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Welcome to the University of San Francisco Messaging and Graphic Standards Manual.

Vision, Mission and Values, our foundational document, states that “the University of San Francisco will be internationally recognized as a premier Jesuit Catholic urban university.” Yet many of us have acquaintances right here in the Bay Area who do not recognize who we are, what we offer, and what’s special about us.

Building recognition requires that we use consistent messaging and graphics when announcing ourselves. Just as you can tell in a glance if a friend is carrying a Starbucks coffee cup, our friends and colleagues should be able to tell in a glance that a document, t-shirt, or poster is from the University of San Francisco. This guide is an essential tool to help make this happen.

Use of this manual will provide a consistent impression while enabling all of us to tailor our communications to the specific audiences we need to reach. It has been carefully put together by our university team who relied on both best practices in their field and their long experience working with departments campus-wide. Special thanks go to Angie Davis, the primary author of the brand messaging guide, and to Dale Johnston, the primary designer of the graphic standards manual.

The university’s Office of Marketing Communications team aspires to serve the campus community at the highest level of support and responsiveness. Please call us so we can assist you and together move the university steadily toward that vision of international recognition.

Sincerely,
David Macmillan
Office of Marketing Communications
415.422.2047
macmillan@usfca.edu
University of San Francisco

I. Brand Identity
Dynamic, contemporary, deeply committed to engaging young people in a mission of positive change, the University of San Francisco stands out in the world of academic institutions.

The University of San Francisco brand tells the story of a university that reflects the diversity, character, and history of San Francisco; pursues a higher standard of excellence, engaging both mind and heart; and bringing to life a Jesuit-inspired dedication to social justice.

Inviting others to see both a crossroads and a cross, the university’s symbol sets University of San Francisco apart as the university that is convening conversations at the intersection of faith and intellect, keeping a classic Jesuit education ideal relevant for the 21st century.
Designed in 2011 by the San Francisco firm Studio Hinrichs, University of San Francisco’s primary visual identification uses the university’s full name spelled out. This logo should be used as the first identification where appropriate in all external communications, whether print, web, or electronic materials, and merchandising items.

**Note:** Use the logo with tagline with discretion as to context. Do not use the logo with tagline if “Change the World from Here” has an unintended associated meaning, for instance on a student comedy night poster or a bookstore promotion, in which case use the full name logo without tagline, see page 9.

The Full Name Logo 2-Line Horizontal with Tagline is the recommended identification. Use this version whenever possible.

All Full Name Logos are available as 3-color logo—USF Green, USF Yellow, and USF Gray; 2-color logo—USF Green and USF Yellow; 1-color logo—USF Green; line art logo—black and white; negative 2-color; or negative 1-color white.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
PRIMARY IDENTITY—Full Name Logo, Alternate Styles

PRIMARY LOGO, VARIATIONS:

FULL NAME LOGO — 1-LINE HORIZONTAL WITH TAGLINE
FOR EXTREME HORIZONTAL SPACE RESTRICTIONS

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

3-COLOR

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

2-COLOR

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

1-COLOR, GREEN

L I N E A R T , B L A C K

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

2-COLOR NEGATIVE

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

1-COLOR NEGATIVE (WHITE)

FULL NAME LOGO — CENTERED WITH TAGLINE
FOR SQUARE FORMAT SPACE RESTRICTIONS

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

3-COLOR

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

2-COLOR

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

1-COLOR, GREEN

L I N E A R T , B L A C K

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

2-COLOR NEGATIVE

UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

1-COLOR NEGATIVE (WHITE)

Alternates Styles:

Full Name Logo—1-Line Horizontal with Tagline: Use the Full Name Logo 1-Line Horizontal with Tagline for applications where space parameters dictates an extreme horizontal format.

Full Name Logo—Centered with Tagline: The Full Name Logo Centered with Tagline is advisable for vertical or square formats.

All Full Name Logos are available as 3-color logo—USF Green, USF Yellow, and USF Gray; 2-color logo—USF Green and USF Yellow; 1-color logo—USF Green; one-color logo—black and white; negative 2-color; or negative 1-color white.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
There are applications where the Full Name Logo with Tagline is not appropriate, such as the sign-off when the logo is linked with address information at the end of a printed marketing piece, building or directional signs, or where the tagline may have an unintended misreading because of its context. In these instances the Full Name Logo may be used without the tagline.

