Consistent use of the NHS Education South Central and NESC logos will ensure that we present ourselves as one professional organisation. This will help distinguish NESC from other NHS organisations, make clear our relationship with South Central Strategic Health Authority and raise awareness of what we do and who we are.

A strong corporate brand will support an overall experience of working with NESC. The most powerful way to ensure that we are viewed as an excellent organisation is to ensure that we not only present ourselves professionally, but that people have a positive experience of our services and working with us.

All professionally produced and printed items or any promotional items should be checked with the marketing manager before printing: caroline.crabtree@nesc.nhs.uk or telephone 01962 718548.

This summary is drawn from the NHS Education South Central Corporate Brand Guidelines held at: S:\NESC-Corporate & Business Services\NESC Logos and Corporate Brand Guidelines and in Oxford at F:\shared\sections\COMMON\NESC Templates\ and on Sharepoint.

If you have any comments or feedback on this document please contact Corporate & Business Services, Caroline Crabtree (contacts above) or Lesley.Loughridge@nesc.nhs.uk telephone 01962 718552.
Section One

Logos

This section explains how you should use our NHS logo alongside the NESC logo. Mandatory rules include positioning, size, exclusion zones and colour variants.
SECTION ONE

Our NHS logo

The NHS Education South Central logo is all blue or all black to indicate that we are a non-statutory provider organisation.

Do not try and create this logo by using an NHS logo and then typing the words underneath, always use the correct file.

It can appear in blue or black, but never any other colour. The gap between the NHS lozenge and the Education South Central wording is set and must not be altered.

NHS Education South Central and NESC logos are available for everybody to use, see page 1 for details.

The NHS logo colour

Pantone 300
C 99   M 51   Y 0   K 0
R 0   G 101   B 189

The full NHS Brand Guidelines are at www.nhsidentity.nhs.uk
SECTION ONE

Exclusion zone

In order to maintain and protect the visual identity of the NHS logo, always adhere to the minimum exclusion zone.

The minimum amount of clear space recommended when using the NHS logo is one width of the NHS block, shown here by the value $X$.

This amount of clear space should not be infringed upon.
SECTION ONE

NESC logo

Colour logos
This is the Primary NESC logo. It should be used across all communications in conjunction with the NHS logo.
Where possible, the logo must be used with the three word strapline underneath.
The best positions of the NESC logo and the NHS logo are shown on page 8.

Monotone logos
Where colour is not an option, please use one of the monotone logos shown here.

NOTE: This logo should not be used alone on documents or publicity material as it does not contain any reference to the NHS.
Individual use of the graphic arrow is explained on page 10.
SECTION ONE

Exclusion zone

In order to maintain and protect the visual identity of the NESC logo, the exclusion zone must always be adhered to.

The minimum amount of clear space around the NESC logo is one width of the letter ‘N’ in the NESC logo. This amount of clear space should not be infringed upon. Doing so will cause it to lose impact or become obscured.

The example, right, shows how this is done.

Milit anim ide harund derund facilis est er expedit est labor et dolore impedit civius. Torem clupa qui officia deserunt milit anim ide har facilis est er expedit est et distinct irur dolor voluptate c dolore impet et distinct voluptate consequat. Du iimpor ipso facto coiud delinit. Du irure nulla molestias eligent est congue legum ard facto congue nihil distinct culpa labore et dolore imp torem clupa qui officia deserunt milit anim ide harund derund facilis est er expedit distinct irur dolor voluptate. Labor et dolore impedit civius. Torem clupa qui officia.

Milit anim ide harund derund facilis est er expedit est et distinct irur dolor voluptate c dolore impec et distinct irur dolor voluptate consequat. Du iimpor ipso facto coi Du irure nulla molestias excepteur eligent est congue legum ard facto congue nihil.

Applicants wishing to discuss the role further in detail may contact:
Person’s name (CONTACT DETAILS)
Lois Whittaker (CONTACT DETAILS)

To request an application pack, please email wessexdeanery@workresourcing. or call XXXX XXXXXXXXXX

Applications must be received before XXXXXXXXXX, with interviews expected on XXXX
SECTION ONE

Sizing the logos

The minimum size of the NESC logo with strapline should be no smaller than 40mm in width. If used smaller than this the strapline becomes illegible.

