



Medicine

Style Guide



University of Colorado Medicine

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About University of Colorado Medicine

University of Colorado Medicine (CU Medicine) is the region's largest and most comprehensive multi-specialty physician group practice. The CU Medicine team delivers business operations, revenue cycle and administrative services to support the patients of over 4,000 University of Colorado Anschutz School of Medicine physicians and advanced practice providers. These providers bring their unparalleled expertise at the forefront of medicine to deliver trusted, compassionate healthcare services at primary and specialty care clinics as well as facilities operated by affiliate hospitals of the University of Colorado.

Visit <https://www.cumedicine.us> to learn more.

LOGO

As the primary visual identifier for CU Medicine, our logo must be used on all forms of communication, whenever and wherever CU Medicine is being represented. Our identity system is built upon the master brand of the University of Colorado system, with differentiations for our unique offerings and audiences.

The CU Medicine logo and color palette should never be altered. When placing the logo on a field of dark color or dark photography, the type accompanying the CU icon should be white or reversed out. The black and white logo shall be reserved for materials printed in black and white only, as shown below. No other color adaptations of this logo exist.

The approved art files should be used in all print and electronic media as illustrated and specified in this style guide.



University of Colorado Medicine

FULL LOGO STACKED



Medicine

SHORTENED STACKED



University of Colorado Medicine

FULL LOGO HORIZONTAL



Medicine

SHORTENED HORIZONTAL



University of Colorado Medicine

COLOR LOGO WITH REVERSE TYPE



University of Colorado Medicine

WHITE LOGO



University of Colorado Medicine

BLACK LOGO

LOGO



COLOR LOGO
WITH REVERSE TYPE



WHITE LOGO



BLACK LOGO

SPECIALTY CLINIC LOGO EXAMPLE



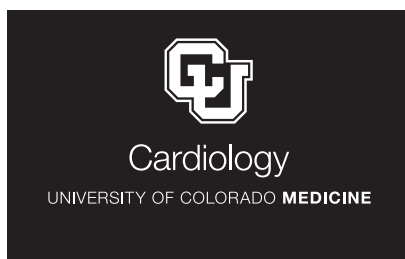
LOGO STACKED



LOGO HORIZONTAL



COLOR LOGO
WITH REVERSE TYPE



WHITE LOGO



BLACK LOGO

LOGO USAGE

DO'S AND DON'TS

Using the official CU Medicine logos correctly will maintain consistency and respect for the brand's identity. Adhering to the guidelines will ensure that brand communications are easily recognizable.

DO use the approved and supplied logo files.

DO consult the style guide when in question.



DO NOT change the colors of the logo.



DO NOT recreate the logo – digital art files have been made available for usage.



DO NOT stretch or distort the proportions of the logo.



DO NOT place other graphics on the logo.



DO NOT use any special filters or fills, such as gradient fills.



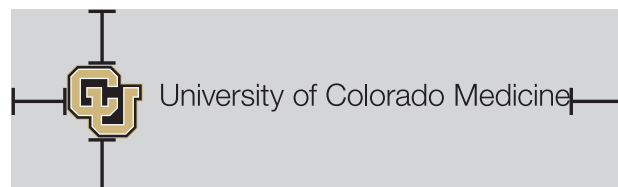
DO NOT place logo on imagery or color where the logo is not fully visible or legible.

SPATIAL GUIDELINES

When the CU Medicine logo is used on materials with photography, illustrations, other typography or other logos, a minimum amount of clear or negative space must surround the logo. This space is equivalent to the height of the "U" in the interlocking CU icon.



Minimum clear space = 

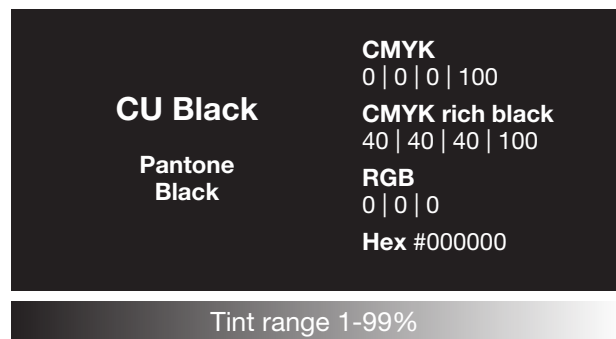
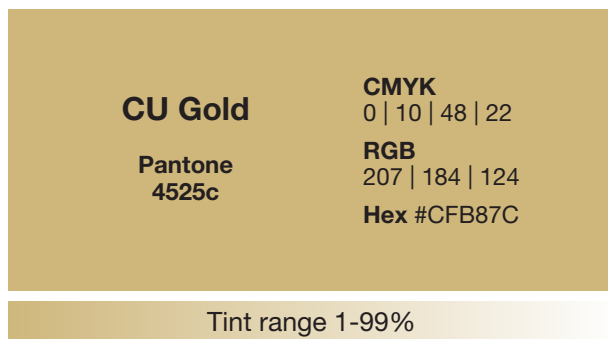


Minimum clear space = 

COLOR PALETTE

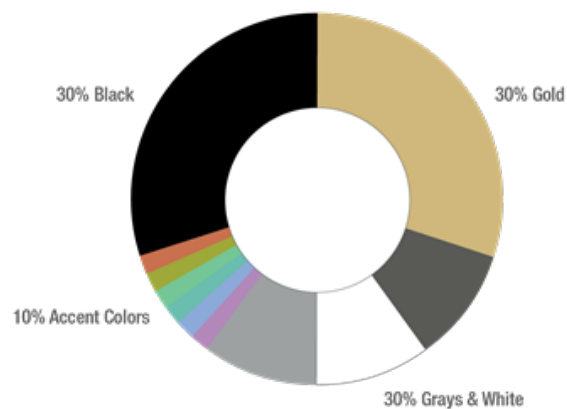
Aside from our logo, our brand colors are the most identifiable element of CU Medicine's visual identity. Used accurately and consistently, they connect and strengthen the impact of our visual communications. The following colors make up our primary, secondary and tertiary color palettes. Any percentage of tints may be used from all palettes, as well as the addition of black to create better contrast, as long as the primary color without a tint is also featured.

PRIMARY COLORS



ACCENT COLORS

Color is an important part of our visual system. To maintain consistency in our visual identity system, it is essential to reproduce our colors accurately and consistently in all our communication. This scale is an example of how much each color should appear in proportion to other colors; primarily black and gold, with dark and light grays secondary. Tertiary colors may be used in moderation, but never as a replacement for, or an equal to, the primary or secondary colors. CU Gold may in some cases be used at various levels of opacity over white. Always follow the Pantone, CMYK, RGB, or web/hex values shown in this style guide.