As directed in the Full Name Logo with Tagline, the Full Name Logo 2-Line Horizontal is the recommended alternate primary identification for the university logo when not using the tagline. Use this version whenever possible.

Use the Full Name Logo 1-Line Horizontal for applications where space parameters dictates an extreme horizontal format.

For vertical or square formats the Full Name Logo Centered is allowable.

All Full Name Logos are available as 3-color logo—USF Green, USF Yellow, and USF Gray; 2-color logo—USF Green and USF Yellow; 1-color logo—USF Green; one-color logo—black and white; negative 2-color; or negative 1-color white.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
The symbol, the monogram, and the wordmark may be used separately for certain applications.

**Symbol:** Within the context of a branded university marketing application, the “diamond cross” symbol may be used as a stand-alone decorative motif. It may never take the place of the university logo as a stand-alone identification of the university. It may appear as a large “watermark” element (very light tint of color) on a page or it may be used as a repeating decorative pattern. Use only the approved symbol and wordmark art.

**Monogram:** The most basic of the university’s identifications, the monogram is to be used where the imprint area is very small or on applications where the reproduction quality is poor and using the university’s full name is prohibitive. It may also be used on merchandising items such as mugs and caps.

**Monogram Symbol:** For use where the imprint area is very small or on applications where the reproduction quality is poor and using the university’s full name is prohibitive, such as social media icons, embroidered shirt placards, or small merchandising items.

**Wordmark:** Whenever possible, the wordmark should be used locked up with the symbol. The wordmark by itself should only be used when, because of poor resolution or small size, the symbol does not reproduce cleanly.

All wordmarks and symbols are available in USF Green or USF Yellow or black and white.
The Monogram Logo emphasizes the initials “SF” to distinguish USF as a San Francisco institution. This variation is used only for special applications and is not included in the regular logo set.

Use this logo variation when:
• USF is immediately understood as the University of San Francisco and not mistaken for any other reading of USF.
• a bold visual treatment is needed.

The Monogram Logo with Tagline is the recommended Monogram Logo where appropriate; otherwise the Monogram Logo without tagline is acceptable.

Note: Use the tagline logo with discretion as to context. Do not use the tagline logo if “Change the World from Here” has an unintended associated meaning, for instance on a student comedy night poster or a bookstore promotion, in which case use the Monogram Logo without tagline.

The logo is composed of the monogram, symbol, and wordmark locked up together. Never deconstruct the logo. When you require the symbol or wordmark alone, use the approved artwork.

All Monogram Logos are available as 3-color logo—USF Green, USF Yellow, and USF Gray; 2-color logo—USF Green and USF Gray; or one-color logo—black and white.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
Change the World from Here conveys University of San Francisco’s call to action in a contemporary, urgent, and personal way. It invites audiences to share the University of San Francisco’s mission of social justice in action by initiating change from Here.

The Here in this message carries three meanings:

• As an invitation to change the world from San Francisco, the line showcases what research reveals as University’s most recognized distinction, its intimate interconnection with the character and diversity of the City.

• Here also means the campus, home to immersive learning experiences, pursuing a distinctive higher standard of academic excellence.

• At its most personal, the line invites audiences to connect, as individuals, with University of San Francisco’s mission by engaging with the world through both mind and heart—the Here within.
There are unique logos for five schools and five branch campuses. There are vertical and horizontal lock-ups for both the full name and the monogram versions.

**Schools and Colleges:**
- College of Arts and Sciences
- School of Management
- School of Nursing and Health Professions
- School of Education
- School of Law

**Branch Campuses:**
- Downtown
- Pleasanton
- Sacramento
- San Jose
- Santa Rosa

**Off-Site Locations:**
- Presidio
- Embarcadero
- Orange

When a logo is used with a school or campus distinction, the tagline is not used as part of the logo. Place the tagline independent of the logo.

All Logos with unit distinction are available as 3-color logo—USF Green, USF Yellow, and USF Gray; 2-color logo—USF Green and USF Yellow; or one-color logo—black and white.

