Scientific-Atlanta

Graphic Guidelines





Stationery

News Releases

Brochures

Ads

Manuals and Proposals

Forms

Signage

Product Identification

Packaging

Tradeshows

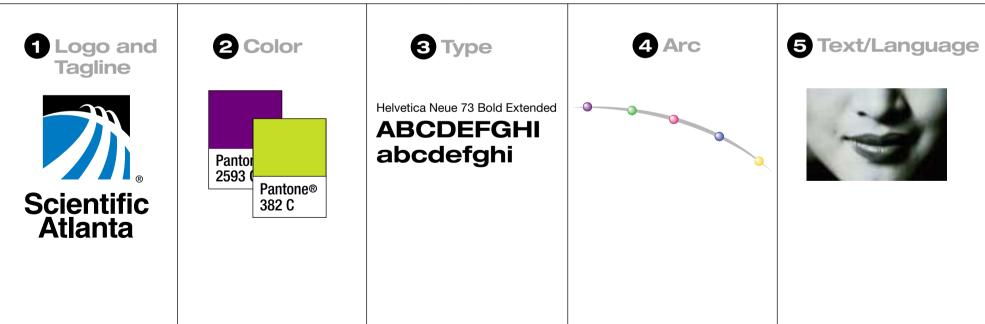
Presentations

Vehicles



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Basic elements of the Scientific-Atlanta corporate identity system



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The Corporate Logo

Scientific-Atlanta's corporate logo is a carefully designed graphic element that is designed to represent the technological and progressive nature of Scientific-Atlanta. The abstract and simplified view of the globe with three rings suggests global communication. The Scientific-Atlanta logo is available in both vertical and horizontal formats as shown to the right.

The symbol part of the corporate logo should never be seperated from the typeface part. Always reproduce them together to form the corporate logo.

The corporate logo should never be reproduced by typesetting. Always use an approved electronic version of the corporate logo.

The Scientific-Atlanta logo can be downloaded from www.scientificatlanta.com/logo



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Logo Color Alternatives

Scientific-Atlanta's corporate logo can be also reproduced in a one-color version. If the logo is on a white background, the logo color should be gray (35% black). If the logo is on a color background, the logo should be a slightly darker or lighter shade of the background color. (see examples below).

For more information on the Scientific-Atlanta color palette, click here.



Scientific Atlanta





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Legal Requirements

"Scientific-Atlanta" is the communicative name for the company. "Scientific-Atlanta, Inc." is the legal name of the company and is required on all company legal documents, address blocks, and other communications deemed appropriate by the Scientific-Atlanta identity standards representative and the Legal Department.

To ensure that the Scientific-Atlanta logo remains fully protected as the legal property of the company and that it always distinguishes Scientific-Atlanta's high quality products and services from the competition's, strict adherence to certain trademarking policies is essential. Understanding of and compliance to these policies will result in a stronger market position and image for the Scientific-Atlanta brand, as well as reinforcing Scientific-Atlanta's rights as the sole owner of the logo.

Never try to reproduce the Scientific-Atlanta logo other than from approved reproduction artwork as legal protection may be jeopardized.



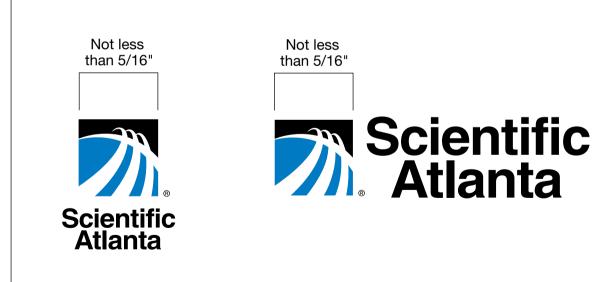
For legal reasons, it is recommended that the ® be used with the logo as well as with other registered trademarks of the company. However, as the logo is reduced in size, the ® may become illegible especially on non-print media such as embroidered shirts, screen printed items and some web applications. In either case, the ® should not be kept.

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Minimum Logo Sizes

All logo size references are based on the width of the symbol part of the logo. In general, do not reproduce the logo smaller than 5/16" wide. Exceptions can be made for printing the signature on promotional items such as pens.

As the logo is reduced in size, the ® may become illegible. The ® should not be kept if it becomes totally illegible.



