 147</td>
</tr>
</tbody>
</table>

- Use Seaside Teal text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- Use this colour text on white, or white text on this colour at the font size of at least 14 point (18.66 px) and bold, or at least 18 point (or 24 px).
- Due to these sizing rules, this text colour works best as a headline.

Rainforest Green

<table>
<thead>
<tr>
<th>Print</th>
<th>Pantone 7482 U</th>
<th>Pantone 7482 C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMYK 96, 8, 100, 0</td>
<td></td>
</tr>
</tbody>
</table>

Digital

<table>
<thead>
<tr>
<th>HEX</th>
<th>#009E4E</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB</td>
<td>0, 158, 78</td>
</tr>
</tbody>
</table>

- Use Rainforest Green text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- Use this colour text on white, or white text on this colour at the font size of at least 14 point (18.66 px) and bold, or at least 18 point (or 24 px).
- Due to these size rules, this text colour works best as a headline.

Cyan Blue

<table>
<thead>
<tr>
<th>Print</th>
<th>Pantone Cyan 15%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMYK 15, 0, 0, 0</td>
</tr>
</tbody>
</table>

Digital

<table>
<thead>
<tr>
<th>HEX</th>
<th>#D4EFFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGB</td>
<td>212, 239, 252</td>
</tr>
</tbody>
</table>

- Use Cyan Blue text on dark backgrounds.

Web accessibility rules when using this colour for digital text:
- You may use this colour text on black, or black text on this colour in any font size, as long as it’s easy to read.
- Black text on Sky Blue works well for smaller text or text-heavy layouts.
Accent Colours

You may use the colours below as accents when contrast to primary or secondary colours is needed. Accent colours are intended for smaller design elements, not for large blocks of colours.

<table>
<thead>
<tr>
<th>Colour</th>
<th>Print</th>
<th>Digital</th>
<th>Web accessibility rules when using this colour for digital text:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunlit Green</td>
<td>Pantone 382 U 382 C CMYK 29, 0, 100, 0</td>
<td>HEX #C1D82F RGB 193, 216, 47</td>
<td>• You may use this colour text on black, or black text on this colour in any font size, as long as it’s easy to read.</td>
</tr>
<tr>
<td>Sea Star Purple</td>
<td>Pantone 512 U 512 C CMYK 55, 95, 25, 5</td>
<td>HEX #843275 RGB 132, 50, 117</td>
<td>• You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.</td>
</tr>
<tr>
<td>Sunshine Yellow</td>
<td>Pantone 113 U 113 C CMYK 0, 5, 80, 0</td>
<td>HEX #FFE850 RGB 255, 232, 80</td>
<td>• Do not use this colour for text on digital applications.</td>
</tr>
<tr>
<td>Cool Grey</td>
<td>Pantone Cool Gray 11 U Cool Gray 11 C CMYK 63, 52, 44, 33</td>
<td>HEX #53585F RGB 83, 88, 95</td>
<td>• You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.</td>
</tr>
<tr>
<td>Sunset Orange</td>
<td>Pantone 171 U 171 C CMYK 0, 79, 81, 0</td>
<td></td>
<td>• Due to web accessibility requirements, we do not recommend this colour for digital applications. Sunset Orange is intended for print applications.</td>
</tr>
</tbody>
</table>
Colour Proportions

Below are examples of using the colour palettes proportionally when using multiple brand colours in a single project.

Example 1 – Print

One of the two main colours in the project.

One of the two main colours in the project.

Choose 1 or 2 secondary colours to add range. Use less than the primary colours.

Choose 1 accent colour to use minimally in the project. Use less than the secondary and primary colours.

Example 2 – Digital

The main colour in the project.

Choose 1 or 2 secondary colours to add range. Use less than the primary colour.

Choose 1 or 2 secondary colours to add range. Use less than the primary colour.

Choose 1 accent colour to use minimally in the project. Use less than the secondary and primary colours.

It is best practice to use at least one primary colour in a project.
Colour Combination Recommendations

Below are examples of VCH brand colour combinations that work well together and maintain brand recognition. These examples use CMYK colours.
Patterns

Our VCH pattern is inspired by our region’s winding coastlines and varied topography. This pattern can be applied to the edges of layouts or solid shapes when the appropriate colour, clear space, sizing and placement is applied.

Note:
- The pattern is already applied to the VCH templates.
- Contact brand@vch.ca if you would like to use the VCH pattern beyond what is provided in the templates. All designs must be approved before using.
- If you are working with a graphic designer and require the full pattern file, please contact brand@vch.ca.
Pattern Application – Colour

The pattern is already applied to the VCH collateral templates. Graphic designers should follow this guide to learn how to apply the correct pattern and background colours to their projects.

Colour Usage:

• Only use the VCH pattern with the following background colours:
  - Ocean Blue
  - Harbour Teal
  - Seaside Teal
  - Rainforest Green

• The VCH pattern files are pre-tinted to 80% so they are lighter and visible on top of a background colour untinted at 100%.

Misuses:

- Do not alter the pattern colour or use it on a background that deviates from the background colours above.
- Do not combine a pattern with a background of a different colour.
- Do not place the wave pattern over white.
- Do not alter the tint or opacity of the patterns. They have been set with the appropriate contrast to be visible but not distract from the content in the layout.
- Do not alter the pattern or make your own.
Pattern Application – Clear space

Using correct clear space means not crowding text or imagery and not overlapping content. Follow this guide for how to use our patterns with correct clear space. The pattern is already applied to the VCH collateral templates with appropriate clear space.