The minimum size of the NESC logo without the strapline is 20mm.

To determine the size of the NHS logo in relation to the NESC logo, the NHS logo will always be the width of the letters ‘NES’ in the NESC logo.

This will ensure that the NHS logo is clear but that NESC still retains its prominence.

Logo size guide:

<table>
<thead>
<tr>
<th>Document</th>
<th>NHS logo</th>
<th>NESC logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5</td>
<td>42mm wide</td>
<td>30mm wide</td>
</tr>
<tr>
<td>A4</td>
<td>63mm wide</td>
<td>45mm wide</td>
</tr>
<tr>
<td>A3</td>
<td>126mm wide</td>
<td>90mm wide</td>
</tr>
<tr>
<td>Academic poster</td>
<td>290mm wide</td>
<td>207mm wide</td>
</tr>
<tr>
<td>(1750 x 1150mm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner stand</td>
<td>434mm wide</td>
<td>310mm wide</td>
</tr>
</tbody>
</table>
SECTION ONE

Placing the logos

The NHS logo should always take precedence. On most literature it should be positioned top right with the NESC logo bottom left.

Both logos should be the same distance from the edges of the document.

The NESC logo should always be used with the NHS Education South Central logo or another NHS logo. It should not be used alone on documents or publicity material as it does not contain any reference to the NHS.

Information
Inspiration
Improvement

Milit anim ide harund derund facilis est er expedit est
labore et dolore impedit civius. Torem clupa qui officia dase runt milit anim ide harund derund facilis est er expedit est et distinct irur dolor voluptate c dolore impet et distinct irur dolor voluptate consequit. Du impor ipso facto coid delinit. Du ire null molestias excepteur eligent est congue legum ar facto congue nihil distinct culpa labore et dolore impedit civius torem clupa qui officia dase runt milit anim ide harund derund facilis est er expedit est et distinct irur dolor voluptate. Labore et dolore impedit civius. Torem clupa qui officia dase runt milit anim ide harund derund facilis est er expedit est et distinct irur dolor voluptate c dolore impet et distinct irur dolor voluptate consequit. Du impor ipso facto coid delinit. Du ire null molestias excepteur eligent est congue legum ar facto congue nihil.

Applicants wishing to discuss the role further in detail may contact:
Person’s name (CONTACT DETAILS)
Lois Whittaker (CONTACT DETAILS)

To request an application pack, please email wessexdeanery@workresourcing.com or call XXXX XXXXXXXXXX

Applications must be received before xxxxxxxxxx, with interviews expected on xxxxxx xxxxxxxx.
SECTION ONE

Co-branding

Where NESC has funded or worked in partnership with another organisation the NESC logo should be used on joint publicity material to endorse that partnership.

If the partnership is with a non NHS organisation and there is no other reference to the NHS, the NHS Education South Central logo should be used.

The prominence and position of the NHS and NESC logos can be negotiated according to how much input and involvement NESC has had.

NOTE: these examples are a guide for position only and are not to scale.
SECTION ONE

The arrow graphic

If the NESC logo or graphic is to be used on promotional items such as pens or stress balls where space and layout is limited then ensure that the website address: www.nesc.nhs.uk or another reference to the NHS is used.

The arrow on the NESC graphic should always face bottom left to top right to indicate forward movement.
SECTION ONE

The NESC strapline

The strapline “Informing  Inspiring Improving” may be used as a separate graphic. The strapline should always be produced in Frutiger or Arial but in no other type faces and with no commas between the words.

The strapline may be used alone horizontally with a minimum of two spaces between the words. It may also be used as a three line block.

As a secondary option, the strapline can also be used with lower case letters: “informing inspiring improving”. This can be used where the initial capitals do not work well with their position. The rules for typeface, spacing and commas still stand.
Section Two

Type and colour

This section deals with the basic elements used in creating our material. It includes details on typography, headlines and sub-heads, body copy, logo styles, logo exclusion zone, colour palette, tints and gradients and imagery.
SECTION TWO

Typography

The NHS primary typeface is Frutiger, upper and lower case. This should be used on all professionally produced material.