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Common Mistakes

Maintaining the long-term impact and integrity of the Scientific-Atlanta identity system is one of the key objectives of this identity program. If you alter or modify the Scientific-Atlanta logo in any way, legal protection may be jeopardized. Only reproduce the logo from approved electronic files.



Do not add anything to the logo.



Do not transpose the logo colors.



Do not use the logo as part of a phrase.



Do not typeset the logo.



Do not use the symbol without the type.



Do not distort the logo.

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Bringing the Interactive Experience Home

Bringing the Interactive Experience Home Scientific-Atlanta's corporate tagline is "Bringing the Interactive Experience Home.[™]" It should always appear with the TM symbol. Likewise, the trademark and registered trademark statement that appears on all materials should also include the language, "'Bringing the Interactive Experience Home' is a trademark of Scientific-Atlanta, Inc." if the piece uses the tagline.

The standard Scientific-Atlanta logo may appear either alone or with the company tagline. There are two ways to position the tagline:

In advertisements, the tagline can be positioned under the logo, as per the ad templates that can be downloaded from KnowledgeNet. The templates show exactly what size, color and font the tagline must be, where the words must break, and how far apart the logo and tagline must be. Do not alter the size, font, color or positioning of the tagline.

The tagline may also appear in its graphic form on the same page as the logo. As per our templates, this treatment may appear in the lower left or lower right hand corner of print materials. Again, do not alter the size, font, color or positioning of the tagline.

Any usage of the tagline other than that described here must be approved by Corporate Marketing (contact: Peggy Ballard).

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Type Specifications

Consistant use of the Scientific-Atlanta corporate typeface, Helvetica Neue, is essential to creating a strong brand identity. Helvetica Neue 73 or 83 is usually used for headlines while Helvetica Neue 55 is used for body text.

Helvetica Neue 83 Heavy Extended

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue 73 Bold Extended

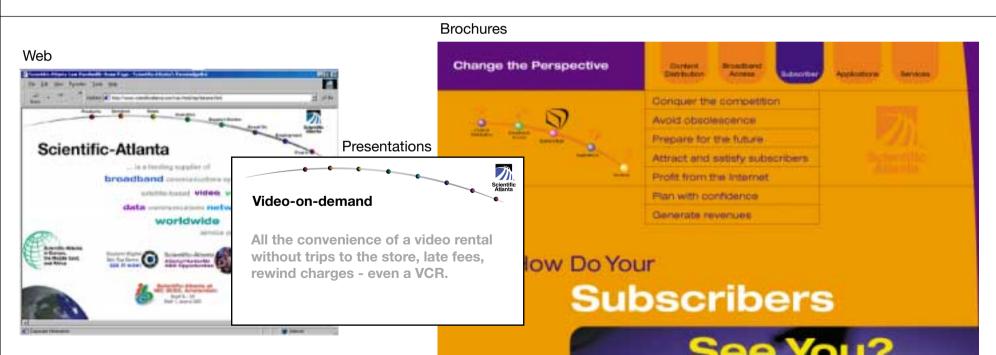
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Helvetica Neue 55 Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

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The arc is used in slightly different ways depending on the material.



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It's Not Just the Graphics The importance of Text to Scientific-Atlanta Identity Standards.

The tone of headlines, subheads, feature blocks, slip-text and body text is very important to the effectiveness of the Scientific-Atlanta identity. Please keep the following guidelines in mind when writing materials that will be designed according to the Scientific-Atlanta identity standard.

General

Text should be bold but not obnoxious, aggressive but not offensive. It should be contemporary - our technology is at the crossroads of the most exciting trends of media and application convergence, after all - but not beholden to trends. The tone of text should be a little brash, but never self-important. The tone exudes confidence and gets right to the point.

Speak Clearly

Avoid industry jargon, whenever possible. Text should be clear, direct and stripped of as much pretension as possible. "Generate increased revenues" is fine. "Increase revenues" is better. "Make more money" is even better.

Be as concise as possible

Never say in 20 words what could be said in five. The overall look of our materials is open, airy,

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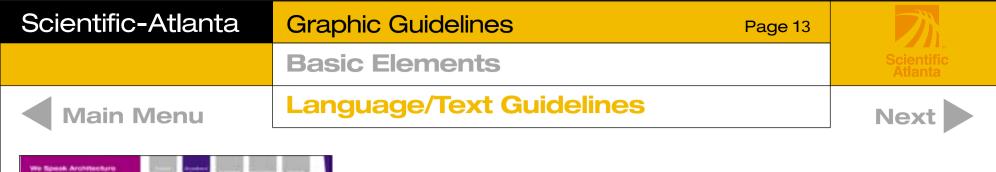


inviting and accessible - like the best websites. The more text that gluts up a page, the less the designer will be able to create that sense of openness and accessibility.