Use appropriate clear space for the pattern.

If the pattern is contained within a shape, be sure there is enough clear space between the shape and the content to ensure it does not crowd or visually distract from the content.

Do not place small text over a pattern because this decreases the legibility of the text.

Do not place images over the pattern.

Note:
The VCH pattern is not required to be in all VCH branded layouts. The pattern is intended to be used as a design element to enhance the brand but only when spacing permits and the design layout benefits from its use.
Pattern Application – Size

Follow these guidelines on the correct sizing for our pattern. The pattern is already applied to the VCH collateral templates at the appropriate sizes.

Do keep the patterns at the size provided in the templates. The patterns have been set to a size that works well for the specific layout.

Do not shrink the patterns in the provided templates.

If you are designing a layout with a lot of content and there is not enough clear space for a pattern, leave the pattern out. Creating legible, user-friendly content takes priority over using patterns.

Do not increase the size of the patterns in the provided templates.

In this example, this oversized pattern distracts from the content of the layout and interferes with the clear space required.

You may download the letterhead template at brand.vch.ca
Pattern Application – Placement

Follow these guidelines on the correct placement of our pattern. Do not reposition the patterns provided in the VCH collateral templates.

Keep the pattern in the position it is provided in the template.

Do not reposition the patterns. VCH patterns should remain against the edge of the layout.
What We Look Like

Aim to use photography as a first choice for all imagery, as opposed to clip art or other illustrations. The photography should capture team members naturally working together and connecting with patients. In terms of quality, look for images that are bright, look naturally lit, and are warm or neutral coloured. Avoid images with unnatural coloured tints, special effects, or distortion.

*These images shown are examples only.

Keywords
Calm, peaceful, clean, connected, natural
Brand Font

Proxima Nova, designed by Mark Simonson, is a geometric yet modern typeface suitable for myriad uses. This is the typeface we use when creating formal collateral, such as posters and signage.

Available in:

Thin, Thin Italic, Light, Light Italic, Regular, Italic, Medium, Medium Italic, Semibold, Semibold Italic, Bold, Bold Italic, Extrabold, Extrabold Italic, Black, Black Italic

Note: Do not use the fonts Proxima Nova and Calibri together in the same layout or document. Use only one font.

Note: If you are creating a document with large amounts of text for people with visual difficulties, you may use the serif font family Palatino Linotype for the body copy because it is designed to be very readable. Larger header fonts should remain either Calibri or Proxima Nova. Palatino Linotype should not be used for corporate communications.
General Use Font
Calibri, designed by Luc De Groot, is a modern sans serif typeface accessible through Microsoft Suite. This is the typeface we use for casual internal documents, such as presentations and emails.

Available in:
Light, Regular, Italic, Bold, Bold Italic

Note: Do not use the fonts Proxima Nova and Calibri together in the same layout or document. Use only one font.

Note: If you are creating a document with large amounts of text for people with visual difficulties, you may use the serif font family Palatino Linotype for the body copy because it is designed to be very readable. Larger header fonts should remain either Calibri or Proxima Nova. Palatino Linotype should not be used for corporate communications.
Naming Convention for Site and Facility Signage

All sites and facilities within the VCH organization should look like they belong to the same family, while featuring the individual site or facility. Consistent use of the logo, colours, fonts, size and spatial relationships as established here will reinforce public recognition.

Specifications:

Each naming convention consists of two components:

1) The VCH logo – smaller and always situated above the name of the facility or site.
2) The name is larger and always situated below the logo.

Facility or site name:
- Proxima Nova Bold
- Colour: PMS 307 or CMYK 100, 16, 0, 27
- X-height of the facility or site name is 1.25 times the x-height of "Coastal Health"
- Left-aligned
- Up to 2 lines
- Top line length is a maximum of two VCH logo widths

Spacing:
- The space between the VCH logo and the facility or site name is 1.5 times the x-height of "Coastal Health".
- The space between the first and second line of the facility or site name is 1.5 times the x-height of "Coastal Health".

Departments:
- Departments, programs or teams within VCH should not create their own unique sub-brands, logos, type-settings or identities. Departments may follow the naming convention shown here for site and facility signage.
Naming Conventions for Departments, Programs and Teams

Departments, programs or teams within VCH should not create their own unique sub-brands, logos, type-settings or identities. Please refer to the examples below on how to add names to the letterhead.

Do not create unique logos for departments, teams, or programs, and do not use them in place of the Vancouver Coastal Health logo. This includes previously created logos.

Do not replace the Vancouver Coastal Health logo in documents with the naming convention that is intended for site and facility signage.

You may type the name of your team, program, or department in the text provided in the top right corner of the template documents.
Naming Conventions for Departments, Programs and Teams (Continued)

Please refer to the examples below for how to apply a department, team or program name to PowerPoint title slides if needed.

Do not create unique logos for departments, teams, or programs, and do not use them in place of the Vancouver Coastal Health logo. This includes previously created logos.

Do not replace the Vancouver Coastal Health logo in documents with the naming convention that is intended for site and facility signage.

Department, team or program name can be typed in the subtitle line of PowerPoints if needed.

You may type the name of your team, program, or department in the subtitle text available on the title slide of our PowerPoint templates.
E-mail Signature
Follow this format for e-mail signatures to keep VCH's brand cohesive.

