## Ready-to-use messages panels

The message panels shown here are available as individual PNG files, for staff to use in Word and PowerPoint.

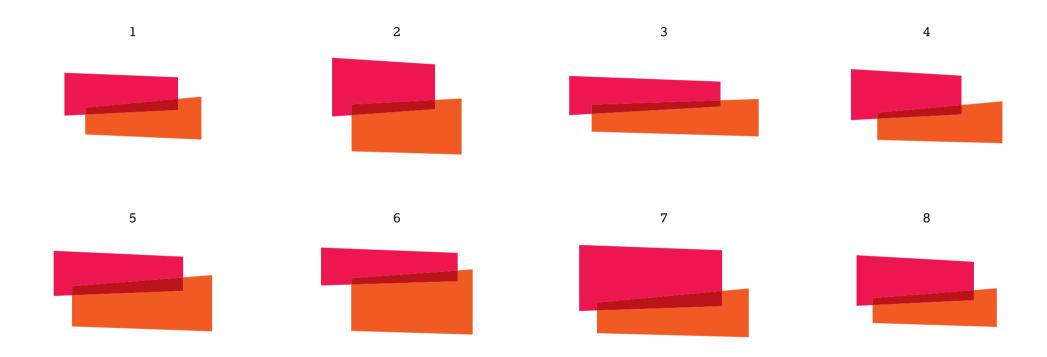
Additionally, they are available in one Adobe Illustrator file for designers.



## Ready-to-use plain panels

The panel shapes shown here are available as individual PNG files, for staff to use in Word and PowerPoint, adding their own messages in white Verdana Bold Italic.

Additionally, the shapes are available in one Adobe Illustrator file for designers to copy and use as a starting point for their own custom message panels.



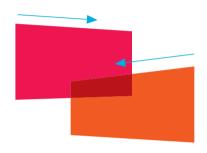
## Basic rules for message panels

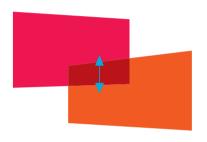
Sides are always vertical and tops and bottoms are always at an angle.

The angles are gentle, just enough to be visible and give a bit of dynamism, but not too sharp. The outer verticals of each box are always taller than the inner edges – in other words, the panels taper in towards each other.

The amount of overlap can vary, but not too much and not too little. The top and bottom edges of the dark red overlap shape should not be parallel. The colour order is always, red top, dark red overlap and orange lower panel.









NO
The sides must be vertical, the angles are only on the top and bottom edges







NO Too much overlap



NO Too little overlap



NO Wrong colour order

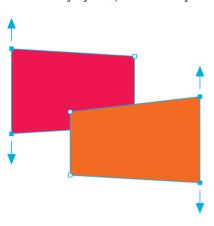


## How to draw message panels in Adobe Illustrator

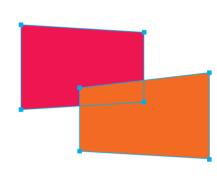
1. Draw two rectangles, red and orange.



2. Move the upper/lower points vertically by 2-5°, to create trapezoids.



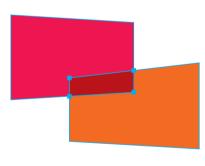
3. Select both shapes and Divide in Pathfinder



Pathfinder is in the menu 'Window'. In 'Pathfinders:' click on 'Divide'

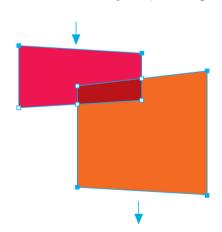


4. Colour the inner 'overlap' shape in dark red.



5. Once a panel is divided, you can adjust the size/s by moving the upper and lower points vertically.

Never move these points, left or right.



6. Once grouped, you can scale the panels proportionally, vertically or horizontally to adjust the overall shape, but not too much, or the angles get too steep or too shallow.