To request a logo with unit distinction, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
LOGOS WITH UNIT DISTINCTION—Centers, Institutes, Programs, Administrative Units

Unit Identification

- All schools, colleges, centers, institutes, divisions, and programs who require specific identification will have their unit distinction appear as a title under the university’s name in the official university logo.
- Previously used separate graphic marks were retired as of August 2011.
- An independent secondary graphic mark for a school, college, center, institute, division, or program is not allowed.

Primary Logos with Unit Distinction

- The full name university logo is the primary logo that is always used as the official graphic identity of academic departments, centers, institutes, programs, and administrative units.

Logos with unit distinction are available by request. Vertical, 1-line horizontal, 2-line horizontal, and centered logo styles for both the full name and the monogram versions can be made. Contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu, x2691, to place your request.

Not permitted:

- The creation of a separate graphic mark, tagline, or other enhancement to the university’s identity is not permitted.
- No other wordmark or symbol can be used that competes with or detracts from the university’s logo.
- No other visual element can be placed next to the university’s logo that creates the illusion of a different USF logo.
Primary Identity Colors

The University of San Francisco school colors are USF Green (PMS 554), USF Yellow (PMS 1235), and USF Gray (PMS Cool Gray 9).

Whenever possible, the university logo should always be in its primary identity colors.

Secondary Identify Colors

Black or white may be used when the primary identity colors are not available.

PMS Coated and Uncoated Colors

Because of the way ink sits on or soaks into different papers, use PMS Coated colors for printing on coated paper, use PMS Uncoated colors for printing on uncoated paper. **Note the coated and uncoated numbers are different.**

CMYK Reproduction

Since differences in substrate and process can affect color, the CMYK equivalents provided at left are guidelines only and should not be considered to provide an exact match. To ensure consistent results, always proof carefully against the PANTONE Coated Color Standard.

Note: Colors shown throughout this manual are for demonstration purposes only. For accurate color standards, refer to the current edition of the PANTONE Color Formula Guide.
Based on the university’s differentiating concept “San Francisco Advantage,” USF’s color palette reflects The City’s unique blend of history, culture, and lifestyle. The personality of USF’s color palette conveys the adventurous youthful optimism and independent progressive spirit that has been reflected in the school since its founding in 1855.

COLOR PALETTE

COLOR PALETTE INFLUENCES

SAN FRANCISCO HISTORY OLD & NEW

• Spanish history/Mission District—Turquoise, tomato red, leather tan
• Gold Rush—Gold, crimson, wood tones
• Chinese history/Chinatown—Enamel red, gold, black, jade
• Psychedelic era—Vibrant purples, orange, yellow ochre, tie-dye
• Tech industries—Brushed aluminum, neons

SAN FRANCISCO ARCHITECTURE

• Golden Gate Bridge—International orange
• Mission architecture—Stucco beige, terra cotta tiles, sand
• Victorian houses—Brilliant pastels, gold, deep warm grays

LIFESTYLE

• Sustainability—Natural tones, forest, olive, ochre, sage
• Youth oriented—Lime, orange, sunshine yellow
• Progressive outlook—Optimistic, visionary, innovative, adventurous
Color is essential to the University of San Francisco style. This selected palette provides a foundation for color consistency across diverse types of applications and layouts.

Use these colors when choosing a secondary color scheme to complement the university's school colors.
The preferred expressions of the University of San Francisco identity in positive reproduction are 2-color versions of the Full Name logos (without tagline) and 3-color versions for the Full Name logos with tagline, and the Monogram logos.

When only 2 colors are available, “UNIVERSITY OF SAN FRANCISCO” and the tagline will be USF Green. The symbol will be USF Yellow. The logos may also be reproduced in 100% black (line art), or reversed out to 100% white on a dark background, however the use of these alternatives should be limited.

Only three examples are shown here, but this applies to all logos, the symbol, and the wordmark.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
White is preferred background color for positive reproductions of the University of San Francisco identity. However, an off-white color is acceptable.

As a general rule, the background color should never compromise the readability or integrity of the University of San Francisco graphic identity. Nor should the value of the background color visually compete with the graphic identity.

This applies to all logos, the symbol, and the wordmark.

For logo reproduction on photo backgrounds, see p23.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
The University of San Francisco visual identity may be reversed out of black.

When reproducing the logos, symbol and wordmark in 2-color reverse, the symbol should be in USF Yellow and the typography in white. When yellow is not available, use the line art version (all white).

