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## LOGO & BRAND ICON

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### **BRAND MARKS**



The Coople logo and brand icon represents us and our community. It embraces the core characteristics of the brand being positive and open, active and dynamic, confident and authentic, brave and revolutionary.

## **LOGO USE**

The Coople logo is our name, made into a bold yet simple wordmark. The wordmark's round character reflects a balanced shape of our community of Cooplers and Employers. Synergy between the two is encapsulated in the joining of two sides ready to work together.

When using the logo, always present it clearly and confidently, we are a bold brand and happy to stand out.





## LOGO COLOURWAYS

The primary use of the Coople logo is either on a light background using Rubine Red, or reversed out in white on a Rubine Red background.

For secondary use for sub and cobranding see page 50.





## LOGO SIZE AND SPACING

#### MINIMUM SIZE

The minimum size the logo should be reproduced at is 20mm / 100px width.

If the logo is less than the minimum size use the brand icon, see page 12.

#### **CLEARING SPACE**

The logo should always have clear space around it which equals the height/width of the 'C'.

#### **CLEARING SPACE**



#### MINIMUM SIZE





# TAGLINE POSITIONING

A tagline can be positioned either horizontally underneath the logo, or if vertically to the right of the logo.

#### HORIZONTAL LOCK-UP



**VERTICAL LOCK-UP** 

cople FLEXIBLE WORK ON THE GO



## LOGO POSITIONING EXAMPLES

### **FOR PRINT**

**ON PHOTOGRAPHY** 



SET IN COLOUR BLOCK



coople

**GRAPHIC HOLDING DEVICE** 



**ROTATED ON LAYOUT** 





#### LOGO POSITIONING EXAMPLES CONTINUED...

### FOR SCREEN

#### WITH NAVIGATIONS



#### LIMITED SPACE



#### **ON AN IMAGE**



## LOGO MISUSE

The Coople logo announces us to the world. It's important that we treat it with respect. There are strict guidelines to abide by when using the wordmark. Follow them carefully. Never change any element of the logo. This includes: stretching elements; recreating shapes; applying filters; adding shadows or overlaying graphics.

#### DISTORT PROPORTIONS



#### ADD SHADOWS



**CHANGE TYPESETTING** 



**CHANGE COLOURS** 



MAKE THE LOGO 3D



**OUTLINE LOGO** 



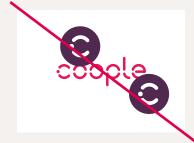
**USE AS A PHRASE** 



**OVERLAY GRAPHICS** 



**CROWD SPACE AROUND** 





## BRAND ICON USE

The brand icon is distilled from the Coople wordmark. The icon can either be used as a mark, here it must always be set in the circle. Or it can be used in a graphic as a watermark in the background.

It is important whilst the brand is being established to always try and use the icon in conjunction with a tagline, URL or both. The icon can only be used on it's own where space is limited and the logo can't be displayed in a legible way.

Never use the icon and logo together.

#### **ICON AND TAGLINE**



#### **ICON AND URL**



#### **ICON**





# BRAND ICON COLOURWAYS

When using the brand icon as a graphic symbol it must always be set in a circle. Either a Rubine Red circle with a White icon or a White circle with a Rubine Red icon. The only time when the icon colour can change is when it is being used as a watermark in a background, see page 15.

For secondary colour palette use follow the rules for sub and co branding, see page 50.

**NOTE** When writing the URL remove 'www'.





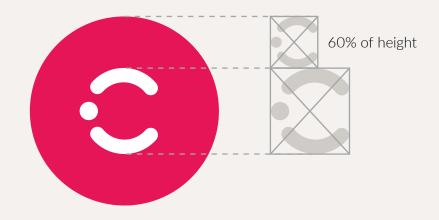


## BRAND ICON SIZE AND SPACING

The brand icon and wordmark can be used in a lock-up either vertically or horizontally. Spacing around the lock-up should always be measured using one 'c'.

