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LOGO









LOGO

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LOGO USAGE







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Position: At the top (left, centered or right), use it on light/white background only (best readability)

Don't use any kind of effects, don't change colors, don't use it on busy or dark backgrounds, don't distort proportions



COLORS & TYPOGRAPHY

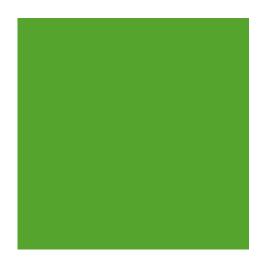




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Green:

#54a42d

RGB:84/164/45

CMYK: 49/0/73/36



Dark Cyan:

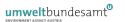
#1e4149

RGB:30/65/73

CMYK: 59/11/0/71







Calibri Bold

AaBbCcDdEeFfGgHhli

123456789!%&?=§€(,;.)

HEADLINES 1: CALIBRI BOLD, GREEN, ALL CAPS

Headlines 2-4: Calibri bold, dark cyan

Body Text: Calibri regular, black

Don't use italic

Calibri Regular

AaBbCcDdEeFfGgHhli

123456789!%&?=§€(,;.)





ACCESSIBILITY









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WORD-DOKUMENTS: USE THE ACCESSIBILITY CHECKER

(If you don't see the "Check Accessibility" button on the "Review" tab you might have an older version of word. Select: File -> Info -> Check for Issues)

- Use alternative text for all visuals (includes tables, images, shapes, charts and graphics).
 - By making visuals decorative, the screenreader is going to ignore it.
 - If you have to use tables, use a simple table structure and add alternative text as well (describe in a few sentence the main content of the table)
 - All visuals needs to be in position "in line with text" (unfortunately, other positions will be shown as an issue)
- Use a logical heading order (after Headline 1 needs to follow a Headline 2)
- Don't use serif fonts
- Don't use any kind of effects (like shadows)

For more information: https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d#bkmk_best_practices_win