5. Literature system (Rev. Jan16)

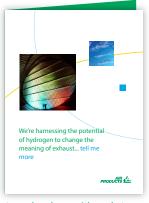
Our printed materials are often kept for reference. It is vital that our literature belongs to a coherent family, conforms to the same design standards and supports our key values of understanding, passion and integrity. This will provide a clear visual distinction between Air Products and our competitors.

Literature matrix

This matrix shows how all Air Products literature works together. All company literature should fit into one of these segments. Attributes of each layout format should remain constant and not be mixed or combined with others.



Large brochure



Large brochure with pocket



Technical paper



Case study



Data sheet



Knowledge paper



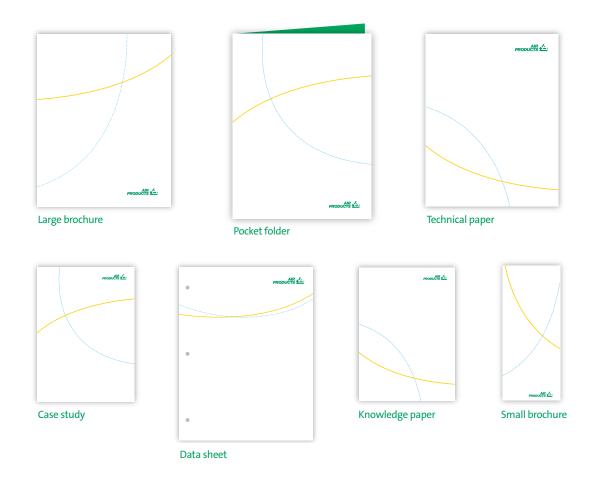
Small brochure

Momentum lines for literature

A common element shown throughout all literature examples in this manual are the Air Products momentum lines. This graphic element is a powerful component of our identity comprising of two soft curves that gracefully contrast the strong angles of our signature design. It is a dynamic element that communicates innovation, agility, and flexibility. This treatment gives our communication materials a unique look and feel.

Literature templates have been created with numerous options for the momentum lines built into them. These options are designed to provide maximum flexibility for placement of photos and text within the framework of our identity system. Consideration of which option will best suit your image and copy should always be given when working with Air Products literature templates. In most situations, the momentum lines should bleed off three edges of the page and never be altered.

Use only the approved momentum lines options from the established literature templates available from Air Products' Corporate Communications team.



Large brochure

The finished size of all large format brochures is based on ANSI Letter or ISO A4 size paper. An additional tuck-in panel can be used to accommodate additional content or white space.

ANSI size

(American National Standard Institute markets)

Folded: 8-1/2" x 11" (letter)
Flat: four panel – 17" x 11"
six panel – 25" x 11"

ISO size

(International Organization for Standardization markets)

Folded: 210 x 297 mm (A4) Flat: four panel – 420 x 297 mm six panel – 617 x 297 mm

Paper stock

Sappi 100 lb/270 gsm EuroArt Dull cover Sappi 100 lb/140 gsm EuroArt Dull text

EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green and Air Products blue.

Graphic elements

The Air Products momentum lines should be used on all brochure covers. Line treatment color and position is restricted to the options available in the large brochure InDesign template. The momentum lines should always interact with the photography.

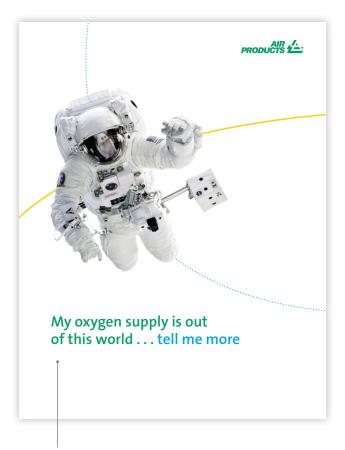
One Air Products accent square may be used when it enhances the visual interest of the brochure cover or interior spread. The mark should always be 1/4" square, never interfere with the breathing space of the signature, and never bleed off the page.