Be careful when using the icon at a small scale always make use it is legible.

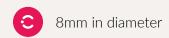
#### ICON AND CIRCLE SCALE



#### **ICON AND TEXT LOCK-UP**



#### MINIMUM SIZE





## **BRAND ICON POSITIONING EXAMPLES**

#### LIMITED SPACE



#### **DISC GRAPHIC**



#### WATERMARK BACKGROUND





## BRAND COLOURS

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# PRIMARY PALETTE

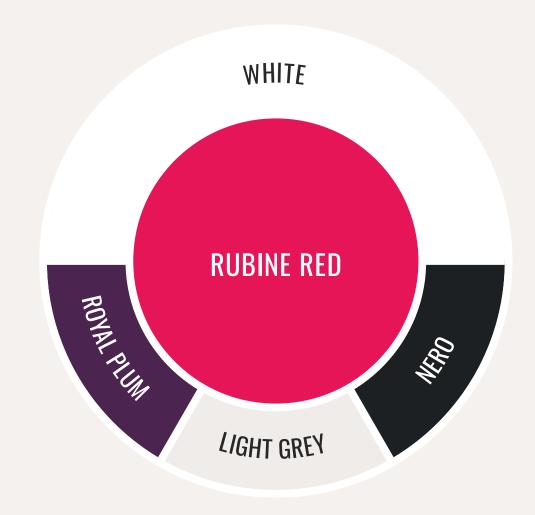
#### **GENERAL USAGE**

The primary palette is made up of, Rubine Red, White, Royal Plum, Light Grey and Nero. It is flexible to use. Any of the colours can be used for the canvas colour apart from the Nero, try to refrain from using large expansive areas of it.

## EMPLOYERS (B2B MARKETING)

For employers, to give a more mature and professional look use Royal Plum and White as base colours and use Rubine Red as an accent colour.

See page 19 for colour proportion usage.





### PRIMARY PALETTE BREAKDOWN

#### **RUBINE RED**

PMS: 214 CMYK: 0, 100, 30, 0 RGB: 224, 0, 77 HEX: #E0004D

#### WHITE

PMS: / CMYK: 0, 0, 0, 0 RGB: 255, 255, 255 HEX: #FFFFFF

#### **ROYAL PLUM**

PMS: 260 CMYK: 50, 85, 0, 50 RGB: 81, 40, 79 HEX: #51284F

#### **LIGHT GREY**

PMS: WARM GREY 1 CMYK: 0, 3, 4, 8 RGB: 244, 241, 239 HEX: #F4F1EF

#### NERO

PMS: BLACK 7 CMYK: 0, 5, 10, 89 RGB: 40, 39, 39 HEX: #282727

# COLOUR PROPORTIONS

Colour is key part of the brand persona. Use it with care. The primary palette is supported by the bright secondary palette. The secondary palette can be used in conjunction with the primary palette as highlight colours.

For usage and examples see key visuals on page 46. For use in sub and co branding see page 50.

HERO COLOURS (RUBINE RED AND WHITE)



COLOUR USAGE FOR B2B COMMUNICATION



HERO COLOURS PLUS ONE BRAND COLOUR



HERO COLOURS PLUS
THREE SECONDARY COLOURS





### **SECONDARY PALETTE**

The secondary palette has been developed to be used alongside the primary palette for when highlight colours are needed. They also can be used in the application of sub and co branding, see page 50.





## **TYPOGRAPHY**

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### **TYPEFACES**

#### **OSWALD**

Is a reworking of the classic style historically represented by the 'Alternate Gothic' sans serif typefaces. Oswald has been selected as the Coople house font as it is designed to be used across digital and print formats.

#### **LATO**

For use in setting body copy. It has a range of weights, Coople uses regular and light. Selected as it's a clear and legible font on screen and print, be aware when setting type that the correct weight is used, as the light weight can break up in small print.

