CPD OFFICIAL SIGNATURE

We are part of University of Toronto, Faculty of Medicine. Our official signature reflects this link both for communications and reputation. It should be used exactly as designed.

Guidelines in this style guide are for graphic materials that adhere to the U of T Visual Identity Style Guide.

For more information or to discuss any specific CPD applications and usage, please contact cpdcommunications@utoronto.ca

SIGNATURE SIZE

In print, the suggested width of the crest is 0.25” (0.7 cm) whenever possible. In digital formats, the suggested height of the crest is 80 pixels.

CLEAR SPACE

The suggested clear space around the signature is equal to 50% of the height of the crest whenever possible.

LAYOUT ALIGNMENT & PLACEMENT

The Official Signature should be aligned with the left margin of the page whenever possible. The upper left alignment of the signature is the preferred placement. If this is not an option, right alignment is recommended as the next best option. Do not use the signature centred on the page.
SIGNATURE COLOURS

The CPD Official Signature should be reproduced in Pantone® 655 (Dark Blue) or its CMYK equivalent. It is also available in black for one-colour print applications. To reproduce on a dark background, use the version specifically created for reversed applications. It is highly recommended that the reversed signature appear in white on a dark background: Pantone® 655 (or CMYK equivalent) or black.

PLEASE NOTE:
The U of T shield is blue in the reversed signature.

COLOURS

CPD’s official colour is Pantone® 655 (Dark Blue) and should be the dominant colour whenever possible. The range of colours within the CPD colour palette, depending on usage, complement or contrast Pantone® 655.

PANTONE | C  | M  | Y  | K  | R  | G  | B  | WEB
--- | --- | --- | --- | --- | --- | --- | --- | ---
655  | 100 | 70  | 3  | 56 | 0  | 42 | 92 | 002A5C
122  | 0   | 17  | 80 | 0  | 255| 228| 152| FFE498
186  | 0   | 100 | 81 | 4  | 227| 24 | 55 | E31837
633  | 100 | 0   | 10 | 25 | 0  | 139| 176| 008BB0
412  | 0   | 30  | 66 | 98 | 39 | 17 | 0  | 271100
7453 | 50  | 26  | 0  | 15 | 123| 164| 217| 7BA4D9
422  | 0   | 0   | 0  | 33 | 206| 207| 203| CECFCB
692  | 0   | 23  | 10 | 2  | 234| 202| 205| EACACD
7492 | 12  | 0   | 50 | 7  | 218| 229| 205| DAESCD

FONTS

CPD has two core fonts: TRADE GOTHIC CONDENSED, a sans serif font, is recommended for headers and signage. BEMBO, a serif font, is recommended for text.

For Microsoft Office users who do not have access to these fonts, the recommended sans serif font is ARIAL NARROW or HELVETICA MEDIUM CONDENSED. The recommended serif font is TIMES NEW ROMAN.

TRADE GOTHIC CONDENSED

While all typefaces in the Trade Gothic font family may be used, Condensed No. 18 and Bold Condensed No. 20 are the two strongly recommended.

Trade Gothic Condensed No. 18
Trade Gothic Bold Condensed No. 20

BEMBO

While all typefaces in the Bembo font family may be used, regular, italics, bold and bold italics are recommended.

Bembo Regular  Bembo Bold
Bembo Italic   Bembo Bold Italic
INCORRECT SIGNATURE USAGE

Below are samples of incorrect signature usages.

- Do not distort or stretch the signature disproportionally.
- Do not separate or rearrange the signature elements.
- Do not alter the proportions of the signature elements.
- Do not tilt or rotate the signature.
- Do not alter the signature’s colours.
- Do not add effects to the signature.
- Do not add text or slogans to the signature.
- Do not add shapes or graphics to the signature.
- Do not change to white to reverse out. Please use the proper reversed signature.
- Do not place the signature on a busy background or photography.
- Do not truncate.
- Do not use the signature as a pattern or other repeated device.
CO-BRANDING, SPONSORSHIP AND APPLICATIONS

MANY CPD COMMUNICATIONS PIECES HAVE MULTIPLE PRESENTERS AND/OR SPONSORS AND PARTNERS. FOR INTERNAL CO-BRANDED MATERIALS, THERE MUST NEVER BE MORE THAN ONE U of T SIGNATURE BESIDE OR IN CLOSE PROXIMITY ON THE SAME PAGE.

FOLLOWING IS A GENERAL GUIDE ON CO-BRANDING HIERARCHY.

FOR SPECIFIC INSTANCES OR ANY CLARIFICATIONS, PLEASE CONTACT cpdcommunications@utoronto.ca

### INTERNAL CO-BRANDING

<table>
<thead>
<tr>
<th>Internal Co-Branding</th>
<th>Example</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Departments, FoM</td>
<td>Surgery + Medical Imaging</td>
<td>FoM</td>
</tr>
<tr>
<td>Multiple Divisions within Department</td>
<td>General Surgery + Vascular Surgery</td>
<td>Department of Surgery</td>
</tr>
<tr>
<td>Multiple Divisions, different Departments</td>
<td>Gastroenterology + General Surgery</td>
<td>FoM</td>
</tr>
<tr>
<td>CPD + Department and/or Division</td>
<td>CPD + DFCM</td>
<td>FoM</td>
</tr>
<tr>
<td>FoM + other Faculties</td>
<td>Medicine + Pharmacy</td>
<td>U of T</td>
</tr>
</tbody>
</table>

### EXTERNAL CO-BRANDING

<table>
<thead>
<tr>
<th>External Co-Branding</th>
<th>Example</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Affiliate + U of T</td>
<td>Signature* + Hospital logo</td>
<td>U of T</td>
</tr>
<tr>
<td>Professional Societies</td>
<td>Signature* + Society logo</td>
<td>U of T</td>
</tr>
<tr>
<td>Multiple Partners</td>
<td>Signature* + Partner logo</td>
<td>U of T</td>
</tr>
</tbody>
</table>

* Signature = appropriate signature as per U of T hierarchy

For a complete guide to U of T signature hierarchy, please see Section 2.1 Signature Hierarchy and Configurations on page 7 of the U of T Visual Identity Style Guide at https://www.cpdutoronto.ca/cpd/utstyleguide.pdf