Photography

Photography can be used two ways—silhouettes or hard edged frames. Full color photography is preferred. Never use black and white imagery.

Use only the approved template with preset layouts, colors and type palettes to create brochures.

Templates are available from Air Products' Corporate Communications team.



Headline

The headline plays off the image to create an enticing invitation to learn more.

Large brochure cover examples

Front covers should always be visually compelling, and messaging should be clear and concise. The overall tone of the cover should reflect the quality and service values of Air Products.

The effective organization and presentation of information creates communication with impact.

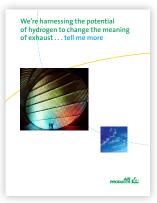
Use only the approved template with preset layouts, colors, type palettes, and momentum lines to create brochures. Templates are available from Air Products' Corporate Communications team.



Silhouette images



Silhouette product images



Multiple images



Photo along curved momentum line



Single image



Multiple images and colors with accent square

Large brochure interior layouts

Interior page layouts should reflect an intelligent use of white space. Typography should follow a simple layout. Use Air Products green or Air Products blue for headlines and subheadings.



Use callouts, quotes, column widths, and text placement to separate information and add visual interest.



Layout should use white space as a part of the design.

Layout options



Visualizing information through charts and tables helps to make comparisons and illuminate important points. The best chart is simple: less is more. Clearly convey the main point and present the data so that it tells a story.



Relate imagery, typography, color, and language throughout the document to form a cohesive unit.



Use Air Products magenta or orange to highlight callouts and footnotes.



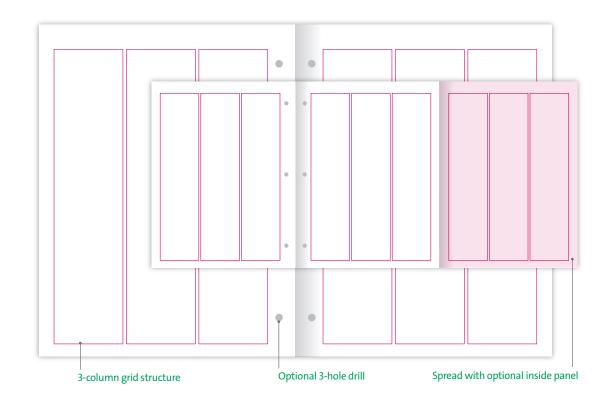
Use Air Products brand colors to separate pages and add visual interest.

Large brochure grid structure

Grid structure

Large brochures should follow a three-column internal grid with ample room for three hole drilling. This grid should function as a guide for the placement of all text, imagery, graphic charts, and callout paragraphs to create visual interest, pace, and readability throughout the document.

Remember that white space is an important part of our identity, creating a clean and contemporary look and feel.



Large brochure with pocket

On a large brochure with pocket, you may tailor the number of pockets to meet your specific requirements. A die-cut may be used to hold a business card on the right pocket.

ANSI size

(American National Standard Institute markets)

Folded: 9" x 12"

Flat: 18" x 12" plus 4-1/2" pocket

ISO size

(International Organization for Standardization markets)

Folded: 229 x 324 mm

Flat: 458 x 324 mm plus 110 mm pocket

Paper stock

Sappi 129 lb/270 gsm EuroArt Dull cover

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green and Air Products blue.

Graphic elements

The Air Products momentum lines should be used on all large brochure with pocket covers. Color and position of momentum lines are restricted to the options available in the large brochure with pocket folder InDesign template. The momentum lines should always interact with the photography.

One Air Products accent square may be used when it enhances the visual interest of the brochure cover or interior spread. The mark should always be 1/4"

square, never interfere with the breathing space of the signature, and never bleed off the page.

Photography

Photography can be used two ways—silhouettes or hard edged frames. Full color photography is preferred. Never use black and white imagery.

Use only the approved template with preset layouts, colors, and type palettes to create large brochures with pocket. Templates are available from Air Products' Corporate Communications team.