#### OSWALD REGULAR

## ABCDEFGHIJKLMN OPQRSTUVWXYZ 1234567890

#### Lato

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

Weights: Coople uses regular and light



#### TYPEFACES CONTINUED...

#### **FALL BACK TYPEFACE**

In cases where Oswald and Lato can't be used, for example in PowerPoint presentations, Calibri or Roboto can be used.

#### Windows and Apple devices

• Calibri

#### Android devices

• Roboto

#### Calibri

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

#### Roboto

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890



### **APPLICATION**

**TITLES** 

#### **SUBTITLES**

#### SUPPORTING HEADLINES

# OSWALD REGULAR: SET IN CAPS

EITHER:

OSWALD REGULAR: SET IN CAPS

OR

Lato italic: Set in sentence case

Lato regular: Set in sentence case

Sample text: Etiam rhoncus, lacus id egestas interdum, velit ipsum accumsan felis, et tempor risus tellus a dolor.

When setting titles only use Oswald regular set in caps. Be aware of letter spacing, the default setting for the typeface is very tight, track out until it optically looks right.

Can be either set in Oswald regular set in caps (remember letter spacing) or in Lato italic. Be mindful not to over use italics, use it for when to need to add a humanistic touch. Never capitalise italics and turn off ligatures.

Supporting headlines are set in Lato regular in sentence case. Never capitalise Lato regular as it becomes hard to read. Always make sure that ligatures are turned off and paragraphs are set to single-line composer.



#### APPLICATION CONTINUED...

#### **STATEMENTS**

#### QUOTES

#### **BODY TEXT**

## OSWALD REGULAR SET IN CAPS

"Lato italics set in sentence case"

#### Lato light: Set in sentence case

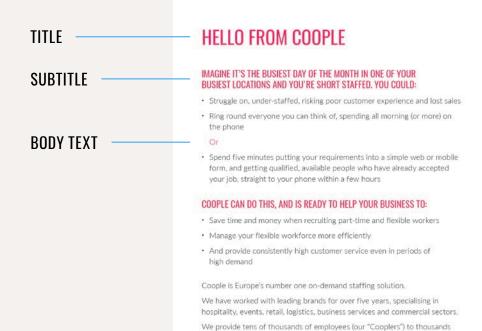
Sample text: Etiam rhoncus, lacus id egestas interdum, velit ipsum accumsan felis, et tempor risus tellus a dolor

When being used in a graphic situation use Oswald regular in caps. Always make sure the typography has good contrast colour with the background.

Always use Lato italics when setting quotes. Remember to pay attention to letter spacing and line height and turn off ligatures. Body copy should either use Lato light but in cases where the light weight looks too weak revert to Lato regular. Always turn off ligatures and set paragraphs using single-line composer.



### **APPLICATION EXAMPLES**



HOW WE ARE DIFFERENT

admin and payroll.

of businesses and fill 98% of roles within four hours.

It's free to join and to use, and you only pay for the hours worked.

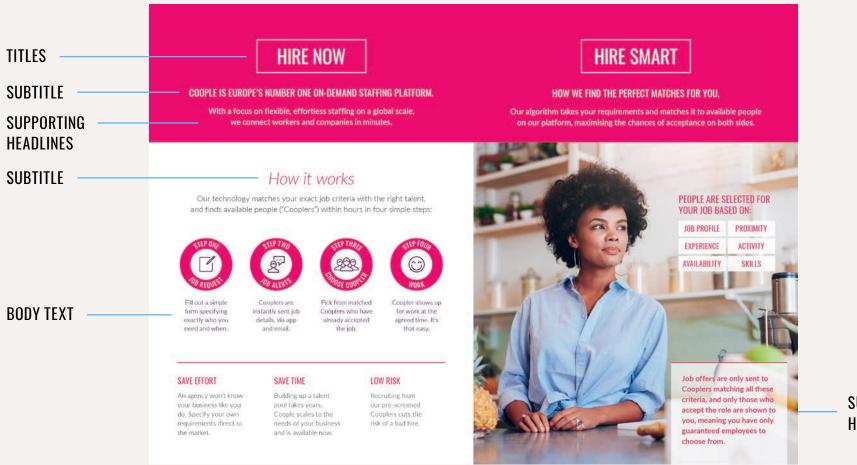
Coople have the knowledge and experience in employee law and regulations

to provide a full professional service. We take care of all right-to-work checks,





