



**EQUAL
ACCESS
OFFICE**

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Printing Guidelines for Translated Materials

In an effort to standardized a citywide system, the CAO-Equal Access Office has set print color schemes to facilitate recognition of translated outreach materials by City staff and residents. **All** outreach materials that are translated into other languages and which City Agencies print in full color (for paper **or** ink) i.e., brochures, flyers, posted notices, **MUST** be printed in the color schemes as outlined below before their distribution.

Each Agency can decide to choose the hue of the specified color for ink **or** paper to differentiate language translations done for City materials. For example, a City Department's flyer offering services translated in Spanish may be printed on white bond paper with blue ink text or on a light/dark blue hue colored paper with black ink text.

Adopted City Color Arrangement

- **Chinese: Magenta or Pink hue colored ink or paper**
- **Spanish: Blue hue colored ink or paper**
- **Vietnamese: Green hue colored ink or paper**

English:

If printing with black ink: Use color paper that does not resemble the hue of the three adopted colored translated versions (listed above)

If printing in full color: Use a different color cover or use "color sports" based on language colors stated above, to identify translated language version.