Large brochure with pocket interior

Small brochure 5.9

Small format brochures may be developed in four-panel or six-panel (trifold) formats based on ANSI Letter or ISO A4 size paper.

ANSI size

(American National Standard Institute markets)

Four panel folded: 3-3/4" x 8-3/4" Four panel flat: 7-1/2" x 8-3/4"

Six panel folded (trifold): 3-5/8" x 8-1/2" Six panel flat: 11" x 8-1/2" (letter)

ISO size

(International Organization for Standardization markets)

Four panel folded: 95 x 222 mm Four panel flat: 190 x 222 mm

Six panel folded (trifold): 100 x 210 mm Six panel flat: 297 x 210 mm (A4)

Paper stock

Sappi 100 lb/140 gsm EuroArt Dull cover

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green and Air Products blue.

Graphic elements

The Air Products momentum lines should be used on all brochure covers. Color and position of momentum lines are restricted to the options available in the small brochure InDesign template. The momentum lines should always interact with the photography.

One Air Products accent square may be used when it enhances the visual interest of the brochure cover or interior spread. The mark should always be 1/4" square, never interfere with the breathing space of the signature, and never bleed off the page.

Photography

Photography can be used two ways—silhouettes or hard edged frames. Full color photography is preferred. Never use black and white imagery.

Use only the approved template with preset layouts, colors, and type palettes to create brochures.

Templates are available from Air Products' Corporate Communications team.



Headline

The headline plays off the image to create an enticing invitation to learn more.

Small brochure cover examples

Front covers should always be visually compelling, and messaging should be clear and concise. The overall tone of the cover should reflect the quality and service values of Air Products.

The effective organization and presentation of information creates communication with impact.

Use only the approved template with preset layouts, colors, type palettes, and momentum lines to create brochures. Templates are available from Air Products' Corporate Communications team.



Silhouette images



Silhouette images



Silhouette product images



Single image



Multiple images



Multiple images and colors with accent square

Small brochure interior layouts

Interior page layouts should reflect an intelligent use of white space. Typography should follow a simple layout. Use Air Products green or Air Products blue for headlines and subheadings.



Use callouts, quotes, column widths, and text placement to segregate information and add visual interest.



Layout should use white space as a part of the design.

Layout options



Visualizing information through charts and tables helps to make comparisons and illuminate important points. The best chart is simple: less is more. Clearly convey the main point and present the data so that it tells a story.



Relate imagery, typography, color, and language throughout the document to form a cohesive unit.



Use Air Products magenta or orange to highlight callouts and footnotes.



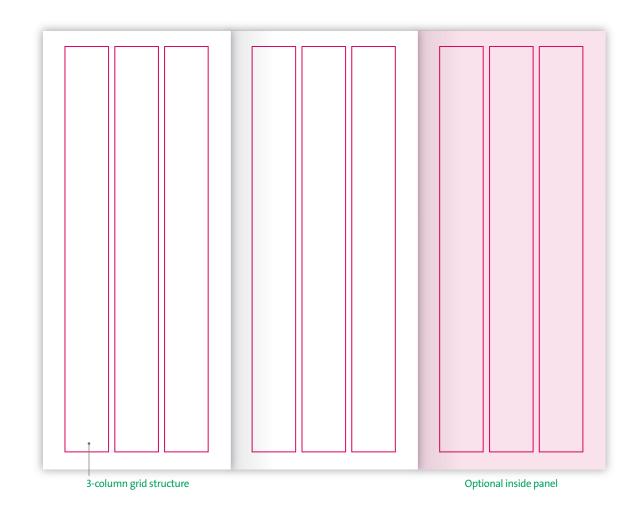
Use Air Products green to separate pages and add visual interest.

Small brochure grid structure

Grid structure

Small brochures should follow the three-column internal grid as a framework for placing text, imagery, graphic charts, and callout paragraphs to create visual interest, pace, and readability throughout the document.

Remember that white space is an important part of our identity, creating a clean and contemporary look and feel.



