Brand Guidelines
Hello.

We’re happy you’re here
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Section 1: Defining our brand

In this section, we outline the building blocks of the Slack brand, including what we stand for, what sets us apart, why we choose the words we use, and how we’ve decided to show up in the world.
Who we are

The Slack platform is where work happens. It’s where people have the perfect conditions to connect, to align, to get context so they can work toward shared goals, together.

Our mission is to make people’s working lives simpler, more pleasant and more productive.

Our vision is a world where organizations can achieve agility easily, no matter their size.

Please use “Slack” as an adjective followed by a description of our services. “Slack” should not be used as a noun, verb, plural or possessive.
How we describe the need for Slack

**Challenge**
The fundamental challenge common to all organizations is one of coordination: the creation and maintenance of alignment over time; the ability to turn groups of individuals moving in many directions into teams moving in the same direction.

**Solution**
Slack offers a new choice: a better way to work together by replacing email inside companies of all sizes; providing a place that connects their conversations, information and software.

**Result**
With Slack, we all have the power to do our best work—individuals, teams, organizations and even software.
Brand values

Empathy
Giving people the benefit of the doubt and the respect that is due to them. Being human and recognizing the humanity in others. Being understanding and appreciative.

Courtesy
Making an effort to save others time (everyone’s time is important, regardless of rank or title). Going the extra mile to make it easier for others; preparing in advance, anticipating needs. Being honest, humble and fair.

Craftsmanship
Respect for excellence. Mastery.
Great care. Attention to detail.
Always learning to do it better. Sweating the small stuff. Acting intentionally and mindfully.

Playfulness
Looking at the world sideways, being curious, improvising. Playing well with others; being open for the pass. Providing delightful experiences to our customers.

Solidarity
Taking the interests of all into account. Seeing ourselves as part of a team rather than as a collection of individuals. Seeking harmony and community.

Thriving
Living fully. Flourishing.
Taking this opportunity to do the best work of your life and supporting others in doing the same. Taking pleasure in the exercise of your craft and playing with your whole heart. Engaging your responsibilities with drive, inspiration and presence.
We are creative, professional, thoughtful, respectful, purposeful and curious; we are smart, humble, hardworking and collaborative.

Our culture turned inward creates our product; our culture turned outward creates our brand.

Our brand is a reflection of who we are as a company and what we represent in the world of work.

If nothing else, our outward-facing brand should represent the best of what we bring to work as colleagues at this company. Smart, humble, hardworking and collaborative.

We are deliberately human—we aim to be an ideal colleague: One who works on the basis of respect and admiration for working people; someone who communicates in a way that is smart, humble, hardworking and collaborative. Who doesn’t dominate the conversation and never wastes your time; who knows the answer (and the context) if you have a question—and shows you how to find it yourself.

We demonstrate our commitment to being customer-centric by placing those humans at the center of every communication, not ourselves.
Voice and tone

The key to sounding like Slack is speaking directly to the user, in a voice that they can hear and recognize.

We are humans, speaking to humans. We distinguish ourselves from other business communication software through the way we use design and language to make communication feel simpler and more pleasant. By being deliberate and thoughtful with the way we use language, we encourage people to feel a deeper connection with Slack—and how they use it with their coworkers.

While we intend to have a more conversational, human tone in the main, that doesn’t mean that we’re overly informal. Our tone will vary depending on the audience, the context and the information we need to get across.

Our voice isn’t just an intrinsic part of the product, it’s an external representation of the people behind it. And because of that, we aren’t necessarily making hard rules about what to say or what not to say. But some of the rules are a little firm.
Voice and tone

Here’s what we are (and aren’t):

- Confident (never cocky)
- Witty (but never silly)
- Conversational (but always appropriate and respectful)
- Intelligent (and we always treat our users as intelligent too)
- Friendly (but not ingratiating)
- Helpful (never overbearing)
- Clear, concise and human

We are characterful. But we never let character overwhelm content. What we have to say is infinitely more important than being admired for the way we say it. If people can’t see the substance for the style, we’ve gone wrong.

In writing, we value perspicuity above all. Be clear, be concise, omit unnecessary words, make sure that whatever you say has purpose, but don’t be robotic. Contractions are your friend.

We don’t use cheap words that recall the failures of those companies that have gone before us, and we don’t use Silicon Valley clichés and jargon. We would only describe people as ninjas or rock stars if they were actually those things for a living. We don’t lean on pop culture references or things that feel exclusionary.

We are considerate and intentional with the words we use. We recognize and appreciate the power of language, and use it with eloquence and elegance (while never getting carried away with ourselves).
Nor do we mess around with Slack. We don’t use Slacker/Slacking/Slackee to describe who we are or what we do. That means no “Happy Slacking!” to sign off emails, no matter how catchy a phrase it might be. While other people are free to make up whatever word they want to describe Slack usage or someone who uses it, we do not (externally) claim any of these as official terms. That’s up to others to decide. Something will surface eventually and be organically adopted.