COLOR PALETTE

Secondary colors

CU Light Gray

CMYK

0 | 0 | 0 | 26

RGB

188 | 188 | 188

Hex #BCBCBC

Tint range 1-99%

CU Dark Gray

CMYK

0 | 0 | 0 | 74

RGB

67 | 67 | 67

Hex #434343

Tint range 1-99%

CU White

CMYK

0 | 0 | 0 | 0

RGB

255 | 255 | 255

Hex #ffffff

Preferred Tertiary colors

Light Gold

CMYK

0 | 6 | 23 | 11

RGB

226 | 212 | 175

Hex #E2D4AF

Tint range 1-99%

Light Blue

CMYK

40 | 29 | 0 | 19

RGB

124 | 148 | 207

Hex #7C94CF

Tint range 1-99%

Blue

CMYK

66 | 33 | 0 | 14

RGB

75 | 146 | 219

Hex #4B92DB

Tint range 1-99%

Green

CMYK

29 | 0 | 40 | 19

RGB

148 | 207 | 124

Hex #94CF7C

Tint range 1-99%

Copper

CMYK

0 | 13 | 19 | 51

RGB

125 | 109 | 101

Hex #7D6D65

Tint range 1-99%

TYPOGRAPHY

Typography plays an important role in establishing and reinforcing CU Medicine's brand. When used thoughtfully and consistently, typography becomes an effective tool for adding visual meaning to our communications.

CU Medicine's official typeface is Helvetica Neue. It is a highly legible, classic typeface that is suitable for all size placements. It is used equally for headlines and body content and is featured in our logo wordmarks. A mix of font weights may be used for headlines and sub heads. See examples on page 8.

In cases where Helvetica Neue is unavailable, Arial and Helvetica may be used as substitutes. For web applications, Roboto is the preferred typeface option as it meets accessibility standards and is a clean, sans-serif typeface that closely approximates Helvetica Neue in web and digital environments.

CU MEDICINE TYPEFACE

Helvetica
Neue

45 Light

75 Bold

55 Roman

77 Bold Condensed

56 Italic

Headlines

Helvetica Neue

45 Light

55 Roman

75 Bold

Sub heads

Helvetica Neue

45 Light

55 Roman

75 Bold

Alternative fonts for web and digital

Roboto

Thin

Light

Regular

Medium

Bold

Black

Source Sans Pro

Extra Light

Light

Regular

Bold

Black

Body copy

Helvetica Neue

55 Roman

IMAGERY

PHOTOGRAPHY

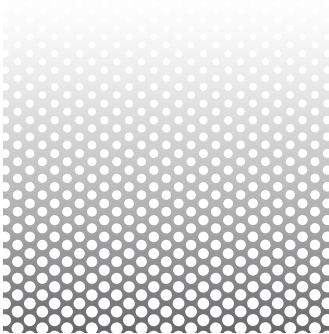
Any transparency percentage of the brand gold color may be placed over imagery. CU Medicine encourages the use of images portraying diversity in age, race, gender and ability.



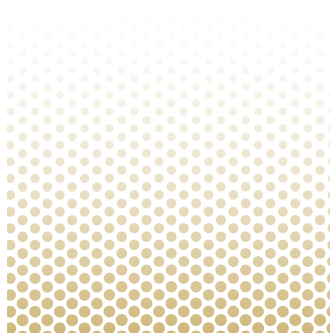
IMAGERY

DESIGN ELEMENTS

These graphic elements can be used to support the CU Medicine brand.



WHITE DOT PATTERN



GOLD DOT PATTERN



CURVES

(can be any CU Medicine primary or secondary color)

EXAMPLES



STYLE GUIDELINES

CU Medicine recognizes the importance of grammatical consistency and accuracy throughout its online and media presence.

Editorial style

CU Medicine follows Associated Press (AP) style unless otherwise noted.

Telephone numbers

Use dashes, not periods. Do not put parentheses around the area code.

Example: 303-123-4567

Organizational naming

When referring to our organization, use **CU Medicine** as the preferred name. **University of Colorado Medicine** is an approved alternative when use of the full name is appropriate. Use of other abbreviations, such as *CU Med*, is not permitted.

AI USAGE GUIDELINES

USE OF ARTIFICIAL INTELLIGENCE (AI) GENERATED VISUALS AND CONTENT IN CU MEDICINE BRANDING, MARKETING AND COMMUNICATIONS

Overview

These guidelines have been developed to guide the ethical, effective and brand-aligned use of generative AI tools in marketing and communications at CU Medicine. All AI-generated content – whether text, images or visuals – must follow all established CU Medicine policies as well as CU Medicine brand standards.

Given the evolving legal landscape around AI, including copyright and intellectual property concerns and the lack of judicial guidance or regulation on these topics, users are advised to carefully consider their use of AI technologies.

These guidelines will be periodically updated to reflect new thinking and changes in AI offerings.

Core Principles

- All materials generated using AI tools must be carefully reviewed, approved, edited and overseen by a human.
- All AI results must be fact checked and confirmed.
- AI-generated images, music, audio and video—even if used to add objects to assets CU Medicine owns—are prohibited in all final communications and can only be used for brainstorming.
- Monitor for and mitigate bias in AI outputs. Avoid using AI in ways that could misrepresent or harm others.
- Never input PII, PHI, confidential data or proprietary assets into AI platforms.

Appropriate Uses of AI for Marketing and Communications

- Ideation and drafting of marketing copy, headlines or social media posts (with human review and final editing)
- Brainstorming creative concepts or campaign ideas
- Editing of original images (e.g., color, composition, exposure, etc.) and the removal—not addition—of objects in an image for which we own the intellectual property (e.g., original photos that CU Medicine produced)
- Summarizing large documents or reports (while ensuring that the source materials do not contain PII, PHI or confidential information)
- Analyzing social media or marketing trends, competitive analysis
- Suggesting edits to improve writing quality or optimizing for SEO

Unacceptable Uses of AI for Marketing and Communications

- Creating or using images generated entirely by AI
- Creating fictional representations of people, places or events
- Generating content without human review
- Submitting AI-generated work as original human output
- Sharing CU Medicine logos, trademarks or proprietary data with public AI tools
- Inputting sensitive or regulated data (e.g., PHI, PII, confidential data)

FREESTANDING CLINIC NAMING STANDARDS

CU Medicine freestanding clinics offer primary and specialty healthcare services led by trusted, nationally recognized providers at convenient locations in Colorado communities.

These community practices follow a clear and consistent naming structure and approach to ensure both consistency in brand as well as clarity for current and future CU Medicine healthcare consumers.