Data sheet 5.13

ANSI size

(American National Standard Institute markets)

8-1/2" x 11" (letter)

ISO size

(International Organization for Standardization markets) 210 x 297 mm (A4)

Paper stock

Data sheet front

Sappi 100 lb/140 gsm EuroArt Dull text

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upperand lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans semi bold for headlines and sub-headlines. Use TheSerif light for body text.

Typography color

Use Air Products green, blue, and black as demonstrated in the examples below. Use Air Products magenta and orange for highlighting important information.

Graphic elements

The Air Products momentum lines are uniquely applied to data sheets. The blue and gold strokes should be contained to the image area below the main headline, intersect only one time, and bleed off the left and right sides of the page only (as illustrated below). See the Air Products data sheet template for specific direction.

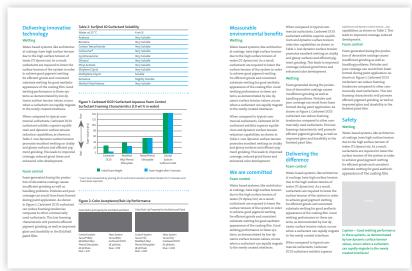
Photography

Photography can be used two ways—silhouettes or hard edged frames. Full color photography is preferred. Never use black and white imagery.

Use only the approved template with preset layouts, colors, and type palettes to create data sheets.

Templates are available from Air Products' Corporate Communications team.





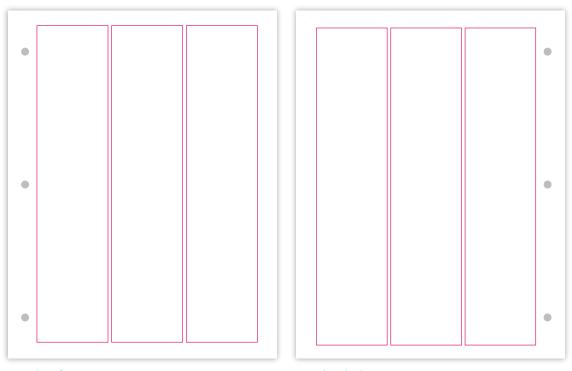
Data sheet inside spread

Data sheet grid structure

Grid structure

Data sheets should follow a three-column internal grid with ample room for three-hole drilling. This grid should function as a guide for the placement of all text, imagery, graphic charts, and callout paragraphs to create visual interest, pace, and readability throughout the document. The front left column of all data sheets is to be reserved for product and contact information.

Remember that white space is an important part of our identity, creating a clean and contemporary look and feel.



Data sheet front Data sheet back

Case study

Case studies should celebrate our working relationships with our customers, demonstrating our understanding, integrity, passion, meta-national agility, and focus on the future. Front covers should always be visually compelling, and messaging should be clear and concise.

ANSI size

(American National Standard Institute) markets

Folded: 5-7/8" x 8-1/2" Flat: 11-3/4" x 8-1/2"

ISO size

(International Organization for Standardization) markets

Folded: 148 x 210 mm Flat: 296 x 210 mm

Paper Stock

Sappi 100 lb/270 gsm EuroArt Dull cover Sappi 100 lb/140 gsm EuroArt Dull text

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green, blue, and gray as demonstrated in the example to the right.

Graphic elements

The Air Products momentum lines should be used on all case study covers. Color and position of momentum lines are restricted to the options available in the case study InDesign template. The momentum lines should always interact with the photography.

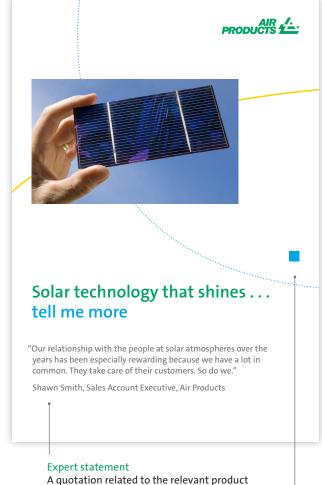
One Air Products accent square may be used when it enhances the visual interest of the brochure cover or interior spread. The mark should always be 1/4" square, never interfere with the breathing space of the signature, and never bleed off the page.

