

NHSScotland stationery guidelines



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Stationery

On the following pages, you'll find detailed layouts for, and instructions on how to use, the stationery in the templates section of this website.

These include Agendas, Minutes, Action Points, Media Information and Reports. We've also included a version of the letterhead template to enable you to email attachments in colour.

The templates have all been designed to work in Word 97, the most commonly available software in the NHS. If you have an earlier version of Word, please consult your IT department.

Compliment slips

Any Trust or Board

1 Any Road
Countytown
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsanyarea.co.uk



with compliments

Charter
marks and
agreed
sub identities

Any Special Board

A Division of Any Special Board


1 Any Road
Countytown
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsscotland.co.uk




with compliments

Charter
marks and
agreed
sub identities

Compliment slips

	10	157	33	10
10				
11.5	Any Trust or Board	Stone Sans semi bold 12pt		
	1 Any Road Countytown Any County AB1 2CD Telephone 01234 567 890 Fax 01234 567 899 www.nhsanyarea.co.uk	Stone Sans 7.5pt 9pt leading		
		Stone Sans semi bold 7.5pt		
	with compliments	Stone Sans semi bold 16pt	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> Charter marks and agreed sub identities </div>	
10				

	10	157	33	10
10				
5.8	Any Special Board	Stone Sans semi bold 12pt		
9.2	A Division of Any Special Board	Stone Sans 6.5pt		
	1 Any Road Countytown Any County AB1 2CD Telephone 01234 567 890 Fax 01234 567 899 www.nhsscotland.co.uk	Stone Sans 7.5pt 9pt leading		
		Stone Sans semi bold 7.5pt		
	with compliments	Stone Sans semi bold 16pt	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> Charter marks and agreed sub identities </div>	
10				

All measurements in mm unless otherwise specified
examples shown at 80%, full dimensions 99mm x 210mm

Business cards



John Macleod
Director of Operations

Any Trust or Board

General Hospital
General Department
1 Any Road
Countytown
Any County AB1 2CD

Telephone 01234 567 890
Fax 01234 567 899
Direct line 01234 567 789
Direct fax 01234 567 765
jmacleod@nhsanyarea.co.uk




John Macleod
Director of Operations

Any Special Board

General Hospital
General Department
1 Any Road
Countytown
Any County AB1 2CD

Telephone 01234 567 890
Fax 01234 567 899
Direct line 01234 567 789
Direct fax 01234 567 765
jmacleod@nhsscotland.co.uk




David Burn
Chief Executive

Any Special Board

1 Any Road
Countytown
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsscotland.co.uk

Charter
marks and
agreed sub
identities



Graeme McRae
Chief Executive

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A Division of Any Special Board


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Fax 01234 567 899
www.nhsscotland.co.uk

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agreed sub
identities

Business cards

5.5 5.5

5.5



John Macleod 8pt
Director of Operations 6.5pt

Any Trust or Board 8pt


General Hospital 6.5pt
General Department 7.8pt leading
1 Any Road
Countytown
Any County AB1 2CD

Telephone 01234 567 890 6.5pt
Fax 01234 567 899 7.8pt leading
Direct line 01234 567 789
Direct fax 01234 567 765
jmacleod@nhsanyarea.co.uk

5.5 5.5

5.5 5.5

5.5



John Macleod 8pt
Director of Operations 6.5pt

Any Special Board 8pt


General Hospital 6.5pt
General Department 7.8pt leading
1 Any Road
Countytown
Any County AB1 2CD

Telephone 01234 567 890 6.5pt
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jmacleod@nhsscotland.co.uk

5.5 5.5

5.5 5.5

5.5



David Burn 8pt
Chief Executive 6.5pt

Any Special Board 8pt


1 Any Road 6.5pt,
Countytown 7.8 leading
Any County AB1 2CD
Telephone 01234 567 890
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Charter marks and agreed sub identities