Firstname Lastname
Job Title
Vancouver Coastal Health

mobile 604 123 4567
office 604 123 4567
e-mail firstname.lastname@vch.ca

I acknowledge that my place of work lies on the unceded traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations.
The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

Email Signature for Replies/Forwards (optional):
Note: Please keep the following items in reply or forward email signatures:
• Names
• Title
• VCH name
• Main phone/contact
• Privacy statement

Firstname Lastname
Job Title
Vancouver Coastal Health

mobile 604 123 4567
office 604 123 4567
e-mail firstname.lastname@vch.ca

I acknowledge that my place of work lies on the unceded traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations.
The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

Note:
• Please change the First Nations listed in the acknowledgement to align with your specific location. The First Nation Recognition Protocols document lists the First Nations of each community.
• Do not add your own images, logos, background patterns, quotes, links or extra text to the signature.

You may download the e-mail signature template at brand.vch.ca
E-mail Signature – Shorter Option

After using the longer e-mail signature shown in the previous page for your initial correspondence, you have the option to use this shorter version for replies and forwards involving the same contact. Please follow the format below to keep VCH's brand cohesive.

**Firstname Lastname**
Job Title
**Vancouver Coastal Health**

*mobile* 604 123 4567

The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

You may download the e-mail signature template at [brand.vch.ca](http://brand.vch.ca)

Important notes:

• Please change the First Nations listed in the acknowledgement to align with your specific location. The First Nation Recognition Protocols document lists the First Nations of each community.

• Do not add your own images, team logos, background patterns, campaigns, quotes, links or extra text to the signature.

**Email Signature for External Contacts:**
**Firstname Lastname**
Job Title
**Vancouver Coastal Health**

*mobile* 604 123 4567

The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

**Email Signature for Replies/Forwards (optional):**

Note: Please keep the following items in reply or forward email signatures:

• Names
• Title
• VCH name
• Main phone/contact
• Privacy statement

**Firstname Lastname**
Job Title
**Vancouver Coastal Health**

*mobile* 604 123 4567

The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

Name is set in black bolded Calibri at the font size 11.5.

The job title is set in black regular Calibri at the font size 9.5.

Vancouver Coastal Health is set in blue (RGB 0, 120, 174) bolded Calibri at the font size 9.5.

You may narrow down your contact information.

Mobile, office and/or e-mail colour is blue (RGB 0, 120, 174).

Contact info is black. All set in regular Calibri at the font size 9.5.

Confidentiality statement is grey (RGB 113, 113, 113) regular Calibri at the font size 7.5.

Vancouver Coastal Health Brand Standards Manual
E-mail Signature Misuses

Review the examples of e-mail signature misuses below. Do not add your own images, logos, background patterns, quotes, links or extra text to the signature.

Firstname Lastname
Job Title
Vancouver Coastal Health
mobile  604 123 4567
office   604 123 4567
e-mail  firstname.lastname@vch.ca

“Choose a job you love, and you will never have to work a day in your life.” — Confucius

I acknowledge that my place of work lies on the unceded traditional homelands of the Musqueam, Squamish and Tsleil-Waututh Nations.
The content of this e-mail is confidential and may be privileged. If you receive this e-mail in error, please contact the sender and delete it immediately.

It’s mindfulness awareness week! Learn more at mindfulnesswebsite.com

Follow us on Facebook, Twitter, and Instagram
Design Examples
The following pages show examples of applying the Vancouver Coastal Health graphic standards to various imagery and layouts.
Print Layout Example 1

These examples show how the VCH branding can be applied to posters with images. Please note that poster templates will print with a white border around them.

8.5" x 11" Poster

The headline is typed right here in these lines.

A subhead can go here in these lines. Double click to edit.

Here’s a paragraph of information. Double click this text box to edit the text. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

For more information.

The bar is the accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

You may download poster templates at brand.vch.ca

8.5" x 11" Poster

The headline is typed right here in these lines.

A subhead can go here in these lines. Double click to edit.

Here’s a paragraph of information. Double click this text box to edit the text. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

For more information.

The bar is the accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

The accent colour Sunlit Green.

All text is set in white on the Ocean Blue background.

Keyline set in accent colour Sunlit Green.

Wave pattern used on the edge of the solid colour Ocean Blue background. It does not overlap or interfere with other text or imagery.

Reverse logo on Ocean Blue background.

Reverse logo on Ocean Blue background.

Reverse logo on Ocean Blue background.
Print Layout Example 2

These examples show how the VCH branding can be applied to posters without images. Please note that poster templates will print with a white border around them.

Note: Posters with white backgrounds are best for office printing because they use less ink. Posters will full blue backgrounds are better for posters that will be professionally printed or posters intended to be shared mainly as PDFs.
Print Layout Example 3
This example shows how the VCH branding can be applied to a layout with multiple partner logos.

Example – VCH logo with other health authority logos

Example – VCH logo with foundation logos
Digital Layout Example 1

This example shows how the VCH branding has been applied to the PowerPoint template.

Title Slide Option 1

Click to add title
Click to add subtitle

Reverse logo on dark background
White text on Ocean Blue background
Wave pattern applied over background

Inner Slide – Bulleted Text

Click to add title

• Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Colour logo on white background

Section Header Slide – Seaside Teal

Section Break Title

White title is large enough therefore it follows web accessibility rules for this colour combination.