Photography

Photography can be used two ways—silhouettes or hard edged frames. Full color photography is preferred. Never use black and white imagery.

Use only the approved template with preset layouts, colors, and type palettes to create case studies.

Templates are available from Air Products' Corporate Communications team.



A quotation related to the relevant product adds reader appeal and a preview of the case study content.

Air Products accent square

Case study interior layouts

Interior page layouts should reflect an intelligent use of white space. Typography should follow a simple layout. Use Air Products green or Air Products blue for headlines and subheadings.



Use callouts, quotes, column widths, and text placement to separate information and add visual interest.



Layout should use white space as a part of the design.

Layout options



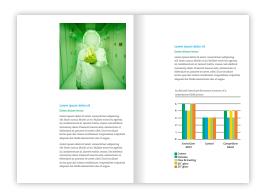
Use Air Products magenta or orange to highlight callouts and footnotes.



Relate imagery, typography, color, and language throughout the document to form a cohesive unit.



Body text may span two or three columns.



Visualizing information through charts and tables helps to make comparisons and illuminate important points. The best chart is simple: less is more.

Knowledge paper

Knowledge papers celebrate our understanding and our openness to sharing and transferring technical knowledge. Covers should only contain basic brand elements such as the signature and momentum lines with essential descriptor text since knowledge papers are not intended for direct marketing use.

ANSI size

(American National Standard Institute markets)

Folded: 5-7/8" x 8-1/2" Flat: 11-3/4" x 8-1/2"

ISO size

(International Organization for Standardization markets)

Folded: 148 x 210 mm Flat: 296 x 210 mm

Paper Stock

Sappi 100 lb/140 gsm EuroArt Dull text

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green, blue, and gray as demonstrated in the example to the right.

Graphic elements

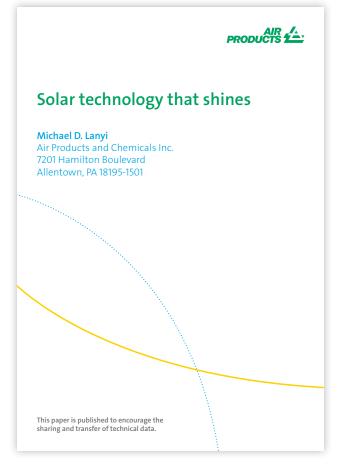
The Air Products momentum lines should be used on all knowledge paper covers. The position and color of the momentum lines are fixed as illustrated to the right and in the knowledge paper InDesign template.

One Air Products accent square may be used when it enhances the visual interest of the brochure cover or interior spread. The mark should always be 1/4" square, never interfere with the breathing space of the signature, and never bleed off the page.

Photography

Photography with hard edge frames should be used only to communicate technical or product information. Full color photography is preferred. Only use black and white when necessary for technical reasons.

Use only the approved template with preset layouts, colors, and type palettes to create knowledge papers. Templates are available from Air Products' Corporate Communications team.



Knowledge paper interior layouts

Interior page layouts should reflect an intelligent use of white space. Typography should follow a simple layout. Use Air Products green or Air Products blue for headlines and subheadings.

Layout options



Use column widths and text placement to separate information and add visual interest. The layout should use white space as a part of the design.



Use Air Products green for photo captions.



Visualizing information through charts and tables helps to make comparisons and illuminate important points. The best chart is simple: less is more.