CLINIC NAMING

Freestanding clinic naming

CU Medicine freestanding clinics are named according to the following brand standards:

CU Medicine Department/Division/Specialty—Location

CU Medicine Department/Division/Specialty—Subspecialty—Location

Examples: CU Medicine Internal Medicine—Cherry Creek; CU Medicine Otolaryngology—Head and Neck Surgery—Highlands Ranch Specialty Care Center

Subspecialty clinic naming

For clinics providing services in a subspecialty whose terminology on its own is clear and recognizable by a general healthcare consumer audience:

CU Medicine Subspecialty—Location

Example: CU Medicine Gynecologic Oncology—Highlands Ranch Specialty Care Center

Specialty and Subspecialty clinic naming

For clinics at which both the specialty and subspecialty name are required for understanding by a general healthcare consumer audience, and where the healthcare services are offered at a single location, that clinic may use the following structure for clarity and brevity:

CU Medicine Specialty—Subspecialty

Example: CU Medicine Psychiatry—Obsessive Compulsive Disorder (OCD) Clinic

It is strongly preferred that “Specialty” and “Subspecialty” are denoted by the American Board of Medical Specialties (ABMS) at <https://www.abms.org/member-boards/specialty-subspecialty-certificates/>. When it is clearer to healthcare consumers and more accurate for the clinic to list a Specialty or Subspecialty not recognized by the ABMS, that naming may be considered. In all cases, clinic naming that promotes clarity of meaning and understanding for the healthcare consumer should be the guiding principle.

“Location” should be descriptive and provide clarity for healthcare consumers. Location names should be the city, town, or well-recognized and established neighborhood in which the clinic is located.

FREESTANDING CLINIC NAMING STANDARDS

Multi-Specialty clinic naming

In some cases, a particular clinic may offer a unique or differentiated multi-specialty mix of services. In those cases, clinic naming that falls outside of these stated guidelines may be appropriate. Such naming must be reviewed and approved by the CU Medicine Marketing Governance Committee, and must follow the objectives of clarity and consistency in CU Medicine brand guidelines and naming. Such naming is meant to be used in limited circumstances and only when the aforementioned naming approach is not sufficient to convey a particular clinic's services.

Example: CU Medicine Interventional Pain—Cherry Creek

CENTERS AND INSTITUTES

Use of the term “Center” or “Institute” is utilized by those clinic locations which have been identified as a designated Center or Institute by the Chancellor. These centers or institutes are governed by University of Colorado Anschutz and Chancellor guidelines and policies. Joint Ventures may be named according to the terms of the particular Joint Venture.

In these cases, the word “Center” or “Institute” may be used in the clinic name. Legacy names (prior to 2022) were not required to use CU Medicine as part of their name, though going forward, the use of CU Medicine in the clinic name is the preferred convention subject to Chancellor/Joint Venture stipulations.

The term “Center” may also be used for clinics that offer highly specialized services and treatments that supply exceptionally high concentrations of expertise and related resources centered on particular and specific medical areas. These services and treatments must be delivered in a comprehensive, interdisciplinary manner, and must be shown to enhance the depth and breadth of healthcare services available to patients beyond what is offered at other clinics. In order to be named a center, such clinics must be the only location within our system to provide their unique service profile, and must be highly differentiated such that patients are likely to seek out and travel to this location.

Consideration will be given to how our partner organizations utilize the center term in their own clinic naming.

Naming of a CU Medicine clinic location as a “center” when such location has not been designated by the Chancellor or through a Joint Venture arrangement must be reviewed and approved by the CU Medicine Marketing Governance Committee, as well as the Department Chair or Division Chief, using the above guidelines. Decisions to name a clinic location as a center must be made with serious consideration, taking great care to apply the designation only in cases where truly warranted.

Examples: CU Anschutz Helen and Arthur E Johnson Depression Center; CU Anschutz Marcus Institute for Brain Health; CU Medicine Center for Prosthetics; CU Medicine Regenerative Medicine, Hand and Spine Center

FREESTANDING CLINIC NAMING STANDARDS

ANCILLARY SPACES WITHIN A CLINIC

Laboratories, diagnostic or therapeutic services rooms, or other ancillary spaces within a CU Medicine clinic may be named after donors or influential providers who practice or have practiced at the clinic, provided that the ancillary space is completely located within the CU Medicine clinic and will not be marketed or promoted independently of any clinic. Naming of an ancillary space within a CU Medicine clinic is subject to review and approval by the CU Medicine Marketing Governance Committee using the above guidelines.

EPIC CLINIC NAMING

Epic (electronic medical record) names are set to differentiate the myriad of clinic locations for physician referral navigation. Epic External Name character fields, utilized by physicians outside the UCHHealth Epic system, are limited to 88 characters; Epic Internal Name character fields, for physicians utilizing the UCHHealth Epic system, are limited to 22 characters. Names are determined by the UCHHealth Epic Information Technology team. CU should be used at the front of Epic names to quickly and concisely drive identification and understanding.

EXAMPLES: CU PSYCH CLINIC; CU FAM MED CENTENNIAL; CU DEPRESSION CENTER; CU VASC SURG AURORA OP

CLINIC UNIFORMS

Clinic staff for any specialty will utilize the CU Medicine logo for uniforms. Logos including clinic or specialty names should not be utilized on clinic staff uniforms. This approach enables clinic staff to work in any location and ensures consistency and clarity for our patients.

Physicians and advanced practice providers have the option to use CU Medicine logos that include clinic or specialty names on their lab coats. Providers must ensure that they are wearing the lab coat with the appropriate logo on it depending on which clinic they are in on a given day.

NAMING APPROVAL AND ROLLOUT PROCESS

All clinic names must be reviewed and approved by the Associate Director of Marketing and the Marketing Governance Committee, and then shared with the Department or Division for their input.

Upon final clinic name approval, clinic names will be shared with the CU Anschutz School of Medicine Department or Division and the CU Medicine Community Practice Integration team.

FREESTANDING CLINIC NAMING STANDARDS

CLINIC LOGOS

CU Medicine clinic logos include the department, division or specialty (and if applicable, subspecialty) along with the interlocking CU and the words “University of Colorado Medicine” with “Medicine” in bold. Clinic logos do not feature location.

Location-specific information for each clinic will be communicated to consumers and referring providers via digital marketing (e.g., Google), clinic-specific collateral, digital advertising channels, insurance rosters, referral data systems (e.g., Epic) and the CU Medicine website.



Geriatric Medicine
UNIVERSITY OF COLORADO **MEDICINE**



Dermatology
UNIVERSITY OF COLORADO **MEDICINE**

CLINIC NAMES IN PLAIN TEXT

For building directories, publications, online articles or other collateral, clinics must use the following naming formats.

CU Medicine Cardiology—Cherry Creek, CU Medicine Orthopedics—Broomfield

CLINIC ONLINE DIRECTORY LISTINGS

Google Business Profile and other online listings will utilize the short form plain text format, including location.