Digital secondary colour Seaside Teal used for background

Title Slide Option 2

Click to add title
Click to add subtitle

Colour logo on white background
Title in Ocean Blue, smaller subtext in black
Wave pattern contained inside shape

Inner Slide – Image

Click to add title

Vidia dollanda nermus porrum adicianti dolores aut quasit qui debita dolore, quaessinusae velent optia dolorepe mod quias pos ess maion.
Nostionsed ma vent occum eveni of ficidelit labor mi, aceste vel il. Maion nitaquiaspis sediam sequo etur minicisest evtele ibusical elles iur.

Click to add title

Vidia dollanda nermus porrum adicianti dolores aut quasit qui debita dolore, quaessinusae velent optia dolorepe mod quias pos ess maion.
Nostionsed ma vent occum eveni of ficidelit labor mi, aceste vel il. Maion nitaquiaspis sediam sequo etur minicisest evtele ibusical elles iur.

Colour logo on white background

Section Header Slide – Rainforest Green

Section Break Title

White title is large enough therefore it follows web accessibility rules for this colour combination.

Digital secondary colour Rainforest Green used for background

You may download PowerPoint templates at brand.vch.ca
Digital Layout Example 2

This example shows how the VCH branding can be applied to an online ad or social post.

Used a naturally-lit photograph of a staff member connecting with a patient.

Headline uses the digital primary colour Ocean Blue.

Button uses digital primary colour Ocean Blue with small white text.

The bar is the digital accent colour Sunlit Green.

Sample text headline here

Lorem ipsum sed enis non pe eatatur ma dolesse diorum re cus quam, incitatet etur solorehenest mos dipid etur? Qui dolessiti oditatis voluptamus.

Learn more

Correct use of the full colour logo on a white background.
Our Story

We’re all here, a part of Vancouver Coastal Health, for the very same reasons.

We felt a calling. A sense of purpose. An irresistible pull. To help. To heal. And deliver compassion to whoever needs it.

We are over 15,000 strong, across 86 disciplines and 112 locations.

Together, our potential is great and our knowledge vast.

With many heads, we can solve more problems. With many hands, we can save more lives.

We are not divided departments or rival teams. Or, we don’t have to be. Do we?

And though we all have a role, we are the sum – greater than our parts. We are one.

And as oneVCH, we are a powerful, hopeful, unstoppable force for good.
Icons – Strategic Goals

Our plan to succeed in the future of health care is built around three strategic goals. You may use these icons with text that communicates our strategic goals. Take care to pair the icons with their associated strategic goals. The icons are not to be used as independent logos or as a part of logos.

---

**Exceptional Care**
High quality care for the best health outcome, in the best setting: hospital, community or home.

**Innovation for Impact**
Evolving how we deliver services to stay at the forefront of health care.

**Great Place to Work**
Coming together to build a better workplace.

---

Note: If you require the individual icon files to communicate our strategic goals, please contact brand@vch.ca.
Icons – Core Values

Three core values are at the heart of everything we do as an organization. You may use these icons with text that communicates our core values. Take care to pair the icons with their associated core value. The icons are not to be used as independent logos or as a part of logos.

We Care for Everyone
We believe being caring is at the heart of what we do, caring for our patients, their families, our colleagues and ourselves.

We are Always Learning
We believe in staying curious, always open to innovative ideas and ways to improve health care.

We Strive for Better Results
We believe in achieving better results across all functions of health care, leading to better patient outcomes and improving health care.

Note: If you require the individual icon files to communicate our core values, please contact brand@vch.ca.
Voice

What is Voice and Why Does it Matter?
Voice helps translate an organization’s personality and attitude into a verbal style. It helps the reader quickly understand the tone and feel, whether it is on a website, letter or poster. It’s important to consider how text is written, so the voice accurately and consistently reflects the organization’s characteristics.

Our Voice
Our voice is welcoming, inclusive and compassionate. We want every person that is part of Vancouver Coastal Health to feel inspired by what we’re saying and how we’re saying it. This is achieved through our honest and transparent approach to communication, the uplifting and encouraging vocabulary we use, and by avoiding technical jargon that could alienate different departments.

To maintain our consistent tone of voice and the feeling of one cohesive organization working together to solve problems, we always speak in first person plural (we, us, our, ours). This should be conversational in tone, as we want to speak with the members of Vancouver Coastal Health on their level, and not at them.
Voice

Here are examples of how oneVCH’s voice and tone are applied.

<table>
<thead>
<tr>
<th>What we want to say</th>
<th>How we say it</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneVCH is working with frontline staff to determine better processes and procedures to help patients.</td>
<td>We aim to provide exceptional care across the entire organization with the goal of meeting the needs of our patients.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What we want to say</th>
<th>How we say it</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneVCH is investing in the latest technology to improve the standard of care provided.</td>
<td>We are innovating for impact because that’s how breakthroughs in health care happen.</td>
</tr>
</tbody>
</table>
Voice

Here are examples of how oneVCH’s voice and tone are applied.

<table>
<thead>
<tr>
<th>What we want to say</th>
<th>How we say it</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneVCH is looking at future trends to discover new ways to increase the level of care provided.</td>
<td>We are always learning new ways to raise the standard of our health care.</td>
</tr>
<tr>
<td>OneVCH is working with different health care departments to integrate fluid guidelines for improved care.</td>
<td>We are collaborative in our approach to health care.</td>
</tr>
</tbody>
</table>
Here are writing style examples where oneVCH’s voice and tone are applied.