5.5 5.5

5.5 5.5

5.5



Graeme McRae 8pt
Chief Executive 6.5pt

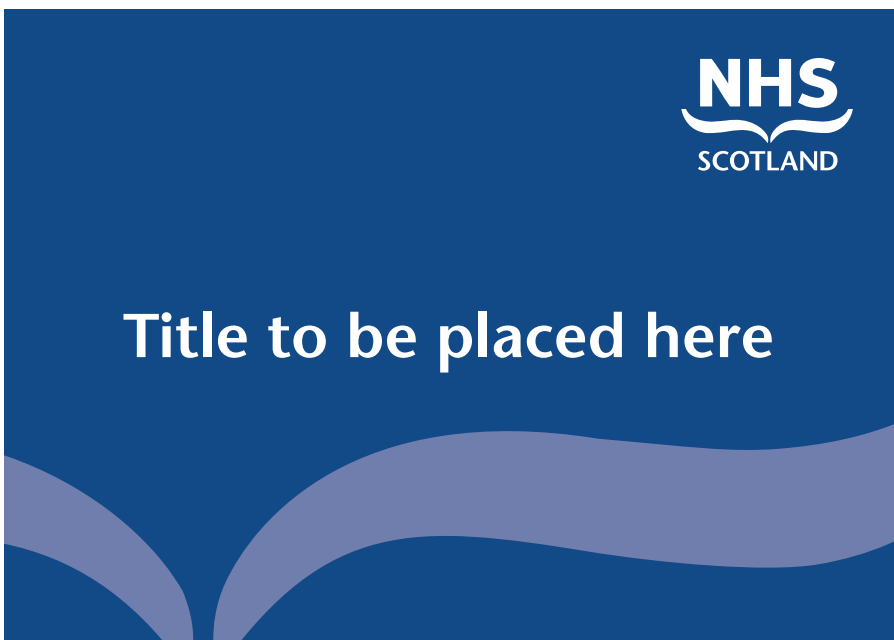
Any Special Board 8pt
A Division of Any Special Board 5.5pt