It should go without saying, but it’s still worth stating: Never use exclusionary terms, cultural appropriation, ableist or misgendering language, or anything that could be interpreted as a slur. If you’re on the fence about whether you’re using something that could be taken as offensive, inflammatory or exclusionary, find another word.

We are authentic. We like the people we’re talking to. We’re proud of what we’re talking about. That itself sets us apart.
Section 2: Design elements

In this section, we outline best practices for the use of Slack brand assets and offer useful examples.
The octothorpe

The octothorpe is composed of simple geometric shapes and four primary colors.

The symbol is legible at most sizes, and a small version is provided for micro applications.

The two basic shapes used in the octothorpe—a speech bubble and a lozenge—can be extracted and used as graphic elements.
Our logo

The Slack logo is composed of an octothorpe and a logotype set in Hellix Bold.

The horizontal logo is the primary logo and should be used in most instances. The stacked logo is for large-scale use. Avoid using at small sizes, as it can become illegible.

Always use the logo files provided. Do not re-create.
Our logo (for small use)

There is a specific logo for small sizes and should be used when the logo is rendered at a size between 50px wide and 90px wide.

The small logo mark should be used at a size between 15px tall and 20px tall.

Only the horizontal logos are appropriate for small use. Do not use the stacked logo for small use.

**Maximum Sizing for Small Use Logo**

- 90px wide, approx.
- 20px height, approx.

**Minimum Sizing for Small Use Logo**

- 50px wide, approx.
- 15px height, approx.
Usage on backgrounds

The full-color logos should be used only on white, black or aubergine backgrounds.

Avoid using full-color logos on photographs unless the logo sits on a black or white area of the image.
One-color use

The one-color logo should be used only on photographs and color backgrounds within the Slack color palette.

The one-color logo should be only on black and white colorways.

If using an aubergine background, we strongly prefer to use the full-color logo. However, if design limitations conflict with this, then the logo should appear in white on aubergine.
## Logo misuse

<table>
<thead>
<tr>
<th>Do not crop the logo</th>
<th>Do not distort the logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not change the transparency of the logo</td>
<td>Do not use drop shadows or any other effects</td>
</tr>
<tr>
<td>Do not shuffle around the colors of the octothorpe</td>
<td>Do not re-create using any other typeface</td>
</tr>
<tr>
<td>Do not use different colors</td>
<td>Do not outline logotype</td>
</tr>
<tr>
<td>Do not change the size or position of the octothorpe and logotype</td>
<td>Do not rotate any part of the logo</td>
</tr>
</tbody>
</table>
Core colors

Use these color proportions in any layout or collateral design. Blue, green, yellow and red can be used as accent colors in the proportions shown on the right.

Use only black or white text on core colors as outlined on the right. Do not interchange the use of black and white text according to preference, as these color combinations are specifically approved for accessibility.

<table>
<thead>
<tr>
<th>Color</th>
<th>PMS</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>ffffff</td>
<td>0-0-0-0</td>
<td>255-255-255</td>
<td>1D1C1D</td>
</tr>
<tr>
<td>Black</td>
<td>PMS Black</td>
<td>0-0-0-100</td>
<td>29-28-29</td>
<td>1D1C1D</td>
</tr>
<tr>
<td>Aubergine</td>
<td>PMS 261</td>
<td>68-95-33-22</td>
<td>74-21-75</td>
<td>4A154B</td>
</tr>
<tr>
<td>Blue</td>
<td>PMS 298</td>
<td>65-10-2-0</td>
<td>54-197-240</td>
<td>36C5F0</td>
</tr>
<tr>
<td>Green</td>
<td>PMS 2250</td>
<td>79-2-75-0</td>
<td>46-182-125</td>
<td>2EB67D</td>
</tr>
<tr>
<td>Yellow</td>
<td>PMS 7409</td>
<td>4-33-98-0</td>
<td>236-178-46</td>
<td>ECB22E</td>
</tr>
<tr>
<td>Red</td>
<td>PMS 214</td>
<td>13-100-36-0</td>
<td>224-30-90</td>
<td>E01E5A</td>
</tr>
</tbody>
</table>

Slack Brand Guidelines

Design elements
Do not use secondary colors for text. Use only black or white text as outlined on the right. Do not interchange the use of black and white text according to preference, as these color combinations are specifically approved for accessibility.

Secondary colors can be used with our core colors, but this should be limited.
### Accessible color combinations

All examples shown on the right pass the contrast standards with the exception of small blue text on an aubergine background. Never typeset small blue text on aubergine. Instead, reserve blue text on aubergine backgrounds only for larger headline typography.