**Old**

Who can I talk to?

Each and every one of the changes on the horizon is worthy of its own “announcement” so we’re brainstorming ways to keep you informed and have everything make sense — and to keep channels open for your continued feedback. In the meantime, we have strong leaders in place who have come forward to assume regional responsibilities and work together on a cohesive plan that honours CoC-specific needs while creating a high-quality care experience right across our health authority:

Bradley Smart
Keith Jones
Natalie Clark
Steph Murray

If you have questions about the changes coming to Home and Community Health, please reach out to them directly. Otherwise, stay tuned!

**New**

We’ve made a lot of changes recently to ensure everyone is kept in the loop, including developing a new platform to house all the information you need to know. While this is being built, we’ve appointed a team who will work together to answer any questions you may have.

Bradley Smart
Keith Jones
Natalie Clark
Steph Murray

Stay tuned for more updates.

**Rationale**

- Don’t use jargon or abbreviations.
- Our audience is busy and distracted, so it’s important to keep our communications as concise as possible. This will ensure a higher level of recall and engagement.
Voice

Here are writing style examples where oneVCH’s voice and tone are applied.

Old

First of all, “thank you”

Let’s start with appreciation - for the all of the work that you and your home and community health colleagues do every day, and for the way so many of you have come forward in recent months to share ideas about how we can further improve the services for our clients and invest in our own people and infrastructure.

New

Thanks to everyone involved.

We want to start this month off by thanking each and every one of you for the exceptional and inspiring work you do every single day. This includes the recent suggestions and ideas on how we, as oneVCH, can further improve the services for our clients and invest in our own people and infrastructure.

Rationale

• To ensure the message that is being conveyed is clearly understood, use punctuation to break up key points.

• Use uplifting and encouraging language whenever praising employees for their ongoing hard work.
Logo

Our logo is designed with a geometric typeface with a friendly, open feeling to reflect oneVCH moving forward. Uppercase and lowercase are paired at the same scale, with "one" representing employees and "VCH" representing the organization. For logo application, please review pages 11 – 13 of the guide. You may download the logo files at brand.vch.ca.

Logo Colours

<table>
<thead>
<tr>
<th>Colour</th>
<th>Pantone</th>
<th>CMYK</th>
<th>RGB</th>
<th>Hex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean Blue</td>
<td>307 C, U</td>
<td>100, 16, 0, 27</td>
<td>0, 120, 174</td>
<td>#0078AE</td>
</tr>
<tr>
<td>Sunlit Green</td>
<td>382 C, U</td>
<td>29, 0, 100, 0</td>
<td>193, 216, 47</td>
<td>#C1D82F</td>
</tr>
<tr>
<td>Sky Blue</td>
<td>305 C, U</td>
<td>54, 0, 6, 0</td>
<td>89, 203, 232</td>
<td>#59CBE8</td>
</tr>
</tbody>
</table>

Note:
The Sky Blue RGB and HEX shown here only apply to the "one" in the RGB version of the oneVCH logo. All other digital instances of Sky Blue should follow the colours on page 57 (RGB 0, 159, 212 and HEX #009FD4).
Clear Space

Clear space is the required amount of space around an object that is clear of any other logos, text, symbols or artwork. Maintaining the adequate clear space around a logo ensures the logo can be seen quickly and prevents it from being crowded or overlapped by other content. The clear space (X) around the logo is equal to the height of the “o” in oneVCH. The same clear space is applied to all versions of our logo.
Logo Application with Partner Logos

Always maintain adequate distance between logos when displaying our oneVCH logo with partner logos. Do not add divider lines between the other logos.

Maintain a minimum distance between logos that is as wide as the ‘vch’ text.

Note: When logos are differently shaped from one another, aim to display them with equal visual weight.

Example

Note: You may place the logos on any corner of a layout, as long as they are grouped together in one line, as shown in this example.
Minimum Logo Size

To ensure our logo is always legible, do not produce it smaller than the sizes shown here. This sizing applies to all colour versions of our logo.

For Print

Minimum width:
1 inch | 2.54 cm | 72 pixels

For Screen

Minimum width:
1.4 inch | 3.5 cm | 100 pixels
Logo Misuses

Follow these guidelines to avoid misusing the provided assets. Below are some examples of how not to use the logo.

- Do not isolate the oneVCH logo.
- Do not reposition the logos.
- Do not add a shadow, bevel, glow or effect to the logo.
- Do not place full colour logo on a solid colour background.
- Do not stretch, skew or distort the logo.
- Do not change the hierarchy of the logo.
- Do not change the colours of the logo.
- Do not fill the logo with gradients or images.

Note:
Departments within VCH are prohibited from pairing their department name with the oneVCH logo. Please follow the naming conventions shown on pages 28 – 30.
Brand Font

Proxima Nova, designed by Mark Simonson, is a geometric yet modern typeface suitable for myriad uses. This is the typeface we use when creating formal collateral, such as posters and signage.

Available in:
Thin, Thin Italic, Light, Light Italic, Regular, Italic, Medium, Medium Italic, Semibold, Semibold Italic, Bold, Bold Italic, Extrabold, Extrabold Italic, Black, Black Italic

Note: Do not use the fonts Proxima Nova and Calibri together in the same layout or document. Use only one font.