Clinic online directory listing examples:

CU Medicine Cardiology—Cherry Creek

CU Medicine Orthopedics—Broomfield

FREESTANDING CLINIC SIGNAGE STANDARDS

To comply with Centers for Medicare and Medicaid Services (CMS) regulations, located at <https://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/pim83c10.pdf>, clinic signage must meet the following requirements. CU Medicine presence must be apparent to visitors to the building or clinic, and clear signage must be present to direct patients in finding the clinic. Permanent signage including the hours of operation should not be easily removed or detached by weather or a person who does not have a business need to remove. Taped paper signs are not acceptable. Patients, caregivers, beneficiaries and CMS or its representatives should be able to locate the CU Medicine clinic(s) and the hours of operation through the use of permanent signs (e.g., at patient entrance(s), clinic entrance, directories, elevator signage, and other wayfinding signage) without help from CU Medicine, clinic staff or providers, or other parties.

EXTERIOR BUILDING SIGNAGE

For all CU Medicine clinics, it is strongly preferred by CMS guidelines that signage with the CU Medicine clinic name/logo is visible in plain view from outside of the building. If it is not apparent at the building entrance that a CU Medicine clinic is located within the building, CMS site visit contractors may decline to enter the building and therefore presume that our clinic is not operational, resulting in the clinic's inability to participate in Medicare and Medicaid.

All exterior building signage, including monument signage, should read "University of Colorado Medicine" as a single line logo. If the building lessor will not allow a logo on monument signage, "University of Colorado Medicine" in text should be used. In either case, the shortened "CU Medicine" logo or text is not permitted on exterior or monument signage without a noted exception and approval from CU Medicine Marketing.

Preferred signage at the patient entrance(s) will be the appropriate CU Medicine clinic logo. If more appropriate for the location or requested by building management, the signage at the patient entrances of the building may only list a logo such as University of Colorado Medicine or CU Medicine Specialty Care Center rather than each clinic's name/specialty. In all cases, contact CU Medicine Marketing to confirm the appropriate logo and wording.

For clinics that dispense DME, it is preferred by CU Medicine, though not required by CMS guidelines, to list the clinic hours with the CU Medicine clinic name/logo at the patient entrance(s).

If there are multiple patient entrances, such as a side door or parking garage entrance, it is strongly preferred by CMS guidelines that all entrances have signage clearly showing CU Medicine.

All the above-mentioned signage must be permanent and not easily removed or detached. Taped paper signs are not acceptable or in compliance with CMS guidelines.

If building management does not agree to posting CU Medicine signage visible in plain view from outside the building, then CMS guidelines require that there be signage within the lobby of the building showing the name and exact location of the CU Medicine clinic within the building.

FREESTANDING CLINIC SIGNAGE STANDARDS



University of Colorado Medicine



University of Colorado Medicine

DIRECTORY AND SUITE SIGNAGE

Specialty or practice name should appear on signage for directories and suite doors. Clinic logos include the clinic specialty on the first line and University of Colorado Medicine on the second line, with Medicine in bold. In instances where multiple specialties are located within a single clinic space, the suite signage must list all specialties within that space, either as individual CU Medicine clinic logos, or with a CU Medicine logo and a listing of all specialties in text. Clinic logos do not and should not include the clinic location. Clinic name and suite number must be posted and visible. Directional signage that points to a clinic suite within a building can be helpful, but CMS strongly prefers directory signage listing the clinic name and suite number.

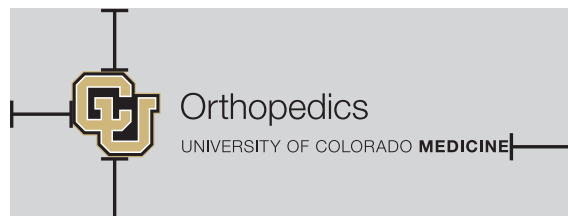


Orthopedics

UNIVERSITY OF COLORADO **MEDICINE**

Suite numbers and clinic hours of operation are to be placed below the clinic logo at the clinic suite entrance, but must be placed below the logo with minimum clear space at least the height of the “U” in the CU icon, such that the suite number and clinic hours of operation don’t appear to be part of the clinic logo.

Minimum clear space =



It is **best practice** to use white vinyl on building/exterior applications (as these windows are typically tinted) and black vinyl on interior suite doors (untinted glass or opaque doors).

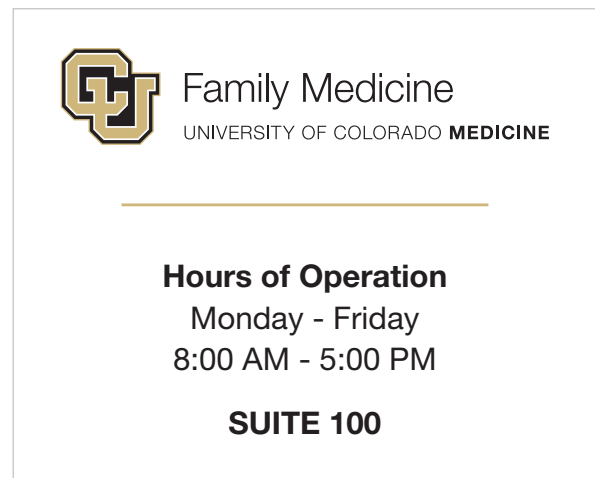
FREESTANDING CLINIC SIGNAGE STANDARDS

CLINIC DOOR SIGNAGE

Default Door Sign

Clinic name, hours of operation and suite number are required at the clinic suite entrance.

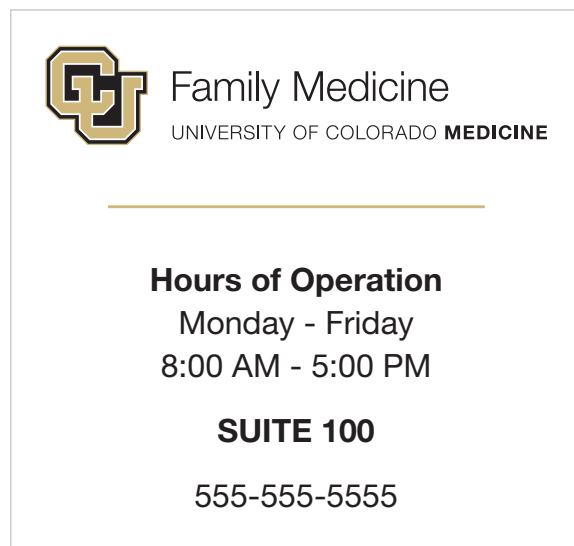
Formatting of this signage must follow the image as shown to the right. There should be about **3 inches of space** between the logo and the left and right door edges. The distance between the logo and the gold line, as well as between the gold line and the hours of operation, is equal to the height of the interlocking “U” in CU. The text size should be at least **1.125 inches** tall. **Hours of Operation** and **SUITE** must be in **BOLD**.