This applies to all logos, the symbol, and the wordmark.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
USF Green is a preferred background color. When reproducing the logos, symbol and wordmark in 2-color reverse, the symbol should be in USF Yellow and the typography in white. When yellow is not available, use the line art version (all white).

This applies to all logos, the symbol, and the wordmark.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
The University of San Francisco visual identity can be reversed out of USF Yellow. Generally use the line art version (all white). When using the monogram alone, a 2-color version (USF Green and white) has been provided to add bold color in design.

Line art version in positive (all black) can be also used on USF yellow.

This applies to all logos, the symbol, and the wordmark.

To request a logo, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
You may reproduce the University of San Francisco logos, the symbol and the wordmark on images. For placements, carefully choose an area that is least distracting or that is closest to a solid color.

For applications when the logo, the symbol or the wordmark is placed on an image background, it should be reversed out to white or print 100% black. 3-color or 2-color versions of the logo should not be used on a background of full color images.

Never place the logo over areas of contrasting colors that will obscure the logo. Choose an area of consistent color or tone for the logo background.
The symbol can be used as a watermark to enhance graphic effect and reinforce the identity in a subtle way. In positive form, the watermark can be either screen of USF Yellow, USF Gray or black. In negative form, the symbol can be ghosted on USF Yellow, USF Green, USF Gray or black. Examples at left are starting points. Adjust screen value as needed.

The watermark symbol can bleed. The clear space rule does not apply in this case.
The success of the University of San Francisco visual identity depends upon all of us treating it with respect, using it consistently and never jeopardizing its integrity with hurried solutions. Every reproduction of the identity must be clear and crisp, without being compromised or manipulated in any way. The examples at left illustrate unacceptable uses of the visual identity and should be avoided at all costs.

Any application created using the university logo must first be approved by the Office of Marketing Communications, before reproduction. Contact Dale Johnston (x2691, johnstond@usfca.edu) for information.
### File Name Conventions—Deciphering the Logo File Name Code

<table>
<thead>
<tr>
<th>Institution</th>
<th>Format</th>
<th>Style</th>
<th>Tagline</th>
<th>Negative</th>
<th>Color</th>
<th>Color</th>
<th>Format</th>
<th>Extension</th>
</tr>
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<td>cmkyk</td>
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<tr>
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<tr>
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<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>rgb</td>
<td></td>
</tr>
</tbody>
</table>

- c = Centered
- h1 = Horizontal 1 Line
- h2 = Horizontal 2 Lines
- v = Vertical
- h = Horizontal
- n = Negative
- Files for positive reproduction have no extension.
- Symbol and Wordmarks do not have this extension.
- nSF = SF in White
- nU = U in White
- cmyk = CMYK (for print uses)
- rgb = RGB (for web uses)
- pms_c = PMS Pantone ink for coated paper
- pms_u = PMS Pantone ink for uncoated paper
- k = Black
- blk = Black
- ko = Knock out (White)

### Institution Format Style Tagline Negative Color Color Format Extension

- f = Full name
- m = Monogram
- s = Symbol
- w = Wordmark
- l = with Tagline
- 1c = 1 color
- la = Line Art
- 3c = 3 colors
- 2c = 2 colors
- blk = Black
- eps = EPS
- gif = GIF (for web)
- jpg = JPG
- pdf = PDF
- png = PNG (for web)

### File Extensions

**EPS**

Files are for both Mac and PC platforms. These EPS files are for offset printing, and are vector files that can be enlarged to any size. While the term “high rez” is not applicable to vector art, these EPS files are the equivalent for logos. If you are asked for a high rez logo, most likely, you should provide an EPS file.

**GIF**

GIFs have a small file size. Instead of CMYK or PMS, these are RGB. RGB (red, green, blue) is illuminated color. This is how all colors are derived on monitors (e.g., web, PowerPoint, and television). GIFs are commonly used in Microsoft Word, websites and PowerPoint presentations. If placed on a dark background, you will see an undesirable white rectangle around the GIF, and you should use PNG to avoid this.

**PNG**

PNGs are RGB files that have a transparent background. These are used for electronic templates such as Microsoft Word, websites and PowerPoint presentations. PNGs are often more versatile and higher quality than GIFs.

