

MINI BRAND STYLE GUIDE



PRIMARY LOGO



SECONDARY LOGO



SQUARE



RECTANGLE



A primary logo with background color



Use a secondary logo for a small space



COLORS



HEX #002060
RGB: 40 32 96
CMYK: 100 84 30 24
PMS: 624

HEX #C0392B
RGB: 194 132 104
CMYK: 30 57 40 0
PMS: 689

HEX #333333
RGB: 51 51 51
CMYK: 40 57 58 24
PMS: 680

HEX #F0E68C
RGB: 240 230 140
CMYK: 1 2 2 0
PMS: 602

HEX #F08080
RGB: 240 128 128
CMYK: 2 20 14 0
PMS: 689

FOUNTS

Use for H1, headline, titles, quote

FreightNeo Pro

Light Light Italic
Book Book Italic
Medium Medium Italic

Use for H2, H3, sub-headline, body text

Quasimoda

Light Light Italic
Regular Regular Italic
SemiBold SemiBoldItalic

DESIGN ELEMENTS



“Baking is done out of love, to share with family and friends, to see them smile.”

- Anna Olson

Company Style Guide Examples

Stijn Hendrikse



Company Style Guide Examples:

The IBM Style Guide Francis DeRespinis, 2012 Straight from IBM complete proven guidelines for writing consistent clear concise consumable reusable and easy to translate content Brings together everything IBM has learned about writing outstanding technical and business content [FranklinCovey Style Guide for Business and Technical Communication](#) Stephen R. Covey, Lawrence H. Freeman, Breck England, 2012 This book can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges **Style Guide for Business Writing** Michael C. Thomsett, 2018-04-09 Style guides come in many shapes and sizes usually focused toward scientific or academic use only However business writing is a space occupied by many individuals that has not been given the attention it deserves The Style Guide for Business Writing Second Edition is designed specifically to assist business writers in both the public and private sector including those publishing with English as a second language authors of academic papers business book authors financial journalists and writers of reports proposals or even just e mail and memoranda This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner and refresh the basics for the experienced business writer Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information Michael C Thomsett is a market expert author speaker and coach His many books include Stock Market Math Candlestick Charting The Mathematics of Options and A Technical Approach to Trend Analysis **The Yahoo! Style Guide** Chris Barr, 2010-06-30 WWW may be an acronym for the World Wide Web but no one could fault you for thinking it stands for wild wild West The rapid growth of the Web has meant having to rely on style guides intended for print publishing but these guides do not address the new challenges of communicating online Enter The Yahoo Style Guide From Yahoo a leader in online content and one of the most visited Internet destinations in the world comes the definitive reference on the essential elements of Web style for writers editors bloggers and students With topics that range from the basics of grammar and punctuation to Web specific ways to improve your writing this comprehensive resource will help you Shape your text for online reading Construct clear and compelling copy Write eye catching and effective headings Develop your site's unique voice Streamline text for mobile users Optimize webpages to boost your chances of appearing in search results Create better blogs and newsletters Learn easy fixes for your writing mistakes Write clear user interface text This essential sourcebook based on internal editorial practices that have helped Yahoo writers and editors for the last fifteen years is now at your fingertips **T2D3** Stijn Hendrikse, 2021-10-19 A playbook for driving exponential growth after reaching Product Market Fit T2D3 is the playbook that B2B software companies use to get to 100 million in annual recurring revenue ARR Every investor wants to hit the next unicorn but reaching that coveted 1B valuation in 5 years is challenging and rare Tripling your annual revenue for two years in a row only to double it three more years after

that to reach 100M ARR doesn't happen by chance. Companies that follow this growth pattern share similar journeys that form the basis for this book.

