

5 FAH-7 H-100 DEPARTMENT GRAPHICS STANDARDS

5 FAH-7 H-110 INTRODUCTION

5 FAH-7 H-111 GENERAL INFORMATION

(TL:GRPH-1; 8-1-95)

a. This handbook provides the Department with a consistent visual identification by depicting graphics standards for Department identification such as the Department seal, stationery, typefaces, and signatures. The handbook further shows how these standards are used on different Department publications and other printed matter.

b. These graphics standards are adaptable to the diversified publication needs of the Department. As a result of this flexibility, Department publication designers have the freedom to choose from the options that the handbook presents in order to fit the needs of their printed material.

5 FAH-7 H-112 APPLICABILITY OF THE STANDARDS

(TL:GRPH-1; 8-1-95)

All Department of State publications except as noted below must adhere to the graphics standards contained in the Department's Graphics Standards Handbook. These standards apply to all bureaus when requests are made for publications or design work. Standards also apply both to publications for the public and publications solely for in-house use.

5 FAH-7 H-113 EXCEPTIONS TO THE STANDARDS

(TL:GRPH-1; 8-1-95)

Any official who desires an exception to any graphics standard must justify the reason in writing to the Publications Management Officer (PMO) in the Publishing Services Division (A/IM/IS/OIS/PS). The mailing address is U.S. Department of State, Publishing Services Division, Room 1853, Washington, D.C. 20520-1853. The memorandum must state why it would be in the best interest of the Department to differ from the handbook guidelines. This

handbook does not apply to internal administrative publications produced for bureau use only, or for the Foreign Service Institute's (FSI) training materials.

5 FAH-7 H-114 SCOPE AND AUTHORITY

(TL:GRPH-1; 8-1-95)

a. This handbook is for designers, editors, managers, and others involved in the development and production of printed matter and other communications media for the Department of State.

b. For information on subjects not covered here or for assistance with questions relating to graphics, please contact the Publishing Services Division, Customer Service Center at 202/736-7470. Their mailing address is U.S. Department of State, Publishing Services Division, Customer Service Center, Room 1758, Washington, D.C. 20520-1853.

c. Authorities for policy and procedures on printing, publication production, and graphics are listed in FAM05.

d. The Policy and Review Division (A/IM/RM/PPB/PR) manages the development and maintenance of 5 FAM and most of its subordinate handbooks. Forward any recommendations for additions, deletions, and revisions to this handbook to U.S. Department of State, Policy and Review Division, SA-30, Room 333, Washington, D.C. 20522-3003, to be considered during regular reviews. The phone number for the Policy and Review Division is (703) 235-4275.

5 FAH-7 H-115 THROUGH H-119 UNASSIGNED