# Complete Business Solutions Australia Style Guide



# COMPLETE BUSINESS SOLUTIONS AUSTRALIA

Complete Business Solutions Australia is a simulated business established by Eduworks Resources for the purposes of training and assessment of students enrolled in vocational qualifications.

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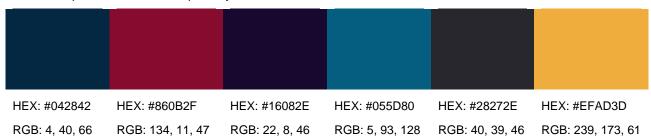


#### **Our Target Audience**

Small, medium, and enterprise size organisations.

#### Colour Palette

The colour palette involves six primary colours as follows:



#### **Typography**

The following topology should be used:

#### Header 1

Arial 24pt. #042842

#### Header 2

Arial 18pt. #860B2F

#### Header 3

Arial 14pt. #055D80

#### Header 4

Arial 12pt. Black bolded.

Arial 10pt font is the body copy. Black forecolour used on white background.

All typography should be left-aligned, except for title headings which can be centred if desired.

Lists can either be ordered (numbered) or unordered (bulleted).

Sizing of text can be adjusted to suit presentations in PowerPoint.

#### **Numbered lists**

Used when order is important. Each item expresses a step in a sequenced of steps:

- 1. First step
- 2. Second step
- 3. Third step

Numbered lists can also have sub-steps:

- 1. First step
  - 1.1. First sub-step



- 1.1.1. A third level of sub-step
- 1.2. Second sub-step
- 2. Second step
- 3. Third step

#### **Bulleted lists**

Used when order is not important. Items can be expressed in any order:

- First item
- Second item
- Third item

Bulleted lists can also have sub-items:

- First item
  - First sub-item
    - A third level of sub-item
  - Second sub-item
- Second item
- Third item

#### **Tables**

Tables with no headers should be developed using the 'CBSA' table style.

Some Data	Some Data	Some Data
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data

Where a column header is required, use 'CBSA Col' table style:

Column 1 Header	Column 2 Header	Column 3 Header
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data
Some Data	Some Data	Some Data

Where a row header is required, use the 'CBSA Row' table style:

Row 1 Header	Some Data	Some Data	Some Data
Row 2 Header	Some Data	Some Data	Some Data
Row 3 Header	Some Data	Some Data	Some Data



#### Logo

Logo can be used in one of four coloured styles. Two further black and white styles are permitted where black and white print is used. No other styles are permitted.

Logo plus title full



# COMPLETE BUSINESS SOLUTIONS AUSTRALIA



Logo only



Acronym only

**CBSA** 



#### **Document layout**

#### Headers and footers

Documents should be laid out without different odd and even pages.

Each page should have the logo right aligned in the header. An example is provided below.

#### Style Guide



Each page should have the page count in the footer. An example is provided below.

SD BD002 Style Guide CBSA V2.0 @ Eduworks Resources Page 5 of 7 CBSA – A simulated business by Eduworks Resources

#### Title page

If a document requires a front title page, then the first page should form a title page as follows:



# COMPLETE BUSINESS SOLUTIONS AUSTRALIA

# Style Guide

Note that the title 'Style Guide' should be replaced with the relevant document's title.