Business Writing Bianca Harrington, AI, 2025-02-28 *Business Writing* argues that effective professional communication is a core driver of corporate success. It's not just about writing well; it's about strategically aligning communication with business objectives. Poor communication can lead to costly errors and damaged relationships, while a strategic approach cultivates trust and enhances efficiency. For example, a well-crafted proposal can secure a key client, demonstrating the direct impact of writing on the bottom line. This book provides a framework for mastering business communication, covering clear and concise writing, audience analysis, and document formatting. Rather than offering piecemeal advice, it emphasizes developing a holistic strategy to improve performance across all levels. The chapters progress from fundamental principles to specific document types such as reports and emails, concluding with ethical considerations. Real-world examples and exercises reinforce key concepts, making it a practical guide for improving your business writing skills.

Style Guide for Business and Technical Communication Franklin Covey Company, 1998 This guide provides tips for making your message accessible, easy to understand, and relevant. In the sections on writing and revising, organization, emphasis, page layout, and online documentation, you will find both process and format suggestions. You will also find new and colorful sections on graphics for documents, graphics for presentations, color charts, maps, and photographs to prepare visually effective documents.

Writing for Interactive Media Timothy Garrand, 2023-10-20 This thoroughly revised fourth edition teaches students and professionals how to create interactive content for all types of new media and become successful writers or designers in a variety of fields. This comprehensive guide is grounded in the core principles and skills of interactive media writing, in which writers create text and structure content to guide users through interactive products such as websites or software. The book examines case studies on interactive formats, including complex informational websites, computer games, e-learning courses, training programs, and immersive exhibits. These case studies assess real-world products and documentation used by professional writers, such as scripts, outlines, screenshots, and flowcharts. The book also provides practical advice on how to use interactive media writing skills to advance careers in the social media, technical, instructional, communication, and creative media fields. This edition includes new chapters on UX Writing and Content Design, Social Media Writing, and Writing for Mobile. *Writing for Interactive Media* prepares students for the writing challenges of today's technology and media. It can be used as a core textbook for courses in UX Writing, Writing for Digital Media, and Technical and Professional Communication and is a valuable resource for writing professionals at all levels. Supplemental resources include a sample syllabus, class assignments, student exercises, scripts, outlines, flowcharts, and other interactive writing samples. They are available online at www.routledge.com/9781032554242.

Strategic Content Design Erica Jorgensen, 2023-04-11 Good content isn't magical; it's thoughtful, creative, and well-researched words put together with finesse. In *Strategic Content Design*, you'll learn how to create effective content using hard-won research methods, best practices, and

proven tips for conducting quantitative and qualitative content focused research and testing This is me shouting from the rooftops Strategic Content Design belongs in the hands of absolutely anyone who cares about content in UX by which I mean EVERYONE Kristina Halvorson CEO and Founder Brain Traffic Who Should Read This Book Content professionals of all types copywriters strategists designers managers operations managers and leaders of content people It s also useful if you re part of a user experience or product team including UX writers researchers and software developers Takeaways Realistically assess the current state of your content Learn how to write content research questions Create a content research study and evaluate your content s effectiveness Identify which specific words or content elements to test Analyze your research results Identify which specific words or content elements to test Determine which research methods and tools are ideal for your team s content research needs Elevate the role of content design in your company proving that content is key to creating an outstanding customer experience and improving your bottom line Create a content research roadmap Learn from professional content people in case studies that highlight practical examples

The 21st Century Journalism Handbook Tim Holmes,Sara Hadwin,Glyn Mottershead,2014-09-19 Set against the background of the fundamental issues facing the industry today The 21st Century Journalism Handbook is a comprehensive guide to the core principles and practices essential to the modern journalist Convergence online the growth of magazine formats challenges presented by technology and new demands in news and feature writing are all covered from conceptual and practical perspectives A thorough grounding in the key debates and techniques is provided while clear no nonsense practical advice helps you develop your journalism skills and make a success of your studies and career Key Features A combination of professional insight academic study and practical exercises allows you to develop at your own pace Thinking it through activities at the end of each chapter allow you to think over the topics discussed and to think about how you could apply these skills Case studies and Closer Look boxes explore real life examples in more depth Key points to remember and chapter summaries highlight the essential things you need to know Comprehensive but digestible coverage of the key elements of ethics regulation and law ensures you are fully equipped with the essential frameworks for informed practice With an emphasis on developing the whole journalist a creative and visual reporter who can think across different platforms this text is ideal for all for journalism students training in newspapers magazines and online reporting