For internally produced documents and everyday communications such as letters, please use Arial sized to 11pt for the main text.

The point size for any type should be no smaller than 7pt (i.e. business cards, small ads) and no larger than 168pt (i.e. A1 posters, banner stands).

**Primary typeface**

Frutiger Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Frutiger Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Frutiger Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

**Secondary typeface**

Arial MT

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

Arial MT Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
SECTION TWO

Colour palette

The three primary colours for NESC are taken from the NHS colour palette.

NESC has also identified two complementary colours which are found mid way along our green gradient arrow graphic (see page 16).

The full NHS colour palette is available for use.
SECTION TWO

Colour tints

All available tints are taken from the NHS colour palette used in NESC advertising. See palette right for percentage breakdowns.

Using these tints offers further diversity to the range of colours available and may be particularly helpful when producing charts and diagrams.

Tints may also provide further creative opportunity for one and two colour communications.

The NHS and NESC logo and logotypes must never be reproduced as tints.
SECTION TWO

Gradients

There are four NESC gradients available for use. For all generic corporate items use the Purple Gradient.

Each gradient may be used either horizontally or at a 45° angle.

Do not change the order of the colours within each gradient.

NESC Purple Gradient

NESC Green Gradient

NESC Orange Gradient

NESC Blue Gradient
SECTION TWO

Imagery

Photography
The NHS image library is our primary source of photography: www.photolibrary.nhs.uk
You can register for free using your NHS email account.
You may also be able to use photographs previously published by NESC in out magazine and newsletters. Please contact caroline.crabtree@nesc.nhs.uk

Graphics
Stylised outline drawings may be used in place of photography to dramatic effect.
If you would like one to be created for a specific project, please contact caroline.crabtree@nesc.nhs.uk
The NHS corporate identity guidelines advises against using clipart.
Section Three

Advertising
We are seeking to recruit a Dental School Manager to lead and manage a busy and productive team administratively supporting NESC Dental School. The Dental School provides postgraduate education, training and development for Dentists and their teams in Berkshire, Buckinghamshire, Hampshire, Northamptonshire and Oxfordshire.

This is a varied and interesting post within a small and friendly department. We are looking for a positive, well-organised and self-motivated individual who is adaptable and possesses excellent interpersonal skills. You will be required to develop and maintain effective working relationships both in the office and with our network of tutors and trainers based throughout the region and deaneries across the UK.

Informal enquiries are welcome. Please contact:
The Postgraduate Dental Dean on 01865 740653

Further details of these posts and the application process can be found at www.jobs.nhs.uk by entering the Job Ref. Closing Date for both posts: 26 October 2008

NHS South Central - Improving health and alleviating the causes of poor health for the benefit of patients, the public and taxpayer alike in Oxfordshire, Buckinghamshire, Berkshire, Hampshire and the Isle of Wight.
SECTION THREE

Display adverts / posters

Having analysed and applied all elements of these NESC recruitment brand guidelines, all posters and adverts should contain the same key design elements. These examples provide direction on how this can be achieved.

All non-bleed adverts should be contained within a 0.5pt border (‘bleed’ is imagery which extends over the page edges).

---

**Course Title**

This is a one-day masterclass for senior SpRs and other healthcare professionals to help them understand the personal impact they are having on others they work with and for.

**Course Contents:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-course preparation</td>
<td>Walk through latest research.</td>
</tr>
<tr>
<td>Impact you are making now</td>
<td>What impact are you making now?</td>
</tr>
<tr>
<td>Impact you want to make</td>
<td>Making happen — developing your powerful impact</td>
</tr>
</tbody>
</table>

**Course Contents:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 September 2008</td>
<td>Wessex Heartbeat Education Centre, Southampton General Hospital</td>
<td>£50 (SSCHA personnel) £200 (other NHS personnel)</td>
</tr>
</tbody>
</table>

---

**Are you on the right course with your professional career?**

The NESC Professional Programme supports developing teams and individuals from across the health and care sector.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>NESC Professional Programme</td>
<td>Leading Development teams</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Health Service Management Academy</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Nuts &amp; Bolts in Health Service Management</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Leadership 2</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Tomorrow's Teachers</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>GP Trainer Development</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Modular Course for Prospective GP Trainers</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Booster Course</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Experienced Trainer Course</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Out of Hours Clinical Supervision Course</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Educational Supervisor Development Courses (ESDC)</td>
</tr>
<tr>
<td>NESC Professional Programme</td>
<td>Developing your skills as an Educational Supervisor: The Essentials</td>
</tr>
</tbody>
</table>

---

Access on-line learning resources — Support for your staff’s personal and professional development.