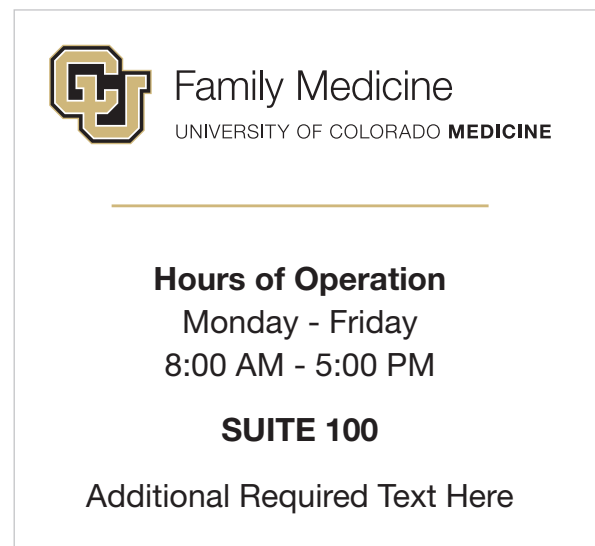
Door Sign with Additional Add-Ons

In cases where a phone number or an additional line of text is requested on the door, that can be included below the suite number and must follow the formatting as shown below. In instances where a clinic is not necessarily always staffed during clinic hours (e.g., the clinic only sees patients by appointment and they generally do not have appointments throughout the day, or the clinic or provider does not have a set schedule), signage must still list clinic hours when a patient could be seen (e.g., Monday – Friday, 8:00 AM – 5:00 PM), but then should also include the wording “By Appointment Only” immediately below the hours on the signage. This is to ensure CMS compliance in the case that CMS contractors visit during posted hours, but the clinic is not staffed.

Default Sign with Phone Number

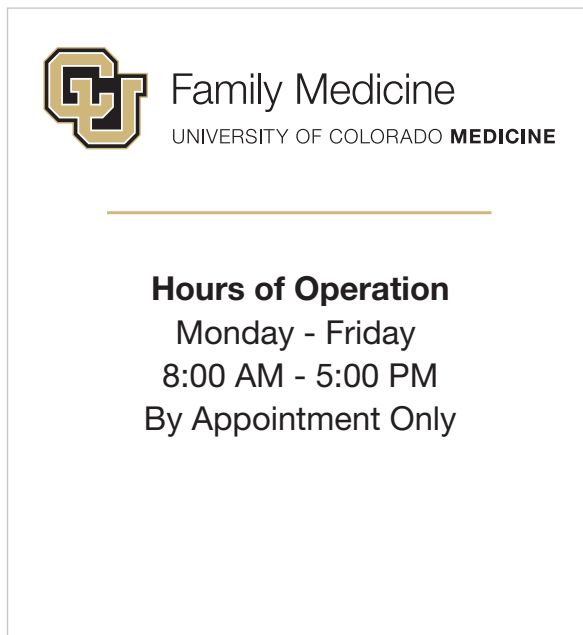


Default Sign with Additional Text

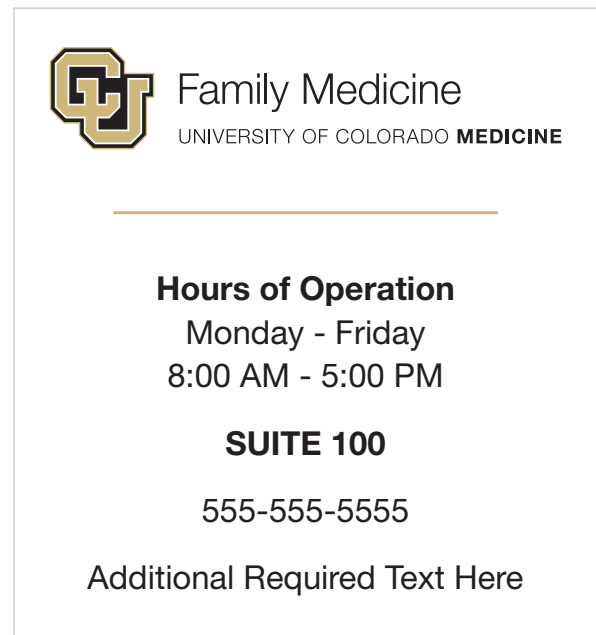


FREESTANDING CLINIC SIGNAGE STANDARDS

Default Sign with “By Appointment Only” Line



Default Sign with All Add-Ons



‘No Weapons’/‘No Smoking’ Signage

CU Medicine policy requires ‘no weapons’ signage at either the building entrance or the clinic suite entrance for patient, provider, and staff safety.

CU Medicine strongly prefers signage that also says ‘no smoking’ at either the building entrance or the clinic suite entrance.



If ‘no weapons’/ ‘no smoking’ signage is displayed on the building entrance, it is not required at the suite-level entrance. If the building lessor does not allow this signage at the building entrance, ‘no weapons’ must be at the clinic suite entrance, and ‘no smoking’ is strongly preferred to be at the clinic suite entrance.

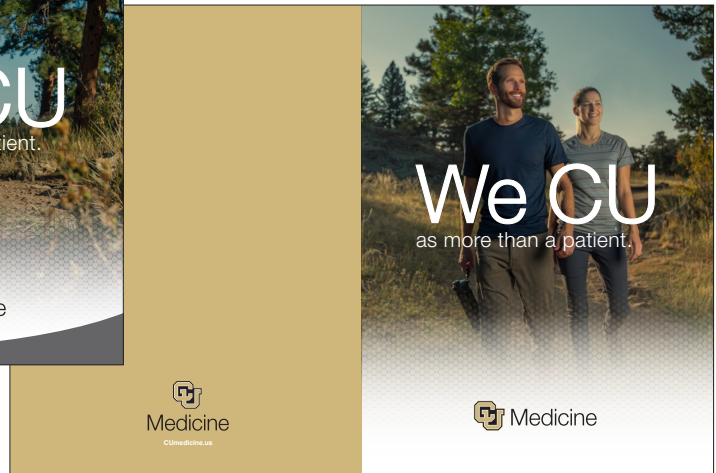
Reception Logo

If space is available on the wall behind the reception/check-in area at a CU Medicine clinic, a CU Medicine logo should be centered on the wall. The logo should be approximately 49”(W) x 30”(H). The logo must be the stacked/centered CU Medicine logo.