1 Any Road 6.5pt
Countytown 7.8pt leading
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsscotland.co.uk

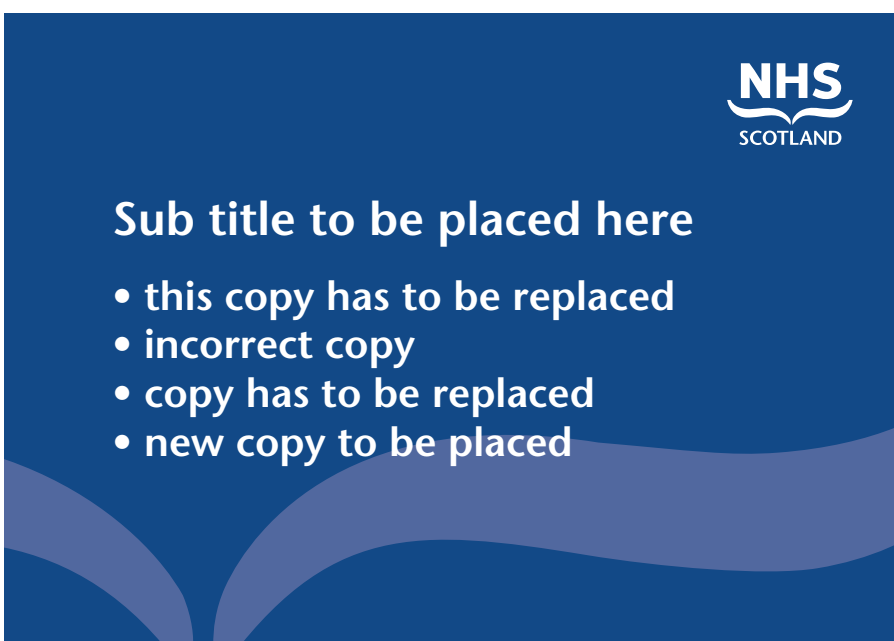
Charter marks and agreed sub identities

5.5 5.5

PowerPoint presentations



Title page

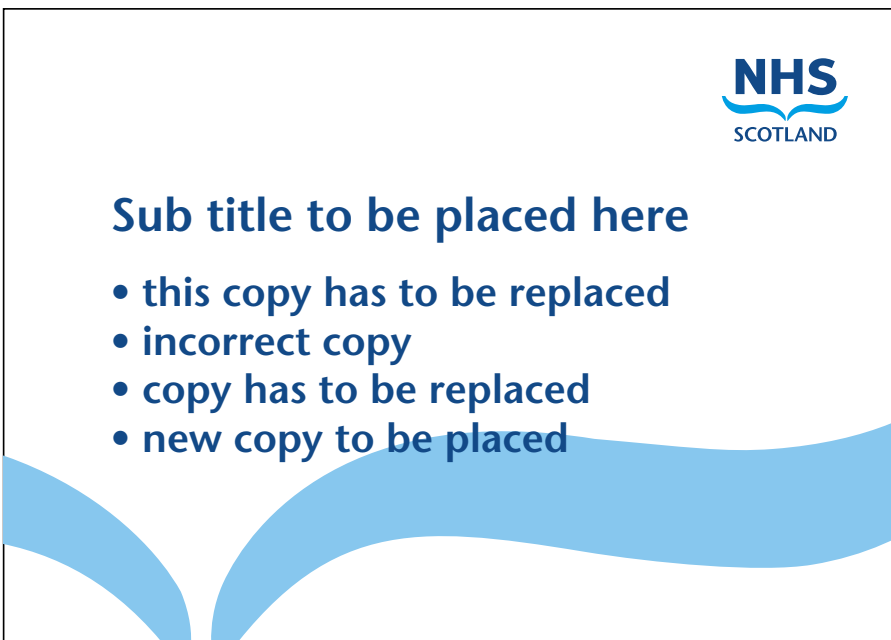


Text page

PowerPoint presentations



Title page



Text page

Composition

Within the Templates section of this website, you'll find letterhead and fax templates for each of the identity variants. All the fields work with pre-determined type sizes and line spacing. The margins, header and footer positions too have all been pre-set and are designed to maximise presentation on the page.

The templates have all been designed to work with Microsoft® Word 97 or later and use Times New Roman. If you have earlier versions of Word or other applications, you will need to create your own templates based on the sizes and dimensions provided.

If there are any parts of the templated information which you don't need, simply delete them and use what's left. Similarly, if you're using pre-printed stationery, delete the identity from the template.

The example shown on page 13, where only the identity is pre-printed and everything else templated, is ideal for large organisations which can benefit from the cost efficiencies of a single print run.

For smaller organisations or for correspondence from the Chief Executive's Office, where higher presentation values may be required, letterheads can be pre-printed with all the address details and names of the principal officers.

To customise the templates, simply delete the pre-set title and address boxes.

The design for the PowerPoint templates uses a detail from the caring device as a background. For emphasis, the organisation's name is larger on the title page.

Templates

pages
12, 15, 18, 21, 24

Printed stationery

PowerPoint presentations

pages
8, 9

Installing templates

First OPEN Word.

Go to TOOLS, then OPTIONS and look up FILE LOCATIONS.

Check the location of your User templates by highlighting them and clicking MODIFY.

The pathname should read
PROGRAM FILES \ OFFICE 97 \ TEMPLATES.

Close the dialog box and OPTIONS without changing anything.

You're now ready to create a new directory within the User templates folder.

Go to WINDOWS EXPLORER and click on PROGRAM FILES on your C Drive.

Next, still within WINDOWS EXPLORER, open your Stationery CD.

Find the appropriate folder for your organisation and click on it once.
Each folder's title uses abbreviations such as Nhs_arg for NHS Argyll & Clyde.

Right click and COPY the templates folder you want.

Now, go back into the Templates directory within Office 97.

Right click again and PASTE this new directory into the Templates section.

Lastly, close Word.

It's as simple as that.

Customising templates

Go to WORD, followed by FILE, then NEW.

All your template options should appear.

Select the template folder you want to use and click on it once.