Workforce solutions to a service need? See the range of assistant practitioner job descriptions and person specifications.

Need career support? Contact NESC directly — advising on career pathways and roles.

New role? Contact NESC directly — advising on role and salary entry points.

---

New job? Information on medical and dentalev training posts.

Ready to develop? Personal or professional development? See our courses on education, training, career development and our website.

---

Want to find out more about NESC? From Education Commissioning to Quality, Practice Learning — we list our departments and our staff.

---

New look NESC website

Check it out for yourself, visit www.nesc.nhs.uk
Section Four

Stationery

This section covers the basic stationery elements.
SECTION FOUR

Business cards

This is the design for all generic NESC business cards. No deviation from this layout is permitted.

For Oxford Deanery and Wessex Deanery cards please see pages 28 and 33 respectively.

Please do not try to recreate your own cards. They may be ordered from:
lesley.loughridge@nesc.nhs.uk
telephone: 01962 718552
SECTION FOUR

Letterheads

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
F:\shared\sections\COMMON\NESC Templates\and
Sharepoint

Text sizes
Arial Bold, 11pt
Arial, 11pt

Note: The footer statement of our relationship with the South Central Strategic Health Authority must appear on all formal communications. This applies to Fax Paper, Compliment Slips and all formal reports and documents.

NESC – incorporating Oxford and Wessex Deaneries

NHS Education South Central (NESC) is part of the South Central Strategic Health Authority

Dear [Name]

Re: [Title]

Kind regards

Name
Title
Department (optional)

Address1
Address2
Address3
Address4
Street
Postcode

Tel: xxxxxxxxxx
Fax: xxxxxxxxxx
Email: firstname.lastname@nesc.nhs.uk
www.nesc.nhs.uk

22 September 2008

15mm border from all edges

Five carriage returns between sign-off and Name
SECTION FOUR

Fax paper

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
F:\shared\sections\COMMON\NESC Templates
and
Sharepoint

Text sizes
Arial Bold, 16pt
Arial, 11pt
Arial, 10pt
SECTION FOUR

Compliment slips

Pre-printed generic compliment slips are available for Southern House and The Triangle addresses. Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
F:\shared\sections\COMMON\NESC Templates
and
Sharepoint

Text sizes
Arial, 11pt
Arial Bold, 11pt
Arial 18pt
Section Five

Deaneries

As a part of NESC, the Oxford Deanery and Wessex Deanery also have specific NHS logos. This section shows our stationery designs. All previous guidelines covered in this document also apply to all Deanery material.
SECTION FIVE

Oxford Deanery logo

The Oxford Deanery logo has a blue Deanery block below the NHS logo. The sizing and distance between these elements is fixed.

Do not try and create this logo by using an NHS logo and then typing the words underneath, always use the correct file as it appears here.

All rules for use of the NHS logo also apply to this logo.

On certain promotional material where space is an issue the Oxford Deanery block may be used separately from the NHS Education South central logo. See sample on page 32.

The Oxford Deanery logo is held on the server at:
F:\shared\sections\COMMON\NESC Templates\n
For exclusion zone, sizing and positioning please see pages 4, 7 and 8 respectively.
SECTION FIVE

Oxford Deanery business cards

This is the design for all Oxford Deanery business cards.

Please do not try to recreate your own cards. They may be ordered from:
lesley.loughridge@nesc.nhs.uk
telephone: 01962 718552
SECTION FIVE

Oxford Deanery letterheads

Microsoft Word templates may be downloaded from the shared drive:
F:\shared\sections\COMMON\NESC Templates\Microsoft Word templates may be downloaded from the shared drive:

Text sizes
Arial Bold, 11pt
Arial, 11pt

For spacing on letterheads see page 23.