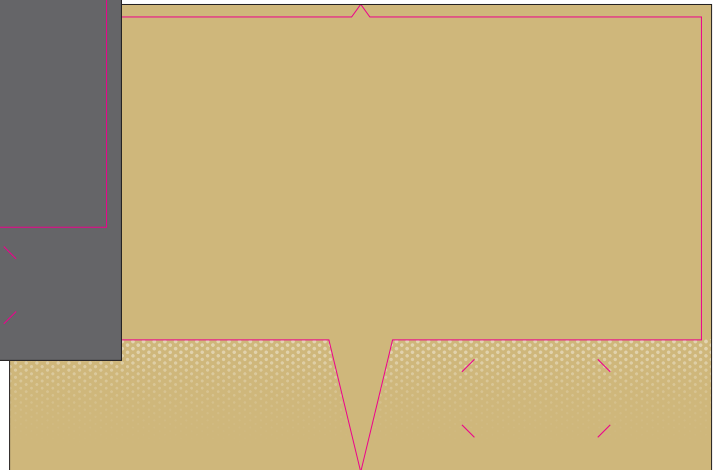
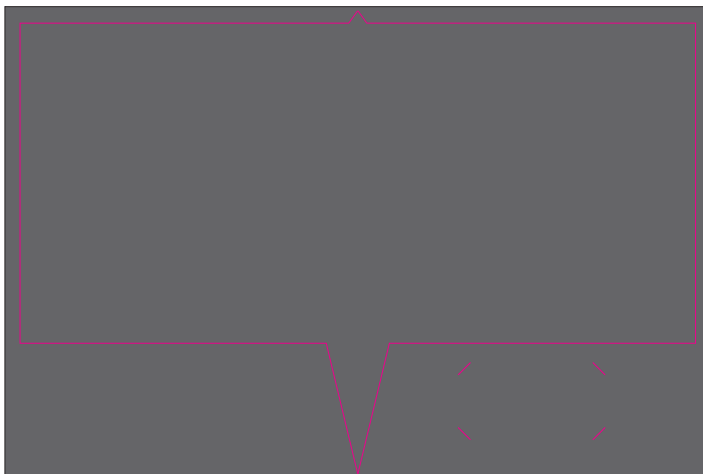
POCKET FOLDERS

EXAMPLES

EXTERIOR TEMPLATES



INTERIOR TEMPLATES



CARDS AND BADGES

Fonts and logo usage

Arial is the approved font for business and appointment cards. Cards and badges may utilize either the full or shortened versions of the CU Medicine logo as described in this style guide.

BUSINESS CARDS

	Cardiology UNIVERSITY OF COLORADO MEDICINE
Name, Credentials	
Title	
Title 2	
Address	P. 000.000.0000
Address 2	F. 000.000.0000
City, State Zip	Email
www.WebAddress.com	

	University of Colorado Medicine
Name	
Title	
Title 2	
Address	P. 000.000.0000
Address 2	F. 000.000.0000
City, State Zip	Email
www.WebAddress.com	

APPOINTMENT REMINDER CARDS

	Cardiology UNIVERSITY OF COLORADO MEDICINE
Appointment Reminder	
For: _____	
Date: _____ Time: _____	
Address City, State Zip	
P: 000.000.0000 F: 000.000.0000	

THANK YOU CARDS

 Medicine

Clinic name
Address
City, state, zip

EMAIL SIGNATURES

CU Medicine email signatures must follow the formatting guidelines below. Arial and Helvetica are approved fonts for email signature use. Font size should be between 10pt and 12pt. Font color must be default black. Include the CU Medicine condensed logo in your email signature so recipients can identify CU Medicine representatives. You may include company-related links, such as the website, in your signature. Ensure that these links follow proper formatting.

Full Email Signature (for newly created emails)

Full Name

Title

Company

Department/Division/Team

Street | City, State | Zip

Phone | Email



Find your provider at www.CUmedicine.us

John Doe

Coordinator

University of Colorado Medicine

Revenue Services

13199 East Montview Blvd | Campus Box A069 | Aurora, CO | 80045

555.555.5555 office | 555.555.5555 cell | john.doe@cumedicine.us



Find your provider at www.CUmedicine.us

SOCIAL MEDIA ICONS

Social media icons should not be used in the email signature footer.



Shortened Email Signature (for email replies)

Full Name | Title | Company | Phone

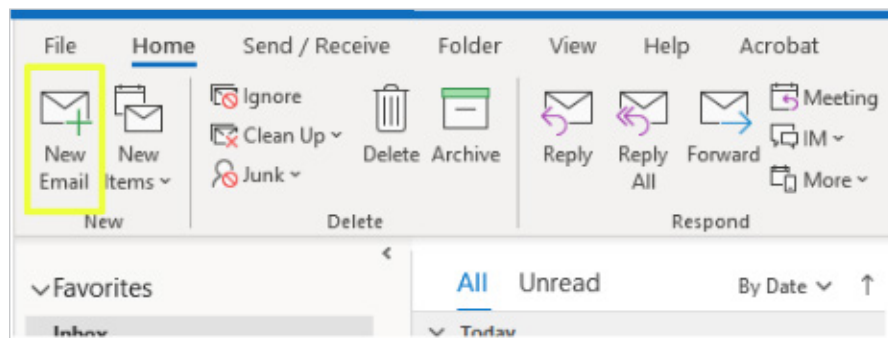
EXAMPLE

John Doe | Coordinator | University of Colorado Medicine | 555.555.5555 office | 555.555.5555 cell

Creating Email Signatures in Outlook

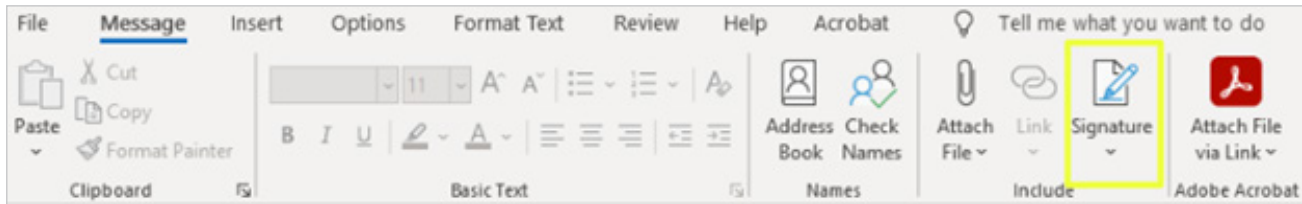
Creating Your Signature:

Open a new email message.



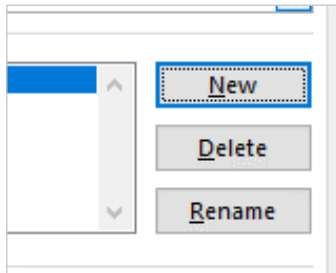
EMAIL SIGNATURES

Click on the “Message” menu and select “Signature” > “Signatures.”

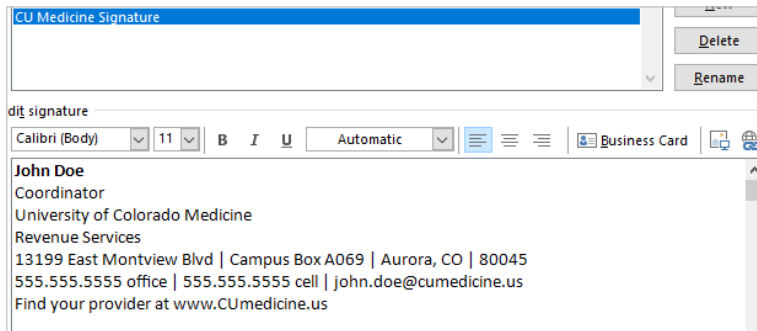


Editing Your Signature:

Under “Select signature to edit,” choose “New” and provide a name for your signature.