Before opening the file, go to the bottom right of the dialog box and click on CREATE NEW TEMPLATE.

Now you can OPEN the template.

Use F11 to tab through the fields, keying in any details that you want to be a permanent feature.

Once you've made all your changes, save the new template.

You'll be asked to save it under a different name.

Now, whenever you open that template, it will be pre-populated with the information you have saved.

Any Trust or Board

A Division of Any Trust or Board

1 Any Road
Countytown
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsscotland.co.uk



Mr. MacDonald
1/3
12Anystreet
Little Town
LT12 2NM

Date 15/1/01
Your Ref dsfgsfjkkfhk
Our Ref sdfgasdfg234
Enquires to Graeme McRae
Extension 1234
Direct Line 01234 567 890
Email gmcr@nhsscotland.co.uk

Dear Mr MacDonald

Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful. Copy, art, and typography should be seen as a living entity; each element integrally related, in harmony with the whole, and essential to the execution of an idea. Like a juggler, the designer demonstrates his skills by manipulating these ingredients in a given space. Whether this space takes the form of advertisements, periodicals, books, printed forms, packages, industrial products, signs, or television billboards, the criteria are the same.

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yours sincerely

Graeme McRae
Chief Executive



Charter
marks and
agreed
sub identities

Headquarters
1 Any Road Any Town Any County AB1 2CD

Chairman George McLeod
Chief Executive David Burn

Anyarea is the common name of Any Board

Any Special Board

A Division of Any Special Board

Pre-printed using
Stone Sans

Mr. MacDonald
1/3
12Anystreet
Little Town
LT12 2NM

1 Any Road
Countytown
Any County AB1 2CD
Telephone 01234 567 890
Fax 01234 567 899
www.nhsscotland.co.uk



Date 15/1/01
Your Ref dsfgsfgfjjkkfhk
Our Ref sdfgasdfg234
Enquires to Graeme McRae
Extension 1234
Direct Line 01234 567 890
Email gmcrae@nhsscotland.co.uk

Dear Mr MacDonald

Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful. Copy, art, and typography should be seen as a living entity; each element integrally related, in harmony with the whole, and essential to the execution of an idea. Like a juggler, the designer demonstrates his skills by manipulating these ingredients in a given space. Whether this space takes the form of advertisements, periodicals, books, printed forms, packages, industrial products, signs, or television billboards, the criteria are the same.

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Headquarters
1 Any Road Any Town Any County AB1 2CD

Chairman George McLeod
Chief Executive David Burn

Anyarea is the common name of Any Board

Agenda template

Use F11 to tab between fields as with all the other templates.

Before entering the body copy, go to TOOLS, then AUTOCORRECT, followed by AUTOFORMAT AS YOU TYPE. Make sure that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are both disabled, otherwise they will alter the format of your template.

Enter the Agenda point number, then TAB in to start writing your body copy. To continue on a new line within the same Agenda point, use a SOFT RETURN (SHIFT + RETURN)

To create a new Agenda point, use RETURN, enter the new Agenda point number and TAB along to enter your body copy.

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1 Any Road
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Fax 01234 567 899
www.nhsscotland.co.uk



Directors' Group

Day, Date, Month, Year

1. Minutes of the last meeting Wednesday, 15 January 2001
- Enclosed
2. Matters Arising
3. Corporate Contract Progress
-Verbal Update
John MacLeod
4. Complaints Summaries
-Enclosed
Graeme McRae
5. Specialist Interventions
-Discussion
John MacLeod
6. Capital Plan
- Discussion
John MacLeod
7. Accountability Review
Graeme McRae
8. Clinical Governance
- Enclosed
9. Clinical Governance Committee Agenda
Graeme McRae
10. Quality & Standards Committee Agenda
- Enclosed
Graeme McRae
11. Any Other Business
12. Date and Time of Next Meeting
- Wednesday, 29 January 2001