Note: The footer statement of our relationship with the South Central Strategic Health Authority must appear on all formal communications. This applies to Fax Paper, Compliment Slips and all formal reports and documents.
SECTION FIVE

Oxford Deanery compliment slips

Microsoft Word templates may be downloaded from the shared drive:
F:\shared\sections\COMMON\NESC Templates\

Text sizes
Arial, 11pt
Arial Bold, 11pt
Arial 18pt
For spacing see page 25.
SECTION FIVE

Oxford Deanery
fax paper

Microsoft Word templates may be downloaded from the shared drive:
F:\shared\sections\COMMON\NESC Templates\

Text sizes
Arial Bold, 16pt
Arial, 11pt
Arial, 10pt
For spacing see page 24.
SECTION FIVE

Branding when space is limited

An example of the Deanery name block separate from the NHS logo is shown here. This can be used when space is limited on various marketing materials. On corporate materials, the logo must remain intact.
The Wessex Deanery logo has a blue Deanery block below the NHS logo. The sizing and distance between these elements is fixed.

Do not try and create this logo by using an NHS logo and then typing the words underneath, always use the correct file as it appears here.

All rules for use of the NHS logo also apply to this logo.

On certain promotional material where space is an issue the Wessex Deanery block may be used separately from the NHS Education South central logo. See sample on page 38.

The Wessex Deanery logo is held on the server at: S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates and Sharepoint

For exclusion zone, sizing and positioning please see pages 4, 7 and 8 respectively.
SECTION FIVE

Wessex Deanery business cards

This is the design for all Wessex Deanery business cards. Please do not try to recreate your own cards. They may be ordered from:
lesley.loughridge@nesc.nhs.uk
telephone: 01962 718552

Front

Back
SECTION FIVE

Wessex Deanery Letterheads

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and Sharepoint

Text sizes
Arial Bold, 11pt
Arial, 11pt
For spacing on letterheads see page 23.

Note: The footer statement of our relationship with the South Central Strategic Health Authority must appear on all formal communications. This applies to Fax Paper, Compliment Slips and all formal reports and documents.
SECTION FIVE

Wessex Deanery compliment slips

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
Sharepoint

Text sizes
Arial, 11pt
Arial Bold, 11pt
Arial 18pt
For spacing see page 25.
SECTION FIVE

Wessex Deanery fax paper

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates and Sharepoint

Text sizes
Arial Bold, 16pt
Arial, 11pt
Arial, 10pt
For spacing see page 24.
SECTION FIVE

Branding when space is limited

An example of the Deanery name block separate from the NHS logo is shown here. This can be used when space is limited on various marketing materials. On corporate materials, the logo must remain intact.
Section Six

Other materials and information
SECTION SIX

Consistent writing style

Should numbers be written in text or numerically? How should dates be laid out? By using consistent styling, we’ll make sure that all communication is clear and helps to build on the strong NESC identity.

The examples on the following page show this in practice – using the programmes that you’ll be using most.

Common text elements

- Always spell out acronyms the first time you use them. In general correspondence write NHS Education South Central (NESC), then use “NESC” from then on.
- All general written correspondence should be written in Arial font size 11.
- Emails should be written in Arial font size 10.
- All footers should be left aligned and size eight font.
- Dates should be written as 22 May 2008. We never use ‘th’ or ‘rd’ or ‘st’.
- When referring to a document or publication, the title of the document Corporate Brand Guidelines should be in italic.
- Mobile phone numbers should be written five digits and then 6 digits. For example: 012345 678900.
- Numbers under 10 should be written in text. 10 and over should be written numerically. So, for example, six and 11.
- Ampersands (&) should only be used when they form part of a logo and not in a sentence – always use ‘and’.
- Spacing after a full stop should only be 1 space.
- Whenever we state a monetary figure, we’ll write it as pounds sign, figure and then a letter as required – such as this: £6k (instead of ‘six thousand pounds’).
- There should be 5 carriage returns between the end of a letter and the senders name.
- Use of capitals:
  Capital initials are needed for: proper nouns (people and places); organisations with formal titles eg South Central Strategic Health Authority; job titles where the person’s name is written.
  Capital initials are not needed for: common nouns; casual references to organisations eg ambulance trusts, primary care trusts; casual reference to job titles eg chief executive, doctors, nurses.
- Board Papers: there is a set format for SHA Executive Board Papers and NESC Senior Management Team papers. These can be found on (as above). Papers not submitted in this format will not be accepted.
SECTION SIX