Note: If you are creating a document with large amounts of text for people with visual difficulties, you may use the serif font family Palatino Linotype for the body copy because it is designed to be very readable. Larger header fonts should remain either Calibri or Proxima Nova. Palatino Linotype should not be used for corporate communications.
General Use Font
Calibri, designed by Luc De Groot, is a modern sans serif typeface accessible through Microsoft Suite. This is the typeface we use for casual internal documents, such as presentations and emails.

Available in:
Light, Regular, Italic, Bold, Bold Italic

Note: Do not use the fonts Proxima Nova and Calibri together in the same layout or document. Use only one font.

Note: If you are creating a document with large amounts of text for people with visual difficulties, you may use the serif font family Palatino Linotype for the body copy because it is designed to be very readable. Larger header fonts should remain either Calibri or Proxima Nova. Palatino Linotype should not be used for corporate communications.
Print vs. Digital

Please take note of the difference between print and digital applications to ensure you are using the correct colour codes listed on the following pages.

Print Applications

Print applications include materials such as brochures, posters, business cards, printed billboards, letterhead, books, magazines, pull up banners and more. Printed materials also include printing on non-paper materials such as vinyl or textiles. CMYK colours are most often used for print and Pantone colours are used for special print jobs.

Digital Applications

Digital applications include anything that is primarily viewed/accessed on a screen, such as a computer, mobile device, tablet, TV, digital billboard, and more. Digital applications use RGB or HEX colours.

Please follow the text and font sizes noted for each colour. These guides help create web accessibility (or text that is easier to read) for those who are visually impaired by meeting the contrast requirements for each colour.
Primary Colours

Our primary colour palette is inspired by the serene surroundings of the West Coast and the calm, harmonious tone that extends to oneVCH’s philosophies. To keep oneVCH’s brand cohesive, use these colours first for all purposes.

Sky Blue
Print

- Pantone 305 U
- Pantone 305 C
- CMYK 54, 0, 6, 0

Digital

- HEX #009FD4
- RGB 0, 159, 212

- For web accessibility purposes, the digital version of this colour looks different from its print colour because it has been altered to be better viewed on screen.
- Use Sky Blue text on white backgrounds, as long as it’s easy to read.

Web accessibility rules when using this colour for digital text:
- Use this colour text on white, or white text on this colour at the font size of at least 14 point (18.66 px) and bold, or at least 18 point (or 24 px).
- Due to these size rules, this text colour works best as a headline.

Ocean Blue
Print

- Pantone 307 U
- Pantone 307 C
- CMYK 100, 16, 0, 27

Digital

- HEX #0078AE
- RGB 0, 120, 174

- Use Ocean Blue text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.
- Due to these sizing rules, this text colour works well for small to medium-sized text, and large text.

Cloud White
Print

- CMYK 0, 0, 0, 0

Digital

- HEX #FFFFFF
- RGB 255, 255, 255

- Include white for clean, fresh layouts to allow for photography, logos, small text or other colours to stand out.
- Black text on white is the easiest text colour combination to read, therefore it is ideal for smaller text or text-heavy layouts.

Web accessibility rules when using this colour for digital text:
- Use white text on dark backgrounds in any font size, as long as it’s easy to read.
Secondary Colours

Our secondary colour palette can be used when a range outside of the two primary colours is required. For example, for a series of web banners or oneVCH icons.

Harbour Teal

- Use Harbour Teal text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.
- Due to these sizing rules, this text colour works well for small to medium-sized text, and large text.

Seaside Teal

- Use Seaside Teal text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- Use this colour text on white, or white text on this colour at the font size of at least 14 point (18.66 px) and bold, or at least 18 point (24 px).
- Due to these sizing rules, this text colour works best as a headline.

Rainforest Green

- Use Rainforest Green text on white backgrounds.

Web accessibility rules when using this colour for digital text:
- Use this colour text on white, or white text on this colour at the font size of at least 14 point (18.66 px) and bold, or at least 18 point (24 px).
- Due to these size rules, this text colour works best as a headline.
Accent Colours

You may use the colours below as accents when contrast to primary or secondary colours is needed. Accent colours are intended for smaller design elements, not for large blocks of colours.

### Tulip Red
- **Print**
  - Pantone 1785 U
  - Pantone 1785 C
  - CMYK 0, 85, 55, 0
- **Digital**
  - HEX #F04E5E
  - RGB 240, 78, 94

Web accessibility rules when using this colour for digital text:
- Do not use this colour for text on digital applications.

### Sea Star Purple
- **Print**
  - Pantone 512 U
  - Pantone 512 C
  - CMYK 55, 95, 25, 5
- **Digital**
  - HEX #843275
  - RGB 132, 50, 117

Web accessibility rules when using this colour for digital text:
- You may use this colour text on white, or white text on this colour in any font size, as long as it’s easy to read.

### Sunshine Yellow
- **Print**
  - Pantone 113 U
  - Pantone 113 C
  - CMYK 0, 5, 80, 0
- **Digital**
  - HEX #FFE850
  - RGB 255, 232, 80

Web accessibility rules when using this colour for digital text:
- Do not use this colour for text on digital applications.

### Surf Teal
- **Print**
  - Pantone 3258 U
  - Pantone 3258 C
  - CMYK 65, 0, 39, 0
- **Digital**
  - HEX #71BF4B
  - RGB 113, 191, 75

Web accessibility rules when using this colour for digital text:
- You may use this colour text on black, or black text on this colour in any font size, as long as it’s easy to read.