#### APPLICATION EXAMPLES CONTINUED...



SUPPORTING HEADLINE

### TYPESETTING TIPS

#### LETTER SPACING

Never miss an opportunity – get nearby, last-minute work straight to your phone. Work wherever, whenever you want.

When setting any typography always set time aside to check the letter spacing. Kerning should always be set to optical. Never over tighten tracking.

#### HEADER TRACKING

#### **WORK NOW**

Default tracking with optical kerning

#### **WORK NOW**

+75 tracking with optical kerning

#### **NEW MISS AN OPPORTUNITY**

+35 tracking with optical kerning

When setting titles in Oswald, be careful when tracking. It can make the font more prominent, if a title has 4 or more words don't over track as it can make it hard to read words.

#### LINE HEIGHT

Never miss an opportunity – get nearby, last-minute work straight to your phone. Work wherever, whenever you want.

The space between lines of text is referred to as line height. Using this space well can make a big optical difference to legibility, only ever use the default line height as a last result. Spacing should roughly be font size times 1.4.

#### **ALIGNMENT**

Never miss an opportunity – get nearby, last-minute work straight to your phone. Work wherever, whenever you want.

For large amounts of body copy always align text to the left. Never justify, fully justify or align text right, it makes text hard to read.



### **MISUSE**

Take care and time when setting typography as words are crucial in communicating a messaging. Poorly set type is no better than a spelling mistake. Make sure that typography is set in a clear and refined manner. Never use a typeface not specified, stretch or deform typography, incorrectly align large amounts of text or place on a busy background.

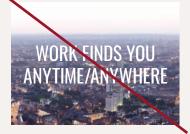
#### STRETCH TYPE

Job posts available at every corner

## LARGE AMOUNTS OF RIGHT ALIGNED TEXT

Spend five minutes putting your requirements into a simple web or mobile form, and getting qualified, available people who have already accepted your job, straight to your phone within a few hours

## PUT TEXT OVER BUSY BACKGROUND



#### **OVER TIGHTEN LINE HEIGHT**

Eyerything at a glance - job location, time, employer pay. Simply upload your octails and let the work find you.

### LARGE AMOUNTS OF CENTRED TEXT

Spend five minutes putting your requirements into a simple web or mobile form, and getting qualified, available people who have already accepted your job, straight to your phone within a few hours

#### **ITALICISE CAPS**



#### **UNDERLINE BLOCKS OF TEXT**

Soople have the knowledge and experience in employee law and regulations to provide a full professional service.

#### **USE JUSTIFIED TEXT**

Spend five minutes putting your requirements into a simple web or mobile form, and getting qualified, available people who have already accepted your job, straight to your phone within a few hours

#### KERN TOO TIGHTLY

MORETIME WORKING LESS TIME SEARCHING



## BRAND SIGNIFIER

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## SIGNIFIER COLORWAYS

The brand signifier has been developed to be used on marketing collateral. It follows the same colour rules as the logo. The signifier can either be used on a light background using Rubine Red, or reversed out in white on a Rubine Red background.



HIRE NOW WORK NOW



HIRE NOW

**WORK NOW** 



## SIGNIFIER SIZE AND SPACING

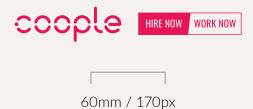
The brand signifier is made up of the wordmark and strapline, 'hire now – work now'.

The signifier is used when space is limited and there is no room for a logo and tagline lock-up. We use the brand signifier to state what we do. It has been created to be used on marketing collateral such as flyers, posters, bags, give aways etc...