Templated using
Times New Roman

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agreed
sub identities

Headquarters
1 Any Road Any Town Any County AB1 2CD

Chairman George McLeod
Chief Executive David Burn

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15 **Any Trust or Board**

22 A Division of Any Trust or Board

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 Countytown
 Any County AB1 2CD
 Telephone 01234 567 890
 Fax 01234 567 899
www.nhsscotland.co.uk



33

55 **Directors' Group**
Day, Date, Month, Year

1. Minutes of the last meeting Wednesday, 15 January 2001
 - Enclosed

2. Matters Arising

3. Corporate Contract Progress
 -Verbal Update

John MacLeod

4. Complaints Summaries
 -Enclosed

Graeme McRae

5. Specialist Interventions
 -Discussion

John MacLeod

6. Capital Plan
 - Discussion

John MacLeod

7. Accountability Review

Graeme McRae

8. Clinical Governance
 - Enclosed

9. Clinical Governance Committee Agenda

Graeme McRae

10. Quality & Standards Committee Agenda
 - Enclosed

Graeme McRae

11. Any Other Business

12. Date and Time of Next Meeting
 - Wednesday, 29 January 2001

**Templated using
 Times New Roman**

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 agreed
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 1 Any Road Any Town Any County AB1 2CD

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 Chief Executive David Burn

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Minutes template

Use F11 to tab between fields as with all the other templates.

When entering those 'Present' and 'In attendance' use a SOFT RETURN (SHIFT + RETURN) to enter one name beneath another.

After inputting the attendees, use F11 to take you to the first heading field. Input your heading and then RETURN to write the body copy. The template automatically toggles between Heading style and Body copy style whenever you press RETURN.

To add a new line in the same style, use a SOFT RETURN (SHIFT + RETURN).

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1 Any Road
Countytown
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Directors' Group

Day, Date, Month, Year

Present John MacLeod
Graeme McRae
Graeme McRae
Graeme McRae
Graeme McRae

In attendance: John MacLeod Minutes Secretary

1. Minutes of last meeting

Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful.

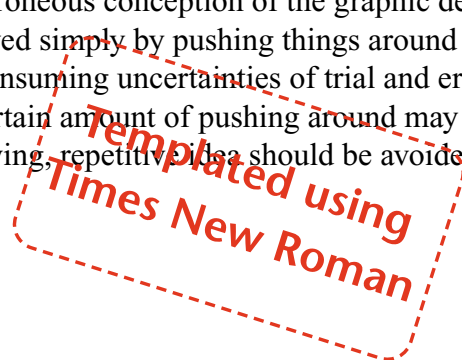
2. Matters Arising

2.1 Headline

Copy, art, and typography should be seen as a living entity; each element integrally related, in harmony with the whole, and essential to the execution of an idea. Like a juggler, the designer demonstrates his skills by manipulating these ingredients in a given space.

3. Further headline

To believe that a good layout is produced merely by making a pleasing arrangement of some visual miscellany photos, type, illustrations is an erroneous conception of the graphic designer's function. What is implied is that a problem can be solved simply by pushing things around until something happens. This obviously involves the time-consuming uncertainties of trial and error. However, since the artist works partly by instinct, a certain amount of pushing around may be necessary. But this does not imply that any systematic, unifying, repetitive idea should be avoided out of hand.



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1 Any Road Any Town Any County AB1 2CD

Chairman George McLeod
Chief Executive David Burn

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Any County AB1 2CD
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55 **Directors' Group**
Day, Date, Month, Year

Present John MacLeod
Graeme McRae
Graeme McRae
Graeme McRae
Graeme McRae

In attendance: John MacLeod Minutes Secretary

1. Minutes of last meeting

Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful.

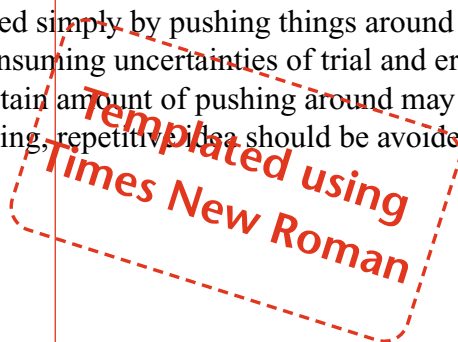
2. Matters Arising

2.1 Headline

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Action Points template

Use F11 to tab between fields as with all the other templates.