<table>
<thead>
<tr>
<th>White on black</th>
<th>Blue on black</th>
</tr>
</thead>
<tbody>
<tr>
<td>White on black</td>
<td>Blue on black</td>
</tr>
<tr>
<td>White on aubergine</td>
<td>Blue on aubergine</td>
</tr>
<tr>
<td>White on aubergine</td>
<td>Blue on aubergine</td>
</tr>
<tr>
<td>Text 1 on Lt Gray 1</td>
<td>(Active) on Lt Gray 1</td>
</tr>
<tr>
<td>Text 1 on Lt Gray 1</td>
<td>(Active) on Lt Gray 1</td>
</tr>
<tr>
<td>Headline on Lt Gray 2</td>
<td>(Null) on Lt Gray 2</td>
</tr>
<tr>
<td>Headline on Lt Gray 2</td>
<td>(Null) on Lt Gray 2</td>
</tr>
<tr>
<td>Black on blue</td>
<td>Blue on black</td>
</tr>
<tr>
<td>Black on blue</td>
<td>Blue on black</td>
</tr>
</tbody>
</table>
Typography: Larsseit

Slack headlines are set in Larsseit. When using Larsseit to create headings on embedded or printed collateral for Slack, always typeset it with optical kerning, set the tracking to 0, and set in sentence case. Do not set in all caps or all lowercase. When using Larsseit to typeset headings on the web, set the letter spacing to -1px for smaller headlines and -2px for larger headlines.

Note: If converting G Slides to Keynote or PowerPoint, use Larsseit throughout for headlines and body text. If the presentation originates in Keynote or PowerPoint, follow regular brand font guidelines.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Li Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789

Thin
Thin Italic
Light
Light Italic
Regular
Regular Italic
Medium
Medium Italic
Bold
Bold Italic
Extrabold
Extrabold Italic

Nymphs blitz quick vex dwarf jog.
DJs flock by when MTV ax quiz prog.
Typografie Maamerkkinä.
Saturation Pracovitějším.
Brick quiz whangs jumpy veldt fox.
Glib jocks quiz nymph to vex dwarf.
Požiadavkou Motorického.
Bright vixens jump; dozy fowl quack.
Ożywiona Matemático.
Quick wafting zephyrs vex bold Jim.
Architekten Zwitserland.
Praktischer Revolution.
Typography: Slack Circular

Typeset all text and paragraph text in Slack Circular. When using Slack Circular to set text on embedded or printed collateral for Slack, always typeset it with optical kerning, set the tracking to -10, and set in title case or sentence case (as determined by the content). Do not set in all caps or all lowercase.

When using Slack Circular to typeset text on the web, set the letter spacing to 0px for normal paragraphs and -0.2px for hero paragraphs.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 0123456789

Book
Book Italic
Medium
Medium Italic
Bold
Bold Italic
Black
Black Italic

Brick quiz whangs jumpy veldt fox.
Glib jocks quiz nymph to vex dwarf.
Požiadavkou Motorického.
Bright vixens jump; dozy fowl quack.
OŻywiona Matemático.
Quick wafting zephyrs vex bold Jim.
Architekten Zwitserland.
Praktischer Revolutions.
A better way to work

Simpler, more pleasant and more productive

The kind of thing you don’t know you need, but once you have it, you can’t live without it. It feels like the natural evolution of work.

After all, every organization needs a little Slack.

There is an enormous and heretofore largely unmet demand for an easier way to coordinate and align people. That demand is why Slack is here today, and why Slack is being adopted all over the world. Email is the default coordinating point for communications and the go-to platform enterprise software developers use when they need to reach human beings, but inside a company it works poorly. Enormous flows of information course through it, but each person has only a tiny view. Email holds rich history: all the decisions made, questions answered and information shared, but if you’re new to a company, or just in the wrong inbox, you have access to none of it. Rather than inboxes, all those messages are organized into channels. Channels can correspond to anything - projects, teams, planning, office locations, business units, functional areas, temporary channels for things like planning an offsite. Unlike email, Slack was designed from the bottom-up to integrate with the software tools you use every day. Whatever tools you already use, Slack vastly increases the value of your software investment, by making it easier to access, easier to act upon, and easier to share.

We believe that the advantages are so great that a shift to working on Slack, or something like it, is inevitable.

Share channels with companies and businesses you regularly work with to bring all the right people into the same space.

“
Localized languages

Japanese
Tazugane is our brand font for Japan, Noto Sans is used for the Slack App/UI and M PLUS 1 p is used for Google Slides.

Font size is 15% smaller than English. In general, Japanese characters tend to be bigger than Roman letters and numbers even when set at the same font size (with “Western” fonts, in particular).