Never use the brand signifier next to or with long editorial copy, here only use the wordmark.

#### MINIMUM SIZE





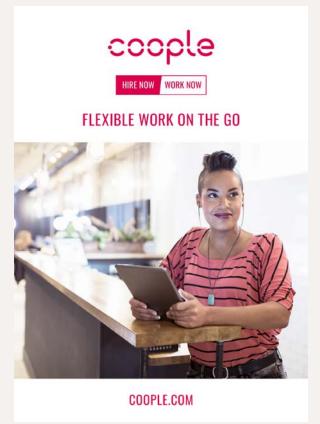
#### **CLEARING SPACE**

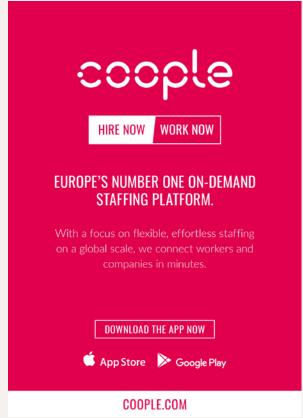




## **POSITIONING**

The brand signifier lock-up should always be placed to be prominent and centred on a layout. Clearance and spacing rules should always be followed. It can be used in either White or Rubine Red.

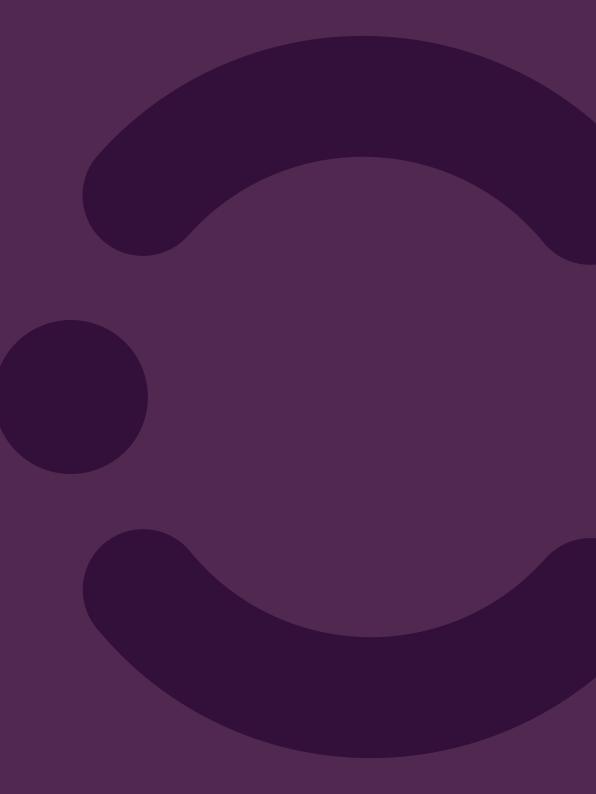






## PHOTOGRAPHY

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## **COOPLERS**

Cooplers are captured in their working environment, looking happy, relaxed and confident.









## **EMPLOYERS**

Employers are represented through the use of cityscapes.

NOTE This is currently under review and we want to add more workplace environments to the employer branding.







### STYLE

### LIGHTING

The lighting should be soft and natural.



AVOID Harsh shadows or stylised, manipulated light. Be aware of creating high levels of contrast between the background and foreground.

### **CROPPING**

Allow the subjects to take centre stage.





**AVOID** Extreme angles or aggressive cropping.

### **ENVIRONMENTS**

The environments should be real and believable.





**AVOID** Staged scenarios or unnaturally tidy backgrounds.

### **POSTURE**

The subjects should be relaxed, positive and confident.