Designing for Performance Lara Callender Hogan,2014-12-04 As a web designer you encounter tough choices when it comes to weighing aesthetics and performance Good content layout images and interactivity are essential for engaging your audience and each of these elements have an enormous impact on page load time and the end user experience In this practical book Lara Hogan helps you approach projects with page speed in mind showing you how to test and benchmark which design choices are most critical To get started all you need are basic HTML and CSS skills and Photoshop experience Topics include The impact of page load time on your site brand and users Page speed basics how browsers retrieve and render content Best practices for optimizing and loading images How to clean up HTML and CSS and

optimize web fonts Mobile first design with performance goals by breakpoint Using tools to measure performance as your site evolves Methods for shaping an organization s performance culture **Read Me First!** Sun Technical Publications,2003
bull The must have reference for every technical writer editor and documentation manager bull Provides all the information you need to document hardware software or other computer products bull Written by award winning documentation experts at Sun Technical Publications Read Me First is the most comprehensive guide to creating documentation that is clear consistent and easy to understand **A Research Primer for Technical Communication** George F Hayhoe,Michael A. Hughes,George F. Hayhoe,2009-03-04 This practical volume provides a thorough introduction to conducting and critically reading research in technical communication complete with exemplars of research articles for study Offering a solid grounding in the research underpinnings of the technical communication field this resource has been developed for use in master s level and upper division undergraduate research methods courses in technical and professional communication

Designing for the Digital Age Kim Goodwin,2011-03-25 Whether you re designing consumer electronics medical devices enterprise Web apps or new ways to check out at the supermarket today s digitally enabled products and services provide both great opportunities to deliver compelling user experiences and great risks of driving your customers crazy with complicated confusing technology Designing successful products and services in the digital age requires a multi disciplinary team with expertise in interaction design visual design industrial design and other disciplines It also takes the ability to come up with the big ideas that make a desirable product or service as well as the skill and perseverance to execute on the thousand small ideas that get your design into the hands of users It requires expertise in project management user research and consensus building This comprehensive full color volume addresses all of these and more with detailed how to information real life examples and exercises Topics include assembling a design team planning and conducting user research analyzing your data and turning it into personas using scenarios to drive requirements definition and design collaborating in design meetings evaluating and iterating your design and documenting finished design in a way that works for engineers and stakeholders alike **Building a Brand That Scales** Jed G. Morley,2025-06-03 Unlock the hidden value in your brand and business In Building a Brand That Scales branding expert Jed G Morley bridges the gap between brand marketing and performance marketing to unlock the hidden value in your business Jed shares proven principles and real world examples for building a brand that grows with you The resulting clarity consistency and momentum drive alignment and fuel profitable growth to maximize your company s value When you re clear about who you are what you do and why it matters your entire team can consistently communicate your value to every audience creating opportunities that convert customers to your brand With Building a Brand That Scales you ll learn how to craft a compelling brand strategy that shapes customer perceptions with the right words images and experiences communicate your value clearly and consistently across all audiences channels and customer touch points align teams with cohesive visual verbal and experiential guidelines accelerate

growth with targeted messaging at each stage of the funnel JED G MORLEY is the founder and CEO of Backstory Branding a consultancy dedicated to helping businesses build brands that live up to their promise through consulting coaching and courses With over two decades of experience Jed has led brand breakthroughs for category leaders such as BambooHR Lucidchart Consensus Grow and Vasion His proprietary Backstory Brand Wheel™ Framework has empowered organizations across industries to clarify their purpose articulate their value and codify their culture

Plain Language, Please Janet C. Arrowood, 2016-07-22 Writing in plain language is not something they teach in you school But it is an art and a science and you can learn how to do it and apply it how to write for results This book provides a step by step example filled guide to the critical aspects of writing in plain English plain language the type of writing people understand and to which they respond favorably Not many people refuse to read a newspaper because it is too easy but lots of people avoid technical publications and barbecue grill instructions because they are too hard or unintelligible Good writers are made not born The examples and information in this book will guide you along the process of becoming one of those good writers and you may even find yourself looking forward to your next writing project