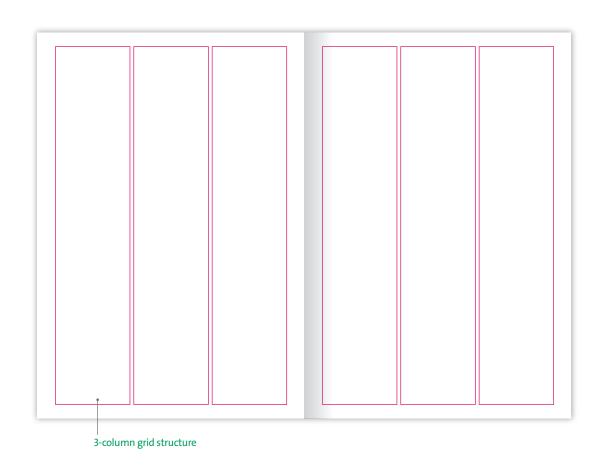
Text may span one or two columns of the page. The column width of body text should remain constant throughout the document.

Case study/knowledge paper grid structure

Grid structure

Case studies and knowledge papers should follow a three-column internal grid. This grid should function as a guide for the placement of all text, imagery, graphic charts, and callout paragraphs to create visual interest, pace, and readability throughout the document.

Remember that white space is an important part of our identity, creating a clean and contemporary look and feel.



Technical paper

Technical papers celebrate our understanding and openness to sharing and transferring technical knowledge but also offer an extended area for content compared to the smaller knowledge paper format. Since technical papers are not intended for direct marketing use, covers should only contain basic brand elements such as the signature and momentum lines with essential descriptor text.

The finished size of all technical papers is based on ANSI Letter or ISO A4 size paper.

ANSI size

(American National Standard Institute markets)

Folded: 8-1/2" x 11" (letter)

Flat: 17" x 11"

ISO size

(International Organization for Standardization markets)

Folded: 210 x 297 mm (A4) Flat: 420 x 297 mm

Paper stock

Sappi 100 lb/140 gsm EuroArt Dull text

Sappi EuroArt Dull may be substituted in markets where significant cost or distribution advantages exist with a comparable stock and Corporate Communications approval.

Printing

Offset lithography or digital (Do not use thermography or foil stamping.)

Typography

Set all typography flush left/ragged right, upper- and lowercase with normal letterspacing to create informal, easy-to-read text. Use TheSans typeface for headlines and the TheSerif light for body text.

Cover typography color

Use Air Products green, blue, and gray as demonstrated in the example to the right.

Graphic elements

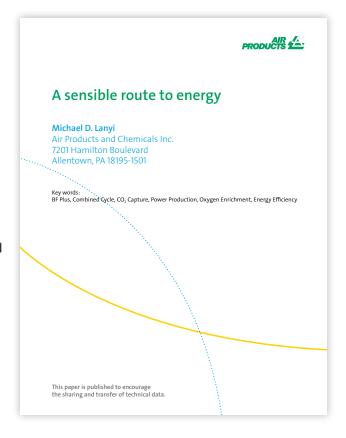
The Air Products momentum lines should be used on all technical paper covers. The position and color of the momentum lines are fixed as illustrated to the right and in the technical paper InDesign template.

Photography

Photography with hard edge frames should be used only to communicate technical or product information. Full color photography is preferred. Only use black and white when necessary for technical reasons.

Use only the approved template with preset layouts, colors and type palettes to create technical papers.

Templates are available from Air Products' Corporate Communications team.



Technical paper interior layouts

Interior page layouts should reflect an intelligent use of white space. Typography should follow a simple layout. Use Air Products green or Air Products blue for headlines and subheadings.





Use column widths and text placement to separate information and add visual interest. The layout should use white space as a part of the design.



Use Air Products green for photo captions.



Visualizing information through charts and tables helps to make comparisons and illuminate important points. The best chart is simple: less is more.