### Spring Green
- **Print**
  - Pantone 360 C
  - Pantone 360 U
  - CMYK 60, 0, 95, 0
- **Digital**
  - HEX #FFE850
  - RGB 255, 232, 80

Web accessibility rules when using this colour for digital text:
- Do not use this colour for text on digital applications.
Colour Proportions

Below are examples of using the colour palettes proportionally when using multiple brand colours in a single project.

Example 1 – Print

One of the two main colours in the project.

One of the two main colours in the project.

Choose 1 or 2 secondary colours to add range. Use less than the primary colours.

Choose 1 accent colour to use minimally in the project. Use less than the secondary and primary colours.

Example 2 – Digital

The main colour in the project.

Choose 1 or 2 secondary colours to add range. Use less than the primary colour.

Choose 1 or 2 secondary colours to add range. Use less than the primary colour.

Choose 1 accent colour to use minimally in the project. Use less than the secondary and primary colours.

It is best practice to use at least one primary colour in a project.
Colour Combination Recommendations

Below are examples of oneVCH brand colour combinations that work well together and maintain brand recognition. These examples use CMYK colours.
Patterns

Our patterns draw from the geometry of the logo. These patterns can be applied as framing devices to oneVCH layouts when appropriate colour, clear space, sizing, and placement is applied.

Note:
- These patterns are already applied to the oneVCH templates.
- Contact brand@vch.ca if you would like to use a oneVCH pattern beyond what is provided in the templates. All designs must be approved before using.
- If you are working with a graphic designer and require the pattern files, please contact brand@vch.ca.
Pattern Application – Colour

The oneVCH patterns are already applied to the oneVCH collateral templates. Graphic designers may follow this guide to learn how to apply the right pattern colours to projects.

### Pattern Colour Options:

- Sky Blue
- Ocean Blue
- Harbour Teal
- Seaside Teal
- Rainforest Green
- Surf Teal
- Spring Green

### Colour Usage:

- **pattern at 70% tint**
  - If using a pattern that is the same colour as the background, the pattern must be tinted to 70% so it is visible. This example shows a Seaside Teal pattern at 70%, and a Seaside Teal background at 100%.

- **pattern at 100% tint**
  - When combining different colours, the patterns should be at 100% to keep the colours looking vibrant.

- **pattern at 35% tint**
  - Patterns on white backgrounds may be tinted lighter. For example, certain oneVCH templates with white backgrounds have tinted patterns so they do not distract from the content of the layout.

### Colour Misuses:

- **Do not use multiple colours within a pattern.**

- **Do not use varying tint percentages or transparencies within one pattern. All parts of a pattern should have the same tint percentage or opacity.**

- **Do not make patterns white.**

Tip: Remember to use the appropriate Sky Blue depending on if it will be used for print or digital applications.
Pattern Application – Colour Combinations

The oneVCH patterns are already applied to the oneVCH collateral templates with correct colour combinations. Graphic designers may follow this guide to combine patterns and backgrounds. These combinations were selected to combine nicely together with enough contrast to be easily viewed.

Tip: Match the pattern colour to a colour that is used elsewhere in the layout to achieve a more consistent look.

### Pattern Colour:
- **Sky Blue** on
- **Ocean Blue** on
- **Harbour Teal** on
- **Seaside Teal** on
- **Rainforest Green** on
- **Surf Teal** on
- **Spring Green** on

### Background Colour Options:

---

Example:

- **Example:**
  - Title of document is set in white.
  - Subhead is in **Spring Green**.
  - Subhead is in **Sky Blue**.

Example:

- **Example:**
  - Title is in **Ocean Blue**.
  - Subtitle is in **Sky Blue**.

Example:

- **Example:**
  - The subheads and the pattern are the colour **Spring Green**.

- **Example:**
  - The subtitle, subhead and pattern are the colour **Sky Blue**.
Pattern Application – Clear space

Using correct clear space means not crowding text or imagery and not overlapping content. Use these guidelines on how to use our patterns with correct clear space. Patterns are already applied to the oneVCH collateral templates with appropriate clear space.

Sample Headline Text
Sample subhead text

Use appropriate clear space for the pattern.

Sample Headline Text
Sample subhead text

Do not overlap the pattern with text.

Sample Headline Text
Sample subhead text

Do not place images over the pattern.

Note:
The oneVCH patterns are not required to be in all oneVCH branded layouts. The patterns are intended to be used as design elements to enhance the brand but only when spacing permits and the design layout benefits from its use.
Pattern Application – Size

The oneVCH collateral templates already include patterns at the appropriate size for the layouts. Follow these guidelines on the correct sizing for our patterns.

**Keep the patterns at the size provided in the templates.**

The patterns have been set to a size where the shapes are large enough to be easily distinguishable while remaining at a size that works well for the specific layout.

**Do not shrink the patterns in the provided templates.**

If you are designing a layout with a lot of content and there is not enough clear space for a pattern, leave the pattern out. Creating legible, user-friendly content takes priority over using patterns.

**Do not increase the size of the patterns in the provided templates.**

In this example, this oversized pattern distracts from the content of the layout and interferes with the clear space required.

---

*Example: 8.5" x 11" letterhead*

You may download the letterhead template at brand.vch.ca
Pattern Application – Placement

Follow these guidelines on the correct placement of the oneVCH patterns. Do not reposition the patterns provided in the VCH collateral templates.

