

CAPITALS ON CAMPUS

STYLE GUIDE

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FONTS

Octanis

abcdefghijklmnopqrstuvxyz
1234567890?!

Roboto Condensed

abcdefghijklmnopqrstuvxyz
1234567890?!

Roboto Slab

abcdefghijklmnopqrstuvxyz
1234567890?!

Filson Soft Book

abcdefghijklmnopqrstuvxyz
1234567890?!

Octanis will be used primarily for headers. This font only has one weight, but may be all-caps for stronger hierarchy if desired. The recommended size for this is **24pt – 60pt** or as the document allows.

Roboto Condensed will be used as a body text, numeral hierarchy, and labels. This is a universal font that can be used in almost all cases within your work. There are a total of 16 weights that could be used if desired. The recommended size for body text is **9pt – 11pt**, number values are **10pt – 12pt** as space allows, and labels are **10pt – 12pt** as space allows.

Roboto Slab will be used for body text in ALL Word Documents. Recommended size is **10.5pt**.

Filson Soft is, too, a universal font that may be used interchangeably with Roboto. This font provides nice numerals (ex. 1234567890). These are secondary numeral options for documents. Recommended size varies from **8pt – 40pt** or as desired.

COLOR

| | | |
|----------------------------------|----------------------------------|----------------------------------|
| RGB: 216 216 217 HEX: #d8d8d9 | RGB: 119 207 207 HEX: #becfcf | RGB: 239 182 96 HEX: #efb560 |
| RGB: 255 225 159 HEX: #ffe19e | RGB: 244 121 32 HEX: #f47820 | RGB: 36 63 88 HEX: #243f58 |
| RGB: 79 116 108 HEX: #4e736b | RGB: 57 58 58 HEX: #383a3a | RGB: 210 175 148 HEX: #d1af94 |
| RGB: 153 179 148 HEX: #98b394 | RGB: 36 60 58 HEX: #213c3a | RGB: 255 255 255 HEX: #ffffff |

Make sure to have
HIGH CONTRAST
between colors.



DO NOT pair green and
yellow together.



MICROSOFT WORD DOCUMENTS

**Please use the given template for all Word Documents.
Listed below are simplified perimeters for each aspect of
any given scripted document.**

Title: Octanis Sans, 36 pt (color: 36,63,88)

Subtitle: Roboto Condensed, 11pt (color: 81 116 109)

Heading 1: Filson Soft, 18pt (color: 238,182,96)

Heading 2: Filson Soft, 14pt, italic (color: 244,121,33)

Heading 3: Roboto Slab, 10.5pt, bold (color:57, 58, 58)

Quote: Roboto Condensed, 14 pt, italic (color: 81, 116,109)

Body: Roboto Slab, 10.5 pt, (color 58, 58, 58)

DOCUMENT EXAMPLE

TITLE

Subtitle

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi dignissim eget ante faucibus vulputate. Duis semper eros eros, vel rhoncus sapien faucibus quis. Morbi efficitur blandit arcu non lacinia. Ut eu elit a enim feugiat lacinia. Praesent tristique neque ut nisl eleifend maximus. Sed nec erat nisl. In vel sapien interdum enim ultricies bibendum at sed justo. Nullam laoreet sit amet erat ut auctor. Nullam mollis, magna ac efficitur suscipit, tortor mauris gravida urna, id sagittis orci orci eget mi. Aliquam egestas libero vel vehicula malesuada. Pellentesque orci sem, luctus nec mi ut, faucibus iaculis velit. Vivamus blandit tortor turpis, non convallis tellus tristique et. Morbi id justo consectetur, rhoncus mi ut, bibendum tellus.

“Proin eu erat faucibus, faucibus urna quis, tincidunt purus.”

Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Maecenas ac justo porttitor erat cursus tempus eu vel purus. Proin enim ex, consequat non erat sed, volutpat faucibus urna. Sed mollis in velit vitae volutpat. Proin maximus tempus sem, eget scelerisque nunc ullamcorper et. Nam in nunc justo. In ac ex volutpat, placerat erat ut, mattis nisl.

Heading Two

- Aliquam malesuada odio quis erat pretium,
- eu varius massa porttitor
- Aliquam rhoncus ullamcorper

Nullam auctor quis erat malesuada aliquam. Aliquam erat volutpat. Vestibulum et lectus id nisi scelerisque condimentum. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed at sodales leo. Fusce sed commodo arcu, nec egestas nunc. Nam iaculis fringilla tellus, a cursus nisl feugiat ut. Nullam ultricies massa vel massa consequat elementum.

Heading 3

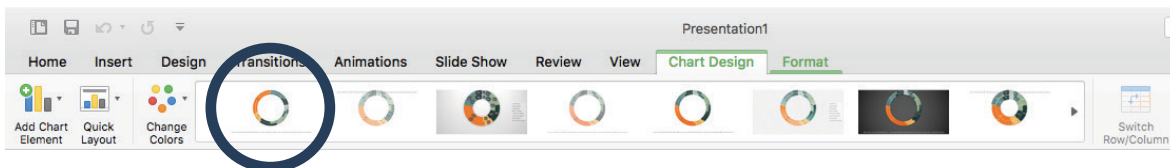
Curabitur vestibulum enim et fringilla gravida. Nulla malesuada lorem dictum ante

MICROSOFT POWERPOINT PRESENTATIONS

First and foremost, make sure the required fonts are downloaded and ready to be used. Due to Microsoft copyright, we cannot embed fonts into PowerPoint documents that are shared with others.

The programmed font that will appear when new slides/charts are created is Rockwell. Please change the sections to the fonts stated earlier in this style guide to your desired look. Leaving Rockwell as a header/title slide is not prohibited and is completely okay if that is what is preferred.

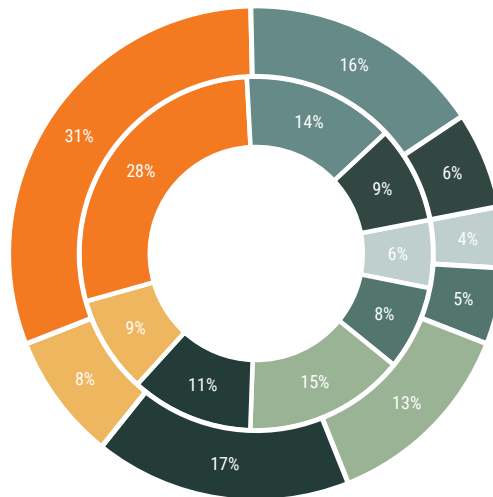
The PowerPoint files provided contains two chart templates: pie and bar. The files will may pop up an error message saying the file is unknown even if the file is downloaded – please disregard, click OK, and the charts should update. If neither one of these two chart templates fit the format of the data, feel free to use any chart PowerPoint provides using the FIRST option of a chart “style” (circled below).



You may also change each bar/pie slice color simply by double-clicking on it, selecting the paint bucket, and changing the color. The color palette is embedded within the PowerPoint for you to change as desired.

SLIDE EXAMPLE

Educational Levels of Parents/Caregivers



- don't know
- less than HS
- HS degree
- some college
- AA/2year degree
- four-year degree
- grad degree
- professional degree

DESIGNED AND CURATED BY

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