Design-wise, the spreads must have a sense of flow — they should never be a series of disconnected elements. The reader should not have to struggle to figure out what to look at first or next. Write text to support this sense of spread-specific flow.

Text should not be about Scientific-Atlanta. It must always be about our audience. It's not what our products do. It's what our audience can do with our products. It's not even how we support our audience. It's what our audience can do or do better with our support. We must never forget that our audience is comprised of people. People who have jobs, lives and emotions. They have day-to-day challenges that don't seem to have much to do with our products and offerings. We need to think of how our offerings do make our audience's day-to-day challenges easier. Text should be written to hit people on a visceral, even emotional level. That's the level at which people make buying decisions.

Headlines, subheads and feature blocks are best when they're short and punchy. Whenever possible, allow them to be driven by active verbs, not nouns or gerund (i-n-g) forms of verbs.



Headlines

Headlines and subheads usually have one word or short phrase that is bigger, bolder and/or a different color than the rest. Choose this word with care. If your phrase has an extremely provocative word in the title, it may look like the obvious choice. In many cases, however, such words are so strong that they don't need highlighting to make them jump out at people. For example, in the headline, "Dominate the Business," the word, "Dominate" is a very powerful word — so powerful, in fact, that when it's highlighted, you hardly even notice "the business." It's too strong. When you highlight, "Business," you allow that to be the compelling word in the headline. "Dominate" is still seen and understood, but it's very clear that this is about business. After you've written your headlines, play around with how each one communicates a little differently with different words highlighted.

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The pull-down menu/feature blocks on brochure covers should be a list of benefits. And they should begin with a verb. If you're not sure, imagine that each element in the list must finish a sentence spoken by the audience for the brochure: "If I buy this, I will be able to..."

Inside brochures, feature blocks should either summarize the benefits described on that page. Or, if the headlines do a sufficient job of summarizing those benefits, they can be a list of applications, product names, capabilities, etc. On covers, there must be at least five feature blocks. They can be no longer than one line. Inside the brochure, you may have fewer than five feature blocks, but they, too, must be no longer than one line.

Feature Headlines

Reality.

If you have *exactly* five feature blocks, you may write a "Feature Headline." which appears immediately underneath the feature blocks, but catty-corner to the left. See the CreativEdge Applications brochure ("Your New Reality") for an example. Feature Headlines are almost like an introduction to the big headline. A Feature Headline is not required on any piece; it is an extra tool at your disposal.

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Titles

Titles are the text in the upper left hand corner of a brochure or other item. The title can be the product name - but it doesn't have to be. It can also be a provocative statement about what our audience will be able to do with the product.

Slip Text

Slip text on brochures or other materials should be short. No more than 35 words -50 if you're really really compelling, but 25 is ideal. Slip text is not required. Indeed, a great, punchy, compelling headline alone may be better than the same headline plus some slip text. It should either relate directly to the headline or it should entice the reader to go forth and read more of the piece.

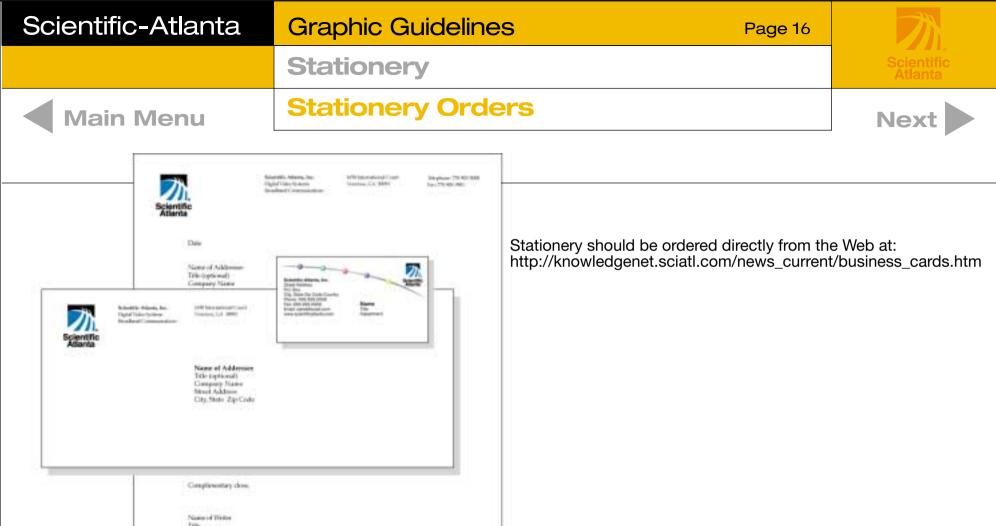
Bringing the Interactive Experience Home