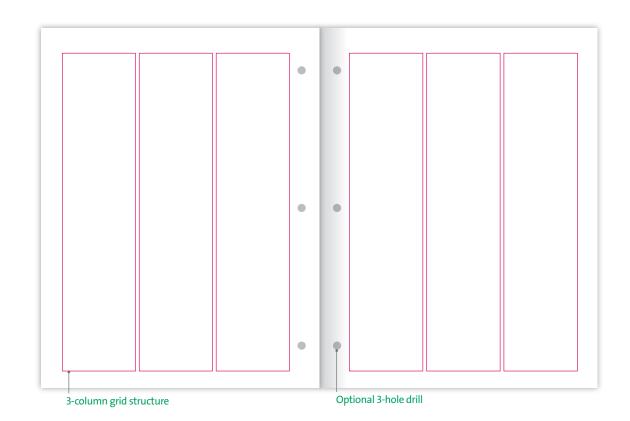
Text may span one or two columns of the page. The column width of body text should remain constant throughout the document.

Technical paper grid structure

Grid structure

Technical papers should follow a three-column internal grid with ample room for three-hole drilling. This grid should function as a guide for the placement of all text, imagery, graphic charts, and callout paragraphs to create visual interest, pace, and readability throughout the document.

Remember that white space is an important part of our identity, creating a clean and contemporary look and feel.



Signature sign-off

The sign-off must be added to the back cover of all literature. The sign-off always includes the signature and legal information.

Secondary information

Secondary information should always appear in the top left corner, aligned left on brochure back. Use TheSerif light.

Tell me more

'tell me more' should always appear below the secondary information, set flush right/ragged left, in lowercase with normal letterspacing.

Use TheSans semi bold.

Contact information

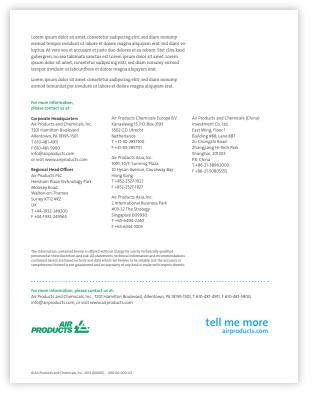
Mailing addresses, phone numbers, and URLs should always appear below any secondary information used on back covers, aligned left. Use TheSans semi bold and light.

Legal copy

Legal copy should be placed below the signature, aligned left. Use TheSans light.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam vo-luptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labcuntbore et dolore magna aliquyam erat. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam no eirmod temuniiat por invidunt ut labore et dolore magna aliquyam erat. please contact us at: Corporate Headquarters Air Products Chemicals Europe B.V. Kanaalweg 15, P.O. Box 3193 Air Products and Chemicals (China) Air Products and Chemicals. Inc. Investment Co. Ltd. 3502 GD Utrecht East Wing, Floor 1 Building #88, Lane 887 Zu Chongzhi Road Zhangjiang Hi-Tech Park 7201 Hamilton Boulevard Allentown PA 18195-1501 T 610-481-4911 F 610-481-5900 info@airproducts.com or visit www.airproducts.com P.R. China T+86-21-38962000 Regional Head Offices F+86-21-50805555 Hong Kong Hersham Place Technology Park Molesev Road F +852-2527-1827 Air Products Asia. Inc Surrey KT12 4RZ 2 International Business Park #03-32 The Strategy tell me more PRODUCTS 1

Multiple addresses



One address option

Signature placement for literature

Give careful consideration to the placement of our signature on all applications.

The preferred placement of the signature on brochure covers is in the top right corner, or the bottom right corner. When used on a back cover, it should always appear in the lower left corner.

When placing the signature, consider how the materials will be displayed. Keep the signature clearly visible whenever possible.

Avoid placing any copy or other graphic elements to the right of the symbol, because this creates a visual barrier that interrupts the movement of the symbol.

Brochure cover top right signature placement





Brochure cover, lower right signature placement



Brochure back cover, lower left corner placement

Unacceptable literature examples

The success of the Air Products brand relies on clear and consistent execution. Following the specified guidelines will increase the brand's impact and avoid confusion.



Don't create alternative versions of the momentum lines.



Don't change the color of the momentum lines.



Don't change the thickness of the momentum lines.



Don't place the momentum lines over images.



Don't use full bleed images on brochure front covers.



Don't use multiple crops of the momentum lines.



Don't use gradients.