Email

Email text should be Arial, regular, 10 point and black.
Email footers are set by the IT department and follow the following format:
Arial, regular, 10 point and black

Structure:
Name
Job Title
Address
Phone number
Email address

Please do not personalise your email footer.

Good email practice:
• Always include a subject heading
• Make it clear whether the email is for information or action
• Be clear about the response you require, and when
• If your email is urgent, use the phone instead!
SECTION SIX

Powerpoint

This is the design for a NESC Powerpoint presentation. Microsoft Word templates may be downloaded from the shared drive: S:\NESC - CORPORATE & BUSINESS SERVICES\ NESC Templates and Sharepoint

Templates for the Oxford and Wessex Deaneries are also available.

Text sizes
Title: Arial Bold, 36pt
Presented by: Arial, 24pt
Organisation & Date: Arial Bold, 14pt
Page title: Arial Bold, 32pt
Main text: Arial, 24pt

You can personalise the footer here with your Department, Team or Project name
SECTION SIX

Certificates

This is the design for a Certificate.
Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
Sharepoint

Templates for the Oxford and Wessex Deaneries are also available.
SECTION SIX

Newsletters

All newsletters and updates should have a corporate and professional look and feel.

Here is one example.

The masthead and footer should remain as shown here (personalise the masthead with your School or Department name), but you may alter the style of the content for your own purposes.

This Microsoft Word template may be downloaded from the shared drive: S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates and Sharepoint

Top tip:
- For emailing, please use a Low Resolution template, and do not use long columns where people need to scroll down.
SECTION SIX

Reports – Short

This is the design for a Short Report document. Microsoft Word templates may be downloaded from the shared drive: S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates and Sharepoint

Templates for the Oxford and Wessex Deaneries are also available.

Text sizes
Heading 1: Arial Bold, 18pt
Heading 2: Arial Bold, 14pt
Heading 3: Arial Bold, 11pt
Main text: Arial, 11pt

One carriage return between paragraphs, two before a new Heading 1

[Heading 1]
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

[Heading 2]

• Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

[Heading 1]
SECTION SIX

Reports – Long

This is the design for a Long Report document. Microsoft Word templates may be downloaded from the shared drive: S:\NESC - CORPORATE & BUSINESS SERVICES\ NESC Templates and Sharepoint

Templates for the Oxford and Wessex Deaneries are also available.

Text sizes
Heading 1: Arial Bold, 18pt
Heading 2: Arial Bold, 18pt
Heading 3: Arial Bold, 14pt
Heading 4: Arial Bold, 11pt
Main text: Arial, 11pt

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

1. [Heading 3]
   1.1 [Heading 4]
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SECTION SIX

Agendas

This is the design for an Agenda.

Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates and Sharepoint

Templates for the Oxford and Wessex Deaneries are also available.

Text sizes

Heading: Arial Bold, 24pt
Venue & Agenda: Arial Bold, 14pt
Number, Item: Arial, 14pt
All content text: Arial, 11pt
AOB: Arial Bold, 11pt
SECTION SIX

Minutes

This is the design for a Minutes document.
Microsoft Word templates may be downloaded from the shared drive:
S:\NESC - CORPORATE & BUSINESS SERVICES\NESC Templates
and
Sharepoint
Templates for the Oxford and Wessex Deaneries are also available.

Text sizes
Heading: Arial Bold, 24pt
Venue: Arial Bold, 14pt
Present header: Arial Bold, 11pt
Present names: Arial, 11pt
Number, Item: Arial, 14pt
All content text: Arial, 11pt
AOB: Arial Bold, 11pt