Portuguese, Spanish, French and German
Font size is 10% smaller than English, allowing for 20-30% more characters.
Brand architecture

Here, we break down the use of different logo lockups for entities in and outside of Slack.

The Slack logo and mark are used in a series of logo lockups to represent the various programs, departments, teams, groups, initiatives and partnerships of our organization.

Our lockup categories are primary, secondary and partnership, which establish identities for external and internal entities and partnerships, respectively.
Primary lockup

The primary lockup is used for external-facing entities that represent an extension of the Slack master brand. These are programs, products, events and groups with the highest potential for external visibility to promote brand recognition.

We lock up the Slack logo with the entity name. The name should appear in lowercase, typeset in Hellix regular, optical kerning, with -10 tracking. The entity name is set to the right of the Slack logotype, separated by a distance equal to “A.”
Secondary lockup

The secondary lockup is used only for internal-facing entities that contribute to our employee experience. These are programs, tools, events and groups with the highest potential for internal visibility and adoption.

We lock up the Slack octothorpe with the entity name. The name should appear in lowercase, typeset in Hellix regular, optical kerning, with -10 tracking. The entity name is set to the right of the Slack octothorpe, separated by a distance equal to “A.”
The partnership lockup is used for communication around approved Slack partnerships.

We lock up the Slack logo with a partner logo, placing the Slack logo either to the left or top of the partner’s logo. We add clear space between the logos equal to the size of the octothorpe, and divide this space in half by a vertical line.

Both logos should feel of equal size. Partner logos should be aligned to the optical baseline of the Slack logotype.

We also kindly ask that you adhere to the following:

- Do not pair the Slack octothorpe with partner logos—always use the Slack logo
- Do not use the Slack name or marks as part of your own
- Do not use Slack in any advertising without our explicit approval
- Do not use Slack assets or similar words/marks on apparel or merchandise
Illustrations

Our illustration style is bold, elevated, and dimensional, heavily defined by the use of negative space and perspective. It was created to distinctly capture the Slack brand and is used across a range of communications as well as within our product. Please refer to our Illustration Guidelines for specific notes on composition, style and use.
Slack icons are used across different brand touchpoints from marketing to environment to product.

They provide symbolism, conceptual clarity and visual interest in simplistic shapes and forms.
Photography

Like our brand voice, all photography direction is based on a spectrum of relatable to aspirational.

**Avatars:** Relatable, human, warm, quirky, but not silly. Colorful, but mature, personable.

**Still life:** Attainable, clear, concise, human, demonstrates the Slack personality. Simple, not overly complex.

**Lifestyle:** Aspirational, alludes to collaboration, confident, clear, focused, environmentally inclusive (the subject is a part of something bigger).
Video

**Lower thirds:** Design should be clean and clear. Names should be set in Larsseit bold, titles in Slack Circular book and backgrounds set to 80% opacity.

**Ending slates:** All videos should end with the Slack logo, animated or still.

**Watermarked logos:** Watermarked logos should be placed in the upper left at 50% opacity.
Section 3: Governance
Slack Brand Guidelines
Design elements
General terms

a. Slack permits its customers, third-party developers, partners and the media ("you") to use its name, trademarks, logos, web pages, screenshots and other brand features (the Slack "brand features," "marks" or "logos") only in limited circumstances and as specified in these guidelines. By using the Slack marks, you agree to adhere to these guidelines and specifically to the Use Requirements and Terms below. If you have a separate agreement with Slack that addresses use of the Slack brand, that agreement shall govern your use of the Slack marks.

b. The Slack marks include the Slack name and logo, and any word, phrase, image or other designation that identifies the source or origin of any Slack products.

c. List of trademarks:
   i. SLACK
   ii. The Slack logo
   iii. Where Work Happens
   iv. Slackbot
   v. Several People Are Typing
a. “SLACK” text usage guidelines
   i. The company name is “Slack Technologies, Inc.”
   ii. Do
      1. When “Slack” is used, use as an adjective followed by a description of our services
      2. Examples: Slack collaboration software, others?
      3. You are entitled to say that your application is integrated with Slack or that you are a Slack Platform Partner if you have an app in the Slack App Directory.
   iii. Do not
      1. Don’t use “Slack” as a noun, verb, plural or possessive. An appropriate generic term must appear after the Slack trademark the first time it appears in a printed piece, and as often as is reasonable after that
      2. Don’t use the Slack marks in a way that suggests a common, descriptive or generic meaning
      3. Don’t register a domain containing the word “slack” or any variation thereof. Deliberate misspellings and transliterations are also not permitted
      4. Do not apply for a trademark that includes the word “slack,” our logo, or any other words or marks similar to our own
      5. Do not use “Slack” or our other trademarks in connection with advertising (search engine or otherwise) without explicit approval from Slack
      6. Don’t use the Slack logo (with or