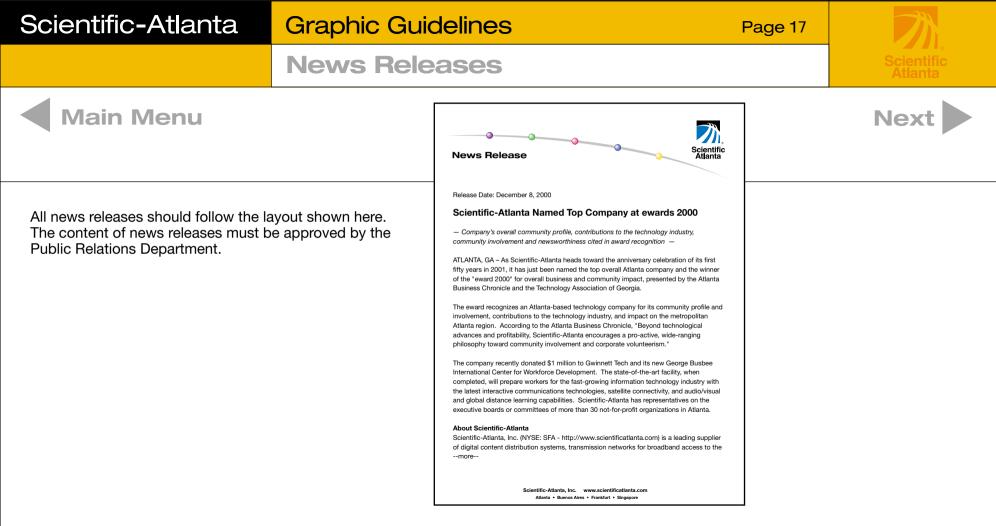
How Do Your

Subscribers

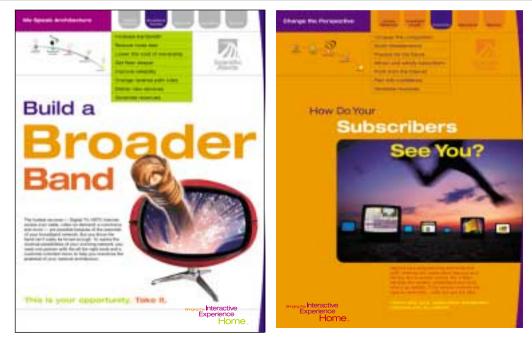
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See You?





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Brochures for the Subscriber Group should have a solid color background while brochures for the other groups should have a white background.

For brochure templates contact CMS.

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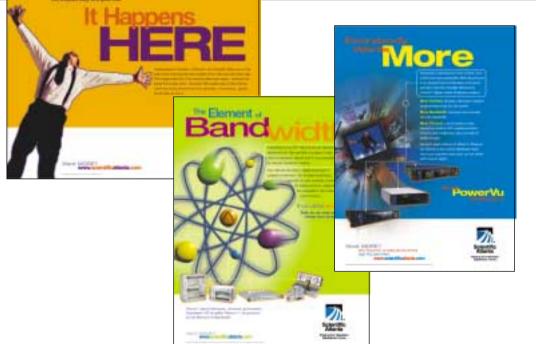
Subscriber Network Systems

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For brochure templates contact CMS.