**AVOID** Staged poses and business clichés.



# COLOUR AND TONE

Edit images in Photoshop using:

- Brightness/Contrast
- Colour Balance
- Hue/Saturation adjustment layers

Image treatment uses a high brightness setting relative to the contrast setting. Colour balance creates a bespoke colour filter that is complimentary to our colour palette. Saturation is decreased to allow the bespoke colour balance to shine through.

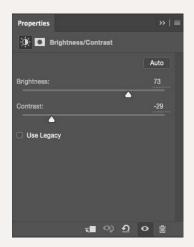
### **BEFORE**



### **AFTER**



### HANDY TIPS



Brightness/Contrast



Colour balance



Hue/Saturation



# TONE OF VOICE

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### **KEY TERMS**

Key terms refer to Coople's worker and company audiences, and to the work agreed between them.

Because these are high frequency words used to guide and orient users, they must be used with absolute consistency (no synonyms).

When writing Coople & Cooplers in long form body text use Title Case: 'Coople' and 'Coopler' respectively.

# **COOPLER**

A passionate member of the Coople community working for an employer

# **EMPLOYER**

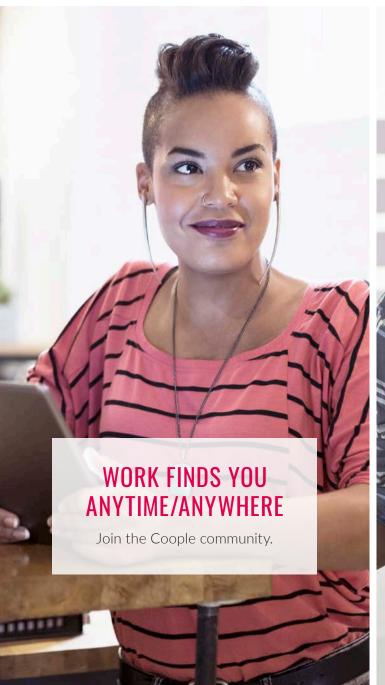
A business for whom a Coopler works

**JOB** 

Work done by a Coopler for an Employer



### MESSAGING EXAMPLES







### TONE OF VOICE

Copy writting tips:

- Sentences should be short, and active
- Always use simple language, avoid jargon
- Assume many target Cooplers do not have English / German / French as their first language, so avoid colloquialisms and slang
- Business and Coopler language should both be clear, informal, but professional. Treat all readers with respect
- Never use exclamation marks!





Confident
Authentic



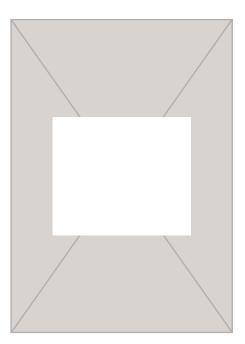
# DESIGN LAYOUT EXAMPLES

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### **LAYOUT TIPS**

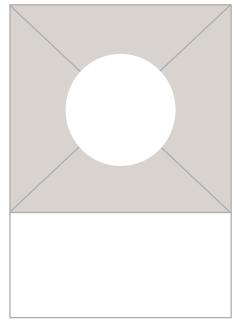
### **HOLDING GRAPHIC**

This is used centred on top of a photographic background. It can be overlayed over images and use any of the brand colours.



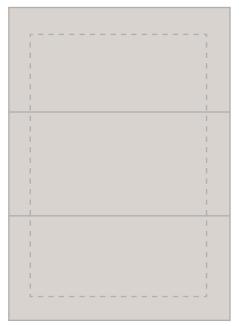
### HOLDING CIRCLE

Used as place holder over a block of colour or photograph. Always use with supporting content elements in a layout.



### **PROPORTIONS & MARGINS**

Always try to use clean proportions and space around objects, never try to cram to much in.



### CONTRAST

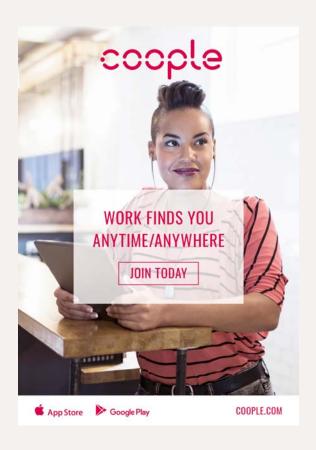
The Coople brand asks to be clean and clear, legibility is the key. Make sure when picking colours text or objects are easy to see.



