

# How to use your IB Schools Toolkit



## Email signature template:

This template has been designed to help you communicate your school's status as an IB World School, and can be imported to the software of your choice.

You can place your school's logo alongside the IB World School logo. As shown in the example file, your logo should be placed at an equal distance from the separating line as the IB World School logo, and the same height.

Space has been provided to the right of the logo to enter your name, role and school's name. In the blue box below, there is space for your school's address, phone number, email address, and website URL.



## Power Point template:

For use in presentations by IB authorized schools.

## Video chat backgrounds:

For use as a background image in video chats.



## Social media templates:

These templates have been designed to help you celebrate your school's anniversary as an IB World School, and can be imported to the software of your choice.

The square, vertical, and horizontal formats have been provided so that you have options for Twitter, Facebook, LinkedIn, Instagram and Stories.

In the white header box, you can place your school's logo alongside the IB World School logo. As shown in the example files, your logo should be placed at an equal distance from the separating line as the IB World School logo, and the same height.

Our recommendation is to use Myriad Pro Bold Italic when writing the number of years you are celebrating as an IB World School. For maximised readability, we encourage setting the font colour to white.

\*Please note the package also contains blank templates if you want to write a custom message in the blue box provided.