Communication For Professionals ANATH LEE WALES, Book Description Unlock the power of effective communication with Communication for Professionals the second instalment in the Business Professionalism series by Anath Lee Wales This essential guide is designed to elevate your communication skills providing you with the tools needed to thrive in the modern business world In this comprehensive book you ll explore Introduction to Business Communication Learn the foundational concepts including Encoder Decoder Responsibilities Medium vs Channel Barriers to Communication Strategies for Overcoming Barriers and the dynamics of Verbal vs Non verbal Communication Structuring Business Communication Understand the structure and lines of communication within an organization define your message analyze your audience and learn how to effectively structure your communication Developing a Business Writing Style Discover the roles of written communication characteristics of good written communication and strategies to develop an effective writing style Types of Business Writing Master various business writing formats including Business Letters Memos Reports Emails and Online Communication Etiquette ensuring you can handle any writing scenario with confidence Writing for Special Circumstances Gain insights into tactful writing delivering bad news and crafting persuasive messages tailored to specific contexts Developing Oral Communication Skills Enhance your face to face interactions with guidelines for effective oral communication speech delivery and active listening Doing Business on the Telephone Learn the nuances of telephone etiquette handling difficult callers and leading effective business conversations over the phone Non verbal Communication Understand the importance of body language physical contact and presenting a professional image in business settings Proxemics Explore the impact of space distance territoriality crowding and privacy on business communication Developing Effective Presentation Skills Prepare for public speaking with tips on managing presentation anxiety using visual aids and leveraging technology for impactful presentations Conflict and Disagreement in

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Clinical Trials Tom Brody, 2016-02-19 Clinical Trials Second Edition offers those engaged in clinical trial design a valuable and practical guide This book takes an integrated approach to incorporate biomedical science laboratory data of human study endpoint specification legal and regulatory aspects and much more with the fundamentals of clinical trial design It provides an overview of the design options along with the specific details of trial design and offers guidance on how to make appropriate choices Full of numerous examples and now containing actual decisions from FDA reviewers to better inform trial design the 2nd edition of Clinical Trials is a must have resource for early and mid career researchers and clinicians who design and conduct clinical trials Contains new and fully revised material on key topics such as biostatistics biomarkers orphan drugs biosimilars drug regulations in Europe drug safety regulatory approval and more Extensively covers the study schema and related features of study design Incorporates laboratory data from studies on human patients to provide a concrete tool for understanding the concepts in the design and conduct of clinical trials Includes decisions made by FDA reviewers when granting approval of a drug as real world learning examples for readers

The Website Manager's Handbook Shane Diffily, 2006 This book presents a practical model for the management and maintenance of your website Such a site can be of any size and in any industry from an intranet of a few dozen pages to a huge online music store The fundamentals are the same Written entirely from the manager's point of view The Website Manager's Handbook provides a roadmap through the neglected issues of site maintenance and governance The purpose is to equip you with the knowledge you need to make informed decisions This book has already been described by respected web commentator Gerry McGovern as very clear and well written a lot of practical depth

Effective Publications Management Cathy Connor Lips, 2007-10-01 Master the details of creating contracting and overseeing print materials and make your communication projects annual reports brochures newsletters and other publications run smoothly Each chapter is dedicated to a different phase of the process Topics include determining your communication needs educating clients creating proposals planning schedules and budgets hiring a creative team selecting printers and much more Award winning creative directors art directors designers editors and consultants share their publications management strategies and exemplary work Sample project schedules budgets and vendor contracts are provided One phase of the publication process per chapter Ideal for professionals in corporate and nonprofit communications and marketing for graphic designers and for design and business students Great reference for anyone creating or overseeing any type of print publication novices as well as seasoned professionals who can benefit from industry experts knowledge 58 color images plus 18 sample schedules budgets contracts and more

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