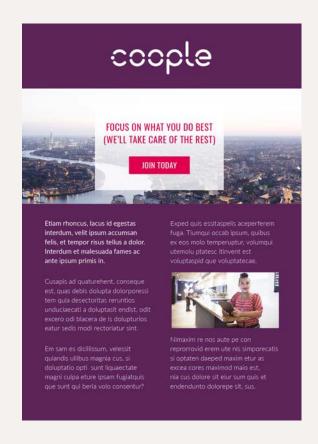


## **KEY VISUALS**

The following slides are examples of art-direction in how to use brand elements on layouts.



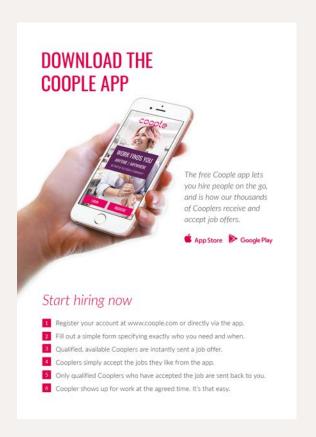




### **KEY VISUALS CONTINUED...**







# SUB AND CO BRANDING

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# PARTNER LOGO LOCK-UP

When working on co-branded communications the Coople logo can be lock-up vertically with a partner's. Make sure you follow the correct spacing when creating a lock-up and at the very least, leave a 'C' distance space between the logos.

### **PLACEMENT**

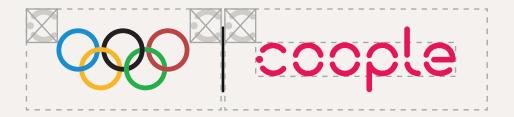
#### PARENT-CHILD RELATIONSHIP

Here Coople decides how to use and place our logo.

#### CHILD-PARENT RELATIONSHIP

The Coople logo should follow specified clear space guidelines and be placed at the bottom or in a corner of the communication that the correct weight is used, as the light weight can break up in small print.

#### LOCK-UP EXAMPLE



### LAYOUT EXAMPLES













coople

Co branding

Parent

Child



# SECONDARY COLOUR USE

From time-to-time when cobranding it may not be suitable for a partnership to use our Rubine Red colour. Here the secondary palette can be used. If the secondary palette is used, always reverse graphics out of the background.

For secondary colour palette reference see page 20.



### ∞ | coople

Sit, cus, nes nulparchil etur sit que rae. Ut is doloreped quo dipis voluptatus dolo excest, sit, occusam, vellignit quam imoluptiat esti se nulpa simus sin re exerunt anit volo exerept asperspelia verum escipsam, te pre nis quis sa debis mos eris sita illicia quodicia acerupt umquaec epudici quiaspiet alitaqui.

### WORKNOW.COM









# SOCIAL MEDIA

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# AVATAR AND IMAGES

### **AVATAR**



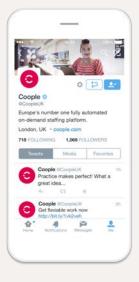
On social media platforms, use brand icon in the Rubine Red disc as the avatar.

### **IMAGES**

Only approved images can be used as header images. Selected images can be found in the brand assets folder. Images normally used are of Coopler's. Be mindful when selecting images as Twitter and Facebook header images have a wide crop.

### **TWITTER**





### **FACEBOOK**







## **IMAGE SIZES**

### **TWITTER**

Avatar (400x400px)



Header image (1500x500px)



Post image (444x230px)



### **FACEBOOK**

Avatar (180x180px)



Header image (851x315px)



Post image (476x246px)





### **CONTACT**



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