At the end of a row, use TAB to create a new row, then TAB again
to move from one column to the next.

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Directors' Group Meeting Day, Date, Month, Year

List of Action Points

Agenda Item	Action	By
1. Minutes of the last meeting	Visual communications	John MacLeod
2. Clinical Board Away Day	Visual communications	Graeme McRae
8. Board Away Day	Visual communications	John MacLeod
10. Specialist Treatments	Visual communications	Graeme McRae

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55 **Directors' Group Meeting
Day, Date, Month, Year**

List of Action Points

Agenda Item	Action	By
1. Minutes of the last meeting	Visual communications	John MacLeod
2. Clinical Board Away Day	Visual communications	Graeme McRae
8. Board Away Day	Visual communications	John MacLeod
10. Specialist Treatments	Visual communications	Graeme McRae

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sub identities

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Chairman George McLeod
Chief Executive David Burn

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Media Information

For immediate use
Day, date, month



Press announcement

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Stone Sans

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Media Information

For immediate use
Day, date, month



33

Press announcement

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NHS Report template

Use F11 to take you to the Report title. Once you have entered this, RETURN to enter the 'Subject', RETURN again to enter the 'Authors' and RETURN again for the 'Date'.

F11 will take you to the 'CONTENTS' page. You will want to return to this after you've written your Report. In the meantime though, press F11 to take you to the first page of the Report proper.

Enter the Section number, then F11 to add a heading and F11 again to write your body copy. To add a new row press TAB, followed by CTRL TAB to indent your copy and so on.

To add a new section, first ensure that your cursor is at the end of the document by pressing CTRL End, then insert a page break.

You're now at the top of a new page. Type 'Sect?' and ENTER to begin a new section, then carry on as before.

Once you've written your Report, return to the CONTENTS page.

Click on the highlighted section. Go to INSERT, then INDEX & TABLES, followed by TABLE OF CONTENTS. Click on OK to accept the Template format. The TABLE OF CONTENTS will now appear, pre-populated with the headings and page numbers you've previously input.

Should you subsequently change some of the headings or page numbers, simply return to the CONTENTS page, highlight the table and press F9. Choose either of the options offered to update the TABLE automatically.

General note

If you're using Stone Sans (or Arial), rather than Times New Roman, you can reduce the size of the body copy to 10 point (from 11 point) without compromising legibility. This will keep your reports to the same length as before, even allowing for the left-hand side margin.

Report Cover Title

Subject

Authors

Date

Content

- 2 **Section 1** – Visual communications
- 4 Whether persuasive or informative
- 5 Billboards to birth announcements
- 7 **Section 2** – Should be seen
- 8 Form and function: the integration
of beautiful and the useful
- 12 Copy, art, and typography
- 14 **Section 3** – Living
- 14 Each element integrally related
- 16 Harmony with the whole
- 17 **Section 4** – Essential to the execution

Section 1

Visual communications This is not the real copy. Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful. Copy, art, and typography should be seen as a living entity; each element integrally related, in harmony with the whole, and essential to the execution of an idea. Like a juggler, the designer demonstrates his skills by manipulating these ingredients in a given space. Whether this space takes the form of advertisements, periodicals, books, printed forms, packages, industrial products, signs, or television billboards, the criteria are the same.

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Billboards Visual communications of any kind, whether persuasive or informative, from billboards to birth announcements, should be seen as the embodiment of form and function: the integration of beautiful and the useful. Copy, art, and typography should be seen as a living entity; each element integrally related, in harmony with the whole, and essential to the execution of an idea. Like a juggler, the designer demonstrates his skills by manipulating these ingredients in a given space. Whether this space takes the form of advertisements, periodicals, books, printed forms, packages, industrial products, signs, or television billboards, the criteria are the same.

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