To ensure quality and uniformity, all reproductions of the University of San Francisco visual identity must be taken directly from approved artwork. A file nomenclature system has been developed to help you select the appropriate logo for your needs. Please be sure to refer to the rest of this guide to ensure proper use of all artwork.
# Typography

## Logo Typeface

**Whitney Semibold**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Whitney Medium**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

## Primary Text Typefaces

**Univers 45 Light**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Univers 65 Bold**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Garamond Premier Pro Regular**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Garamond Premier Pro Bold**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

## Default Typefaces

**Arial**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Arial Bold**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Times New Roman**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**Web applications—Georgia**

<table>
<thead>
<tr>
<th>ABCDEFGHIJKLMNOPQRSTUVWXYZ</th>
<th>abcdefghijklmnopqrstuvwxyz</th>
<th>1234567890</th>
</tr>
</thead>
</table>

Typography is a subtle but significant detail. When used consistently, it will strengthen the visual identity by creating a uniform appearance across all materials. These typefaces have been selected to complement the full range of the identity system.

**Logo Typeface**

Whitney is the university’s logo font. It was selected for a number of compelling reasons: versatility, legibility and its ability to convey the inherent strength of character. Whitney should be reserved for only the logo and brand identity applications.

**Primary University Typeface—Sans Serif**

**Univers 45 Light** is the primary sans serif typeface for print. Use the light weight in combination with bold and heavy weights for basic text, headlines or captions. It may be used on its own or in combination with Garamond Premier Pro.

**Primary University Typeface—Serif**

Garamond Premier Pro Regular is the primary serif typeface for print. Use for basic text, headlines or captions in combination with Univers or on its own.

**Default Typeface—Print**

Arial and Times New Roman are default typefaces that may be used if Univers and Garamond Premier Pro fonts are not available.

**Default Typeface—Web**

Georgia may be used as a default web serif face.
A Brief History of the USF Logo

Saint Ignatius College Seal 1911–1930

Originally named Saint Ignatius Academy and then Saint Ignatius College, the University of San Francisco seal was designed by SI student George Blake Lyle and first appeared in use in 1911. Patterned after the heraldic crest of the family of Ignatius of Loyola (the founder of the Jesuit order), the seal consists of seven white stripes on a dark field, representing the seven Loyola brothers who distinguished themselves in battle in the 14th century; and two wolves eating at a caldron, which represent the prosperity and generosity of the Loyola family who, after feeding family, retainers, and soldiers, had enough food to share with the animals.

University of San Francisco 1930–’40s

Even after the College officially changed its name to the University of San Francisco on the occasion of its Diamond Jubilee in 1930 the crest still maintained the “SI” in it.

University of San Francisco 1950s–’70s

Eventually the seal’s “SI” was replaced with “USF” and the mark was ringed with the words, “Universitas Sancti Francisci in Cal., 1855,” the 1855 being the year of USF’s founding.

University of San Francisco 1980s–present

In the late 1980s the seal was updated with a cleaner font and reweighted lines. It was replaced in 1994 by the ‘Cross USF’ logo as the school’s official mark. The seal is now only used on official documents such as diplomas and certificates.

University Seal, 1911–1994

For many years the university seal was used as USF’s official mark. It was replaced in 1994 by the USF logo for all general uses.

The seal is still very much an integral part of the university’s iconography but is now limited in use to special executive applications such as official university documents like diplomas and certificates, special awards, and perpetual trophies or plaques as directed by the president’s office.

The university seal should not be used in print or electronic applications and is not available to download.

Variations

Through the years the university used the seal in conjunction with other elements. The one pictured above is from the 1950s. It incorporates the phoenix rising from the flames, which is both the official symbol of San Francisco and of USF rising from the ashes of the 1906 earthquake and fires.
The University of San Francisco Athletic marks are reserved for athletic-related materials only.

The set is comprised of the primary mark with two alternate variations, and a ligature mark. There is a wide variety of color variations depending on the color of the background.

The USF Athletics colors are the same as the general university colors:

- PMS 1235 Yellow
- PMS 554 Green
- PMS Cool Gray 9

The Athletics logo is to be used on athletics materials only. The general university and all academic units use the university logos.