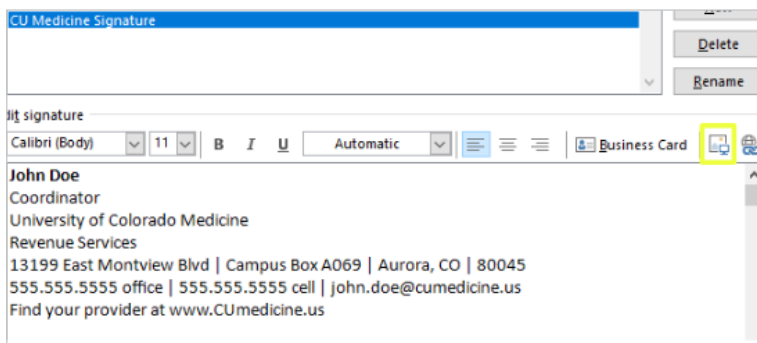


Compose your signature in the “Edit signature” box. You can adjust fonts, font colors, sizes, and text alignment.



Add a Logo or Image to Your Signature:

Click the “Image” icon (Insert an image from your device), locate your image file, and select “Insert.”



To resize the image, right-click it, choose “Picture,” and go to the “Size” tab to adjust dimensions.

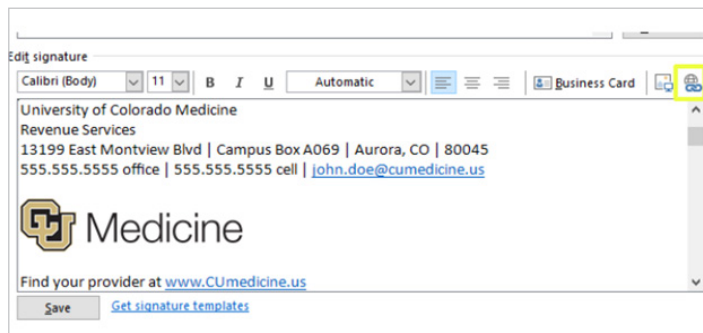
Make sure to keep the “Lock aspect ratio” checkbox checked. Click “OK,” then “OK” again to save the changes to your signature.

EMAIL SIGNATURES

Adding Links to Your Email Signature:

In the “Edit signature” box, highlight the text or image that you want to turn into a link.

Click the “Insert Hyperlink” icon. It typically looks like a chain link or is labeled “Insert/Edit Link.”



In the “Insert Hyperlink” dialog box, enter the URL you want to link to in the “Address” or “URL” field. For example, if you’re linking to the company website, enter the website’s URL.

Optionally, you can provide a link text in the “Text to display” field. This is the text that users will see as the clickable link.

If you leave this field blank, the URL itself will be displayed as the link.

Review and adjust any additional settings in the dialog box, such as specifying whether the link should open in a new window.

Click “OK” to insert the link into your signature.

Once you’ve added the links, click “OK” to save your signature with the links included.

Save Your Signature:

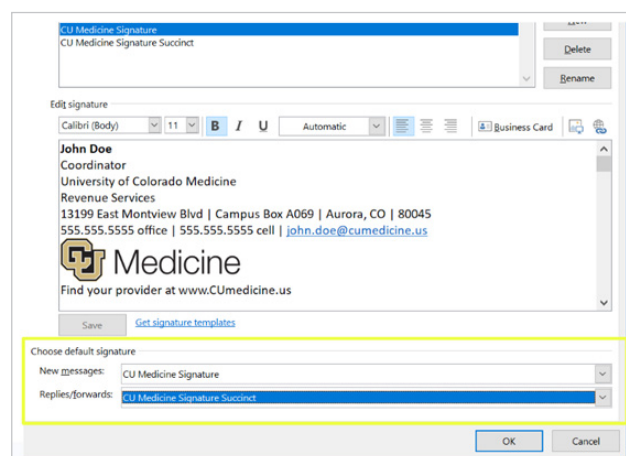
Click “Save” and then “OK” to save your new signature and return to your message. Note that Outlook won’t add your new signature to the message you opened in Step 1; you’ll have to add it manually. Future messages will automatically include your signature.

To add it manually, select “Signature” from the “Message” menu.

Setting Default Signature:

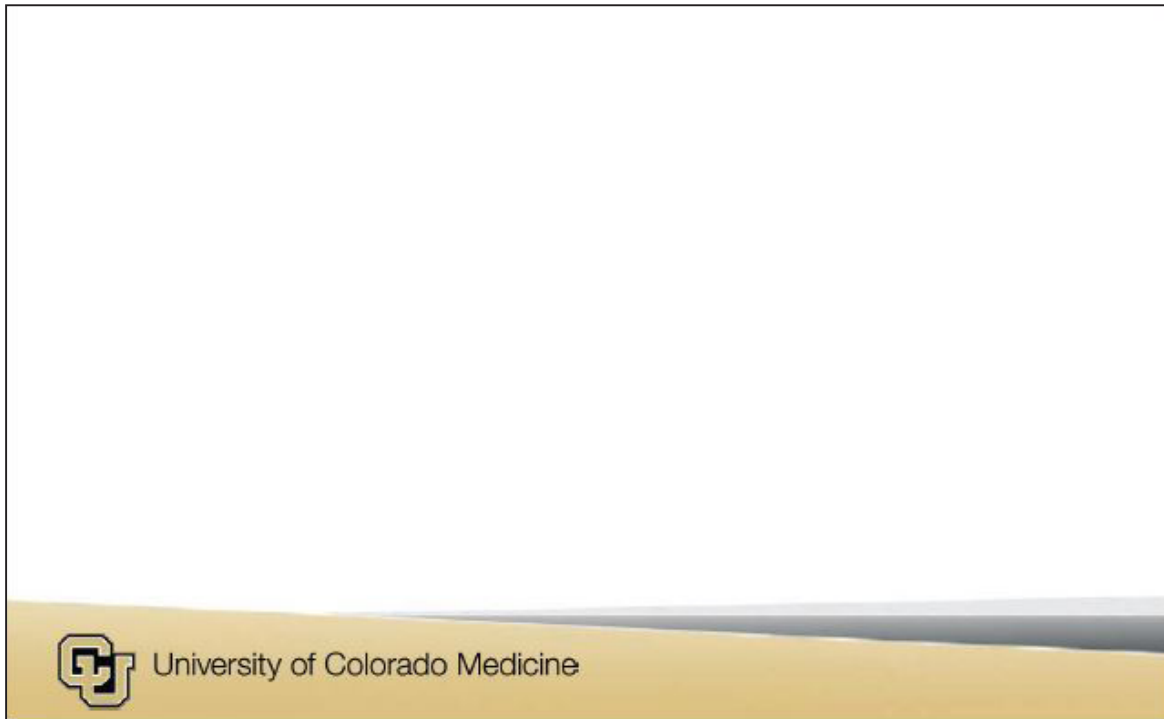
For new messages, select one of your signatures from the “New messages” drop-down if you want it added by default. Choose “(none)” if you don’t want to auto-add a signature.

