

Preparing Business Cards

Here is the style for business cards, which are generally ordered through the College print shop. The position of the wordmark and the shield on the card are fixed and should never be altered. Similarly, one should not alter the type fields; the person's name, title, and e-mail address will always be on the left, with his or her address and phone number(s) placed in the middle field.

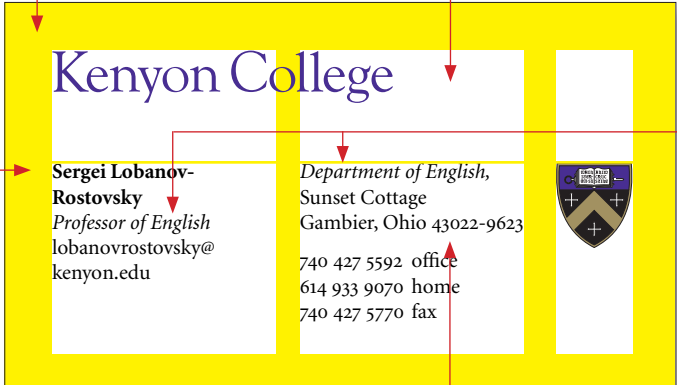
Please note that business cards should only be created using files provided by Kenyon College.



The yellow areas are a visual reference for the fixed margins.



The white areas indicate the active type margins. These are fixed margins and should not be adjusted.



Names are set in Minion Bold. If they exceed the margin, they should be set on two lines.

When e-mails exceed the margin, they should be broken after the @ symbol.

Titles and offices or departments are set in Minion italic.

A line space is only used to separate the address and phone numbers.