For further information regarding use of the Athletics marks, please contact Dale Johnston, johnstond@usfca.edu.
The University of San Francisco Athletic marks are reserved for athletic-related materials only.

Academic schools, centers, departments, and programs must use the university logo, not the athletics mark.

DO NOT use the Athletics logo for academic schools, centers, programs, or departments.

Academic schools, centers, programs, and departments use the university logo.
University of San Francisco

II. Print Applications
The stationery system provides a strong visual link to the overall identity. Therefore the university logo is the only logo allowed to appear on university letterhead, business cards or envelopes.

See the following pages for letterhead, envelope, mailing label, and business card content parameters.

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
The copy you are now reading is not the actual text to be typeset. It is placed here in lieu of the type to be used, so that it will resemble a complete job in every respect. For now, its purpose is for size and color only. Although this may not seem important, it actually is. By producing an initial comp with dummy copy, we can test the physical aspects of the message and make sure that it is not a problem. In an initial state of design this is very important.

With the initial states of design, one can concentrate on the important elements of design rather than the content of the copy; the leading, the line length, the depth of the copy and even the text. In an initial state of design this is very important.

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Note: Electronic letterhead is available, see p54.
Faculty/staff business cards

Left side of the card is the Full Name Logo with tagline in three colors. The University logo is the only logo allowed to appear on university business cards. No variations are allowed.

Right column is the information block. A total of 11 lines of information is permissible.

- Line 1—Person’s name in bold
- Line 2 (and 3 if necessary)—Title(s)
- School or division name as applicable
- Center, institute, department or program name as applicable
- Street address with building & room number
- City, state, zip
- Contact information as needed
  - This may include office phone, mobile phone, fax, email, or social media addresses.

The business card back prints USF Yellow with the university’s tagline in white.

Graduate student business cards

If approved by their school’s dean, graduate students may purchase business cards. They are similar in content to the faculty/staff business cards, but are printed in two colors and are printed on the front side only. Note, all student cards must include the student’s degree/major and the word “Candidate” with their expected year of graduation.

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
STATIONERY SYSTEM—Business Envelopes and Mailing Label

Business Envelope

The university has two standard envelope sizes, #10 and A6 reply. To inquire about other envelope sizes contact Purchasing Services, purchasing@usfca.edu or call x5898.

On the return address, 30 characters per line is maximum. Names longer than 30 characters will require a second line of text.

On the #10 envelope, the address block is positioned 1.75" from the top trim and 4" from the left trim. The recommended system font for correspondence is Garamond Premier Pro Regular (or Garamond, Regular weight), 11 points on 16 points of leading.

On the A6 reply envelope, the address block is positioned 1.75" from the top trim and 2.5" from the left trim. The recommended system font for correspondence is Garamond Premier Pro Regular (or Garamond, Regular weight), 11 points on 16 points of leading.

Mailing Label

The address block should be positioned 1.75" from the top trim and 2.75" from the left trim. The recommended system font for correspondence is Garamond Premier Pro Regular (or Garamond, Regular weight), 11 points on 16 points of leading.

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
The university has two standard catalog envelope sizes, 9” x 12” and 10” x 13”. To inquire about other envelope sizes contact Purchasing Services, purchasing@usfca.edu or call x5898.

On the return address, 30 characters per line is maximum. Names longer than 30 characters will require a second line of text.

On the 9 x 12 envelope, the address block is positioned 4” from the top trim and 4.5” from the left trim. The recommended system font for correspondence is Garamond Premier Pro Regular (or Garamond, Regular weight), 11 points on 16 points of leading.

On the 10 x 13 envelope, the address block is positioned 4.5” from the top trim and 5” from the left trim. The recommended system font for correspondence is Garamond Premier Pro Regular (or Garamond, Regular weight), 11 points on 16 points of leading.

Note:
These specifications are for formatting purposes only.

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
UNIT IDENTIFICATION ON STATIONERY

The full name university logo is the only logo used on letterhead. Centers, institutes, divisions, and programs are listed in the information block. No other logo or graphic mark is to appear on university letterhead.

The copy you are now reading is not the actual text to be typeset. It is placed here in lieu of the type to be used, so that it will resemble a complete job in every respect. For now, its purpose is for size and color only. Although this may not seem important, it actually is. By producing an initial comp with dummy copy, we can test the physical aspects of the message and make sure that it is not a problem. In an initial state of design this is very important.