For replies and forwards, select one of your signatures from the “Replies/forwards” drop-down if you want it to appear. Choose “(none)” if you don’t.



POWERPOINT

TITLE SLIDE



DETAIL SLIDE



ATTIRE

Clinic staff for any specialty will utilize the CU Medicine logo for uniforms. Logos including clinic or specialty names should not be utilized on clinic staff uniforms. This approach enables clinic staff to work in any location and ensures consistency and clarity for our patients.



Physicians and advanced practice providers have the option to use CU Medicine logos that include clinic or specialty names on their lab coats. Providers must ensure that they are wearing the lab coat with the appropriate logo on it depending on which clinic they are in on a given day.

SHORT CU MEDICINE LOGO

NAME AND DEPARTMENT

UNIVERSITY SEAL



VIDEO AND MULTIMEDIA

Video and interactive content are effective ways to reach your audience with memorable, brand-supportive communications.

VIDEO BRANDING

CU Medicine brand colors, typography, and imagery should be incorporated throughout the video's design, such as title and closing cards, lower thirds and background graphics. The following guidelines are meant to offer direction but are not intended to limit creativity, providing that the end result aligns to the CU Medicine brand.

Format

All videos should be created for widescreen (16:9) format and should be shot in High Definition (HD). Quicktime (.mov) and MPEG (.mp4) file types are the preferred formats for uploading to YouTube.

Spoken and visual content

All approved naming guidelines must be observed for spoken and visual content. For example, the University of Colorado Medicine or CU Medicine name should be shown and/or stated clearly, and correct clinic names should be utilized.

Music bumpers and music beds

Music is an important component of most videos and helps introduce and set the tone for the video. A music bumper is a clip of a song that is played at the beginning and end of a video. Bumpers may transition to a quieter, background level that plays throughout the video, known as a music bed. Bumpers may also fade out completely after the title card and then fade back in for the closing card. Instrumental music should be used for bumpers and music beds.

Copyright laws for music licensing apply anytime a video is posted online for the public to view. Music must be properly licensed for use.

Title and closing cards

Title and closing cards are the graphic content at the beginning and end of a video. Title cards catch the viewer's attention and emphasize the brand, providing the first opportunity to show the CU Medicine logo. Closing cards further reinforce the brand and CU Medicine logo, and should be used to provide viewers with a call to action, such as visiting a website. Music bumpers should be included at a reasonable volume level during both the title and closing cards.

TITLE CARD EXAMPLE



CLOSING CARD EXAMPLE

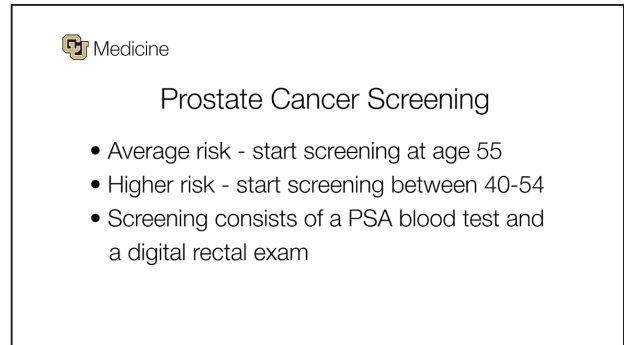
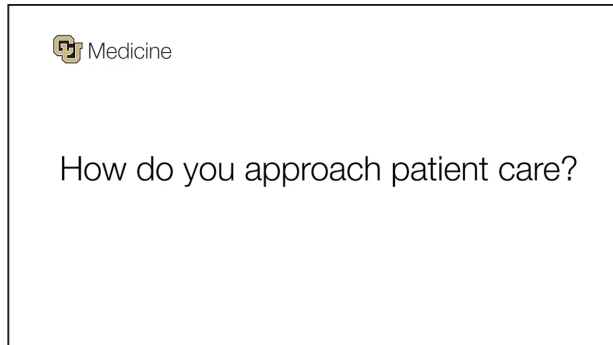


VIDEO AND MULTIMEDIA

Intertitle cards

Intertitle cards are placed within a video, typically between pieces of video content, to provide a text explanation or additional information to the viewer.

INTERTITLE CARD EXAMPLES



Logo bug

A logo bug is a graphic used to brand and identify a video. The CU Medicine logo should be used as a logo bug on all videos, displayed in a corner of the viewable area throughout the entirety of the video. The position of the logo bug may vary, but should be placed in a location that does not interfere with other graphic elements such as lower thirds, and that does not draw attention away from the content of the video. Logo bugs should have a transparent background and be small in size relative to the video. A full color or a reverse logo may be used depending on the background.

LOGO BUG EXAMPLES



VIDEO AND MULTIMEDIA

Lower thirds

A lower third is information, usually placed in the lower-third of the screen, used to display the name and title of a person being interviewed or a location. Lower thirds should be included on the subject's first speaking appearance. Lower thirds should include text placed on a background that distinguishes it from the video image itself.

The first line of the lower third should be the person's name and post-nominal letters (such as MD, DO, PhD) in a larger font size, and the second line should be their title in a smaller font size. A third line may be included if necessary. However, given space constraints, it is appropriate to keep title descriptors concise, and use the title and post-nominal letters that are most relevant for this video. In some cases, utilizing a descriptive title that will be more relevant to the viewer than the subject's actual title is appropriate, as in the following examples.

LOWER THIRD EXAMPLES

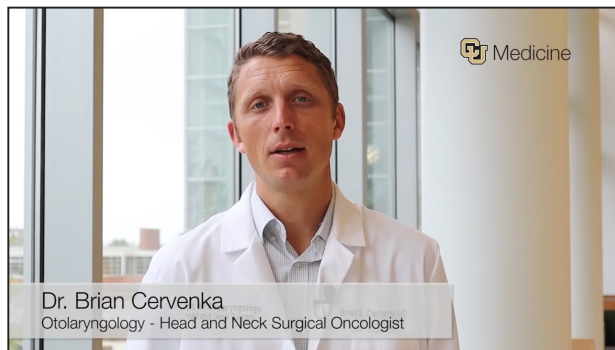


Photo and video releases

Written consent must be obtained to utilize pictures or videos that feature patients, names of patients, or any likeness of a patient (such as name, medical record number, screenshots, or EMR information), even if they give you express verbal permission.

CU Medicine's release form is available in both English and Spanish, and may be obtained by contacting the Marketing department. Signed releases should be scanned and sent back to the CU Medicine Marketing department.

SCREENSAVERS

EXAMPLES



Questions?

If you have questions regarding this style guide or need to request logo or design files, please contact:

Marketing

Marketing@CUmedicine.us