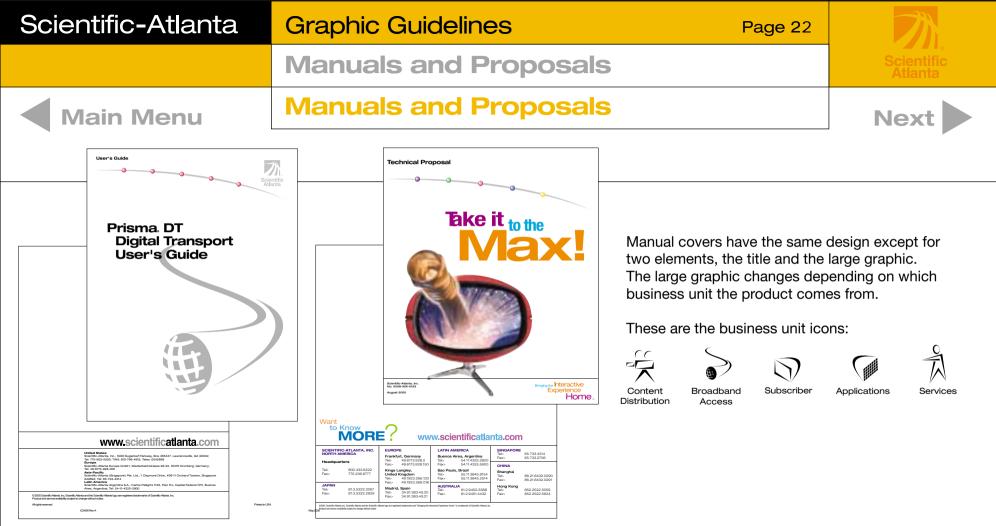
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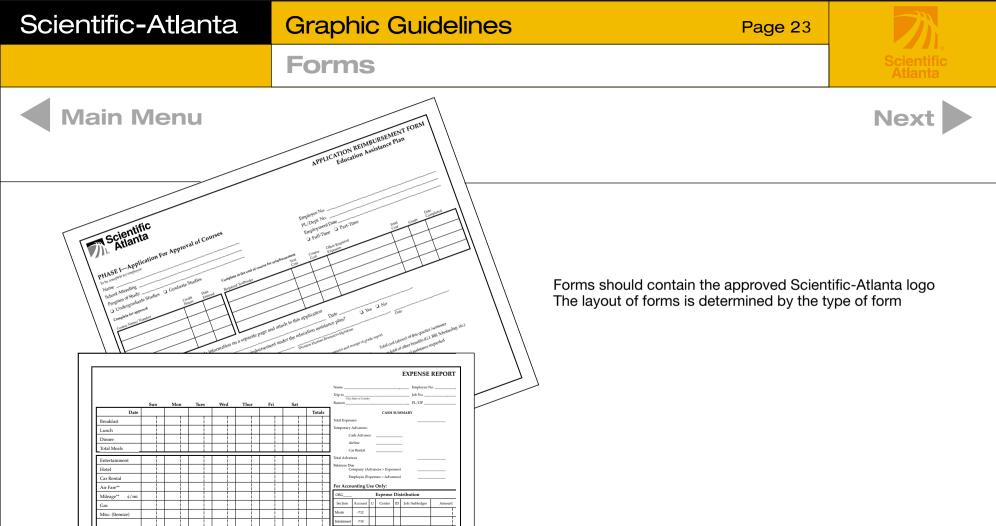


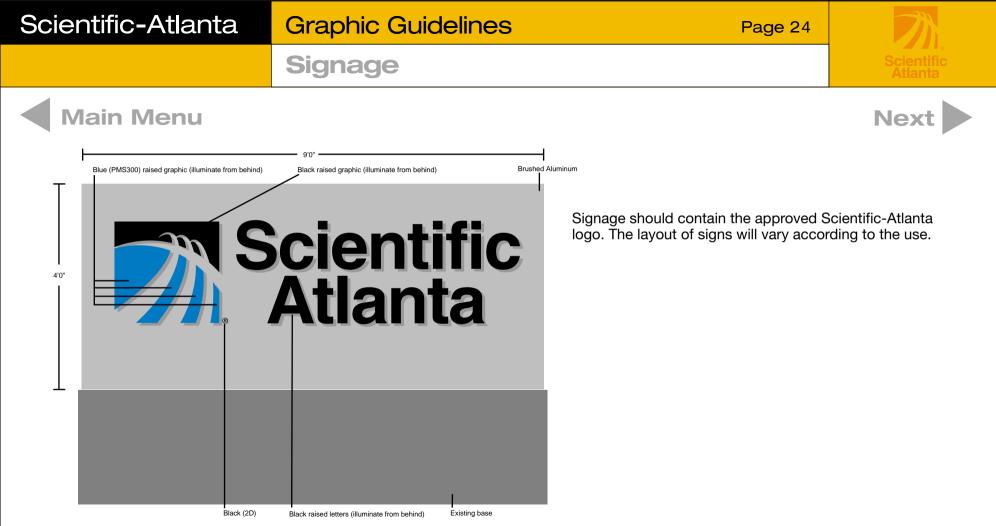
Mandatory executional elements include:

- Prominent Scientific-Atlanta logo and company tagline
- Helvetica Neue typeface with key word emphasis
- Colors from approved color palette
- Strong call to action with phone number and/or Web address
- Photography that follows imagery guidelines where applicable.
- Opening paragraph set apart and, when possible, connected to our product. Note: the opening paragraph should be able to stand alone, so if people read nothing else, they get a valid message.
- For ad templates contact Creative Media Services
- Opening paragraph set apart and where possible, connected to our product. Note: the opening paragraph should be able to stand alone, so if people read nothing else, they get a valid message.

For ad templates contact CMS.









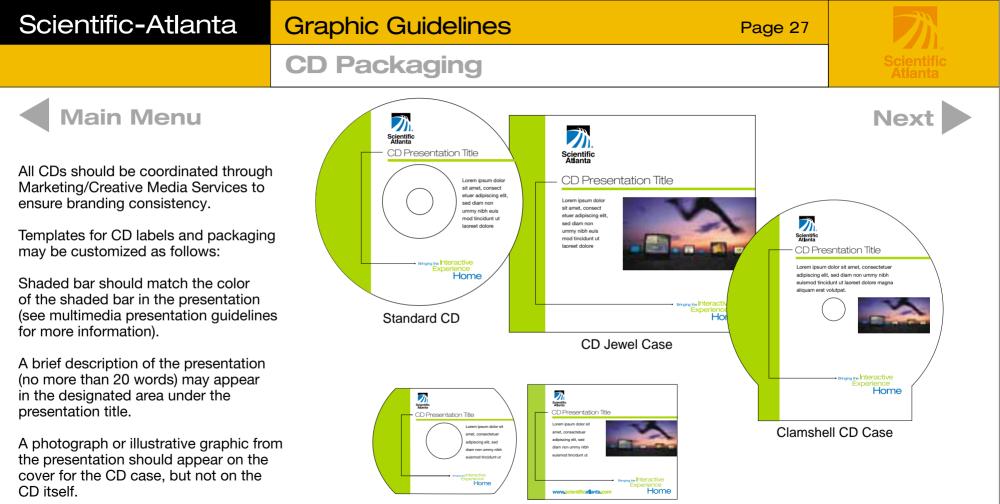


All packaging should be coordinated through Marketing/Creative Media Services to ensure proper branding, etc.

Packaging will vary depending on the product. Make sure you use the approved Scientific-Atlanta logo for all packaging.



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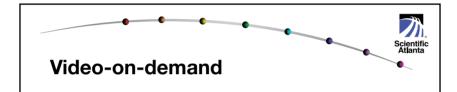
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The Scientific-Atlanta corporate logo is used in industry trade shows. Product and service signatures will appear in a subordinate role to the Scientific-Atlanta logo in this venue.

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All the convenience of a video rental without trips to the store, late fees, rewind charges - even a VCR.

In support of our company identity and branding efforts, all PowerPoint presentations must begin with a standard introduction and end with a standard concluding slide. The introduction is available in an **animated** and a **non-animated** format and should precede the title slide containing the presentation's title, speaker's name and date of presentation. The standard concluding slide contains the Scientific-Atlanta logo and tagline, "Bringing the Interactive Experience Home." These introduction and concluding slides must be used on all presentations, *regardless of presentation content.*

The standard template, introduction (animated or non-animated) and concluding slides can be downloaded from the Web at http://knowledgenet/creativemediaservices/presentationtemp/prestemplate.htm

Experience Home.

CLICK HERE to see the slide animated version

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Counties Nexts Service

Constitute Married Services

All Multimedia Video and CD presentations must comply with Scientific-Atlanta look and feel, as per established templates.

Scientific-Atlanta's Creative Media Services group can help you develop and produce materials in conjunction with all company identity guidelines and standards. If for any reason you choose to work with any other internal or external source to create any Scientific-Atlanta support collateral, you must submit your designs to Corporate Marketing (Contact: Peggy Ballard) and Creative Media Services (Contact: Wayne Tidwell) before you publish or produce final materials.



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All vehicles should display the approved Scientific-Atlanta corporate logo.