Example: 11" x 17" poster

Poster title is typed right here in these lines.

Subhead can go here in this line.

Keep the pattern in the position it is provided in the template.

Tip: Corner patterns look best with an even margin, away from the edge. In layouts where bleed is possible, you may bleed the Title Page pattern or the Narrow Pattern off the edge (as seen in the oneVCH PowerPoint title slide).

You may download templates at brand.vch.ca
Design Examples

The following pages show examples of applying the oneVCH graphic standards to various imagery and layouts.
These examples show how the oneVCH branding can be applied to posters with images. Please note that poster templates will print with a white border around them.

8.5" x 11" Poster

The headline is typed right here in these lines.

A subhead can go here in these lines. Double click to edit.

Headline and subheads are set in Ocean Blue. Small text is set in black for improved legibility.

Note: Posters with white backgrounds are best for office printing because they use less ink. Posters will full dark backgrounds are better for posters that will be professionally printed or posters intended to be shared mainly as PDFs.

You may download poster templates at brand.vch.ca
Print Layout Example 2

These examples show how the oneVCH branding can be applied to posters without images. Please note that poster templates will print with a white border around them.

11” x 17” Poster

**Poster title is typed right here in these lines.**

All text is set in white on **Ocean Blue** background.

**Subhead can go here in this line.**

All text is set in white on **Harbour Teal** background.

**Keyline is set in a tint of the accent colour** **Tulip Red.**

**Pattern colour is** **Ocean Blue** at a 70% tint.

**Pattern colour is** **Harbour Teal** at a 70% tint.

**Reverse logo on Ocean Blue background**

**Reverse logo on Harbour Teal background**

You may download poster templates at [brand.vch.ca](http://brand.vch.ca)
Digital Layout Example 1

This example shows how the oneVCH branding can be applied to digital graphics.

Sample text headline here
Lorem ipsum dolor quis et qui atet ut quaesti.

Headline text is white at 30 point font size – which is larger than the 18 point minimum required for white text on this colour.

Subhead is at 18 point font, the minimum allowed for white text on this colour.

The digital primary colour Sky Blue is used for background.

Correct use of the reverse logo because it is on a medium to dark solid-coloured background.

Corner pattern is the colour of the digital Sky Blue at an 70% tint. It is the correct placement of a pattern because it has adequate clear space (it is not crowding text or imagery and not overlapping or covered by any other content).
Digital Layout Example 2

This example shows how the oneVCH branding has been applied to the Powerpoint template.

Title Slide Option 1

Click to add title
Click to add subtitle
Month Day, Year

Reverse logo on dark background
White text on Ocean Blue background
Shape pattern applied over background

Inner Slide – Bulleted Text

Click to add title

• Lorem ipsum nium porrum adicianti dolores aut quasi qui debita dolore, quaessinusae velent opta dolorepe mod
• Pos eos maion nostionsed a vent occum eveni officidelit labor mi, aceste vel il.

Colour logo on white background

Section Header Slide – Sky Blue

Section Break Title

White title is large enough therefore it follows web accessibility rules for this colour combination.
Digital primary colour Sky Blue used for background
Shape pattern applied over background

Section Header Slide – Seaside Teal

Section Break Title

White title is large enough therefore it follows web accessibility rules for this colour combination.
Digital secondary colour Seaside Teal used for background
Shape pattern applied over background

You may download PowerPoint templates at brand.vch.ca

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Common File Formats

JPEG
Jpegs are a popular file format for photographs. They are compressed images and work well for emailing, inserting in powerpoints, or uploading to websites. Jpegs are rasterized images, meaning they have size limits, which is why they become pixelated if they are increased beyond their file size. Unless they are very large, they are not ideal for printing. Jpegs are solid images without transparency.

PNG
Pngs are compressed images, often used for web. They can have transparencies (e.g. clear backgrounds). They are best for images with limited colour. They can offer better compression quality than jpegs, so they can be a better choice for graphics with text or detailed linework. Since they are rasterized images they also have size limits and become pixelated if increased beyond their file size. Pngs are not for print.

TIFF
Tiff files are typically used for printing and editing photos. Tiff files are often very large in size to preserve quality. Tiffs are not for web.

EPS
Eps files are typically used for vector artwork, such as logos. Vector artwork is excellent for printing because it does not have a size limit (it can increase in size without becoming pixelated). Eps files can be inserted into documents but can only be edited with Adobe Illustrator software. Eps files are best for printing, not for web, but can be converted to svg files for web.

AI
Ai is short for files created with Adobe Illustrator. These files can only be opened and edited with this software. However, Adobe Illustrator can export eps files that can be shared and inserted into documents.

PDF
Pdfs are highly sharable file formats that open in all types of computer platforms. High quality, print-ready pdfs can also be used for printing. If you do not want your document easily editable, pdfs are preferred over sharing documents like Word.
VCH achieves a positive and instantly recognizable identity, internally and externally, through the consistent application of its corporate identity and brand. The VCH and oneVCH corporate identity and brand must be used in accordance with the Brand Standards Manual and the guidelines outlined in the Corporate Identity and Branding Policy D-00-11-30008 | CC_200.

For questions, clarifications or for official VCH and oneVCH assets and files, please contact brand@vch.ca.

Templates can be downloaded at brand.vch.ca.