

Ko Tātou This Is Us – Email signature

Thanks for downloading the official *Ko Tātou This Is Us* email signature templates. These, along with all available templates, have been designed for you to leverage and make your own. If you are undertaking biosecurity-related programmes, activities or events, or showing your commitment to biosecurity, we'd love for you to use the email signature.

What will you find in the zip folder?

- Adobe InDesign templates – Idml & Indd files
- Images from within the artwork
- Logos – eps files
- PNGs (image file)
- Exported PDF

What size is the image?

The email signature image is 650 pixels wide – this is a standard size for email signatures.

What software will you need?

- You will need InDesign to open and edit the Idml & Indd.
- For the PDFs, PNGs and eps files, you should be able to open these in a standard preview mode or whichever software your computer has to open standard image or PDF files.

What font do I need?

If you are needing to alter the templates, you may need to download and add our font types onto your computer. You will not need to worry about fonts if you are not looking to alter the template in InDesign. The templates have been designed using the *Ko Tātou This Is Us* font types. You can either purchase the font types or download the free alternative font types, links are provided below. For more information, check out pg.10-11 in our [brand technical specifications](#).

Purchase the font types:

- Primary Typeface is *National Condensed*. This typeface can be used for general layouts and body copy. [Purchase here.](#)
- Secondary Typeface *YWFT Signature* (handwritten style) has been used when producing our creative communications. [Purchase here.](#)

Alternative free front types:

- Primary Typeface, free Google alternative is *Oswald*. [Download here.](#)
- Secondary Typeface, free Google alternative is *Covered By Your Grace*. [Download here.](#)

What if you don't have InDesign?

The templates have been set up within Adobe InDesign version 13.1, so in order to edit these, you will need this design software. If you're unsure how to use InDesign, we suggest that you speak to someone in your design team, or someone who has this software – as they should be able to help you.

Alternatively, if you do not need to edit this template, you can upload a PNG (image file) straight to your email signature. Or within your signature area of your webmail provider, you can add multiple images, so you could upload this email signature image and your brand or logo image too.

How to upload the email signature?

If you are unsure how to change or create your signature, we suggest that you speak to someone in your IT team or visit your webmail help centre. Below are links to instructions for two common webmail providers.

- **Outlook:** <https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>
- **Gmail:** <https://support.google.com/mail/answer/8395?co=GENIE.Platform%3DDesktop&hl=en>

Are there any restrictions around the usage?

Please refer to our full [terms of use](#). We're more than happy for you to use the supplied templates, we just ask that you always use the official *Ko Tātou This Is Us* logo and that you only use these in a biosecurity-related context.