Complimentary close,

[Signature]
The university Full Name logo must appear in the upper corner of all forms. Upper left corner is recommended but if space does not permit the left side placement, upper right corner placement is allowable. It does not need to have the tagline.

Using the 2-line logo [A] is recommended, but because of space limitations the 1-line logo is permissible [B]. Depending on color restrictions, it may be printed in either two colors (USF Green and USF Yellow) or one color (either all USF Green or all black).

Do not reverse out the logo in a green or black box [C].

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
A university fax cover page is available with either the general university address or with your unit distinction name and contact information.

To request a fax cover page, contact Dale Johnston, Office of Marketing Communications, johnstond@usfca.edu.
General university notepads are available to order through Purchasing Services. These notepads are one-color with the general university logo and tagline. You may personalize them with “From the desk of” and your name.

General university notepads come in either 5.5” x 8.5” or 4.25” x 5.5”.

Custom notepads with your school, center, department, or program distinction logo may also be ordered for an additional cost.

All stationery orders must go through Purchasing and Ancillary Services. For more information or to place your order email purchasing@usfca.edu or call x5898.
PRINTED MATERIALS—Name Badges

**General university stick-on name tag:**
Use white name tags. The Full Name logo 1-line (no tagline) is placed at the top. It may be either the 1-color (USF Green) or 2-color (USF Green and USF Yellow) logo. The university tagline should be at the bottom in USF Gray or USF Green.

**Event name badge:**
The name of the event may be at the top in bold lettering. The Full Name 1-line logo will appear at the bottom. It may be either the 1-color (USF Green) or 2-color (USF Green and USF Yellow) logo. The university tagline does not need to appear on an event name badge.

**All stationery orders must go through Purchasing and Ancillary Services.** For more information or to place your order email purchasing@usfca.edu or call x5898.
The recommended logo placement on print media is at the top, either top left or top centered. On all external communications (printed pieces that go to an audience beyond the USF campus) the Full Name logo must be used [A]. Full Name 2-line horizontal logo is recommended, but other variations are allowable depending on the space restrictions [B]. The Full Name 2-line horizontal logo may or may not include the tagline.

If the communication is from a specific school, center, or program, it may be branded with that unit’s distinction [C].

The back page sign-off should contain the university Full Name logo [D]. Contact information, including social media contacts where appropriate, may also be included.
Brochures, posters, flyers, and other communications materials should be branded with a consistent university brand identity. If the university logo is not integrated into the body of the message it should appear in a band at the top of the sheet or in a band at the bottom of the sheet.

A white band is preferred as a background behind the logo area, but a colored background is allowable as long as the logo is contrasted from the event imagery.

As long as the university is branded in the approved consistent parameters as laid out in the standards manual, it is permissible for an event or promotion to use a recurring image, color scheme, or font to identify the event within the live area of the communication.
Branded roll-up banners

Branded roll-up university banners are available in USF Green or USF Yellow. Roll-up banners may be ordered with either the general university logo or the university logo with unit distinction. Roll-up banners may also have customized graphics for a specific program or event.

Roll-up banner standard size is 33" x 79".

To order a roll-up banner contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
University Banners
All general university banners should maintain a strong university brand identity, using the USF colors and fonts. Other secondary colors are allowed but should be subordinate to the USF Green, USF Yellow, and USF Gray. All university banners should be designed by or approved by the Office of Marketing Communications. Contact Dale Johnston, johnston@usfca.edu.

Event Banners
Banners promoting program on-campus events should still maintain a strong university brand identity. The USF full name logo or Monogram logo must appear on all banners. It may be placed as the top header or the bottom footer of the banner with ample clear space around it. The university logo with unit distinction is allowable.
**Branded table skirts**

Branded table skirts are available in USF Green or USF Yellow. Table skirts may be ordered with either the general university logo or the university logo with unit distinction.

Table skirt standard sizes are 6’ x 5’ or 11’ x 7.5’ but custom sizes are available.

**Program listings table skirts**

Table skirts with program listings are available in USF Green or USF Yellow. Table skirts may be ordered with either the general university logo or the university logo with unit distinction.

Standard sizes are 6’ x 5’ or 11’ x 7.5’ but custom sizes are available.

**Branded tall table skirts**

Tall table skirts are available in USF Green or USF Yellow. They may be ordered with either the general university logo or the university logo with unit distinction.

Tall table skirt standard size is 2’ x 7’.

To order a table skirt contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
Branded table runners

Branded table runners are available in USF Green or USF Yellow. Table runners may be ordered with either the general university logo or the university logo with unit distinction.

Table runner standard size is 28” x 72” but custom sizes are available.

To order a table runner contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
USF Lapel Pins
USF lapel pins come in three color options: green pin with gold lettering, gold pin with green lettering, or burnished gold on gold. The pin may be the general USF identification or may be USF with your unit distinction.

Unit Distinction
Unit distinction may be one line or two in an accent colored block below the USF name.

Size
Actual size of the pin is .75" wide by approximately 1.25" tall.

For further information about lapel pins or to place an order, contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.

GREEN PIN
USF green enamel with gold tone metal inlay

GOLD PIN
Gold tone metal with USF green enamel inlay letters

BURNISHED GOLD PIN
Two level gold tone metal relief with burnished patina
USF Embroidered Patch

USF embroidered patch comes in round or rectangular options. Each has the university name and symbol and can include a unit distinction designation.

The university logo must appear in approved colors: USF Green (PMS 554), USF Yellow (PMS 1235), USF Gray (PMS Cool Gray 9), black or white. The logo may not appear in any other colors.

Size

Patches are custom ordered thus sizes vary.

For further information about embroidered patches or to place an order, please contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
On all university branded items, the university logo must appear in approved colors: USF Green (PMS 554), USF Yellow (PMS 1235), USF Gray (PMS Cool Gray 9), black or white.

On items where the general university is being branded, the Full Name logo with tagline is preferred. It may be the 1-line, 2-line, or centered logo depending on the proportions of the imprint space.

The university logo may appear without the tagline if size of imprint space prohibits it.

On items being branded with a school, campus, or program distinction, the tagline does not need to appear.

Though it is recommended that the university symbol appear with the logo, it is permissible for the symbol to appear as a separate decorative element.

For further information about merchandising items or to place an order, please contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
On all university branded items, the university logo must appear in approved colors: USF green (PMS 554), USF yellow (PMS 1235), USF gray (PMS Cool Gray 9), black or white. The logo may not appear in any other colors.

On items where the general university is being branded, the Full Name logo with tagline is preferred. It may be the 1-line, 2-line, or centered logo depending on the proportions of the imprint space.

The university logo may appear without the tagline if size of imprint space prohibits it.

On items being branded with a school, campus, or program distinction, the tagline does not need to appear.

Though it is recommended that the university symbol appear with the logo, it is permissible for the symbol to appear as a separate decorative element.

For further information about merchandising items or to place an order, please contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
Lectern Branding

The goal of branding a lectern is to clearly identify the University of San Francisco in every photo of the speaker at the lectern. Therefore, the university lectern sign should be as wide as possible across the face of the lectern and placed as high possible to the top of the lectern. The logo should be the 2-line horizontal logo with the symbol. The sign background should be USF Green (PMS 554) with the yellow and white logo. Do not use a sign with a white background as it reflects camera flashes and it will wash out USF’s identity.

To request a lectern sign, please contact your Office of Marketing Communications client manager or Dan Erwin, dmerwin@usfca.edu.
University of San Francisco

III. Electronic Applications
Electronic letterhead is available as a Microsoft Word doc template.

To request it, contact Dale Johnston in the Office of Marketing Communications, johnstond@usfca.edu.
Electronic fax cover sheet is available as a Microsoft Word doc template. It is available with either the general university address or with your unit distinction name and contact information.

To request it, contact Dale Johnston in the Office of Marketing Communications, johnstond@usfca.edu.
PowerPoint templates are available in regular format and wide screen formats.

Font: Use Arial or Helvetica as shown in the templates as your presentation font.

To download a PowerPoint template, go to: www.usfca.edu/communications/publications/Standards/Downloads/PowerPoint/
USF computers come with default background screens. Three color choices are available. Screens come in regular or wide-screen formats.

To request a computer screen background, please contact Dale Johnston in the Office of Marketing Communications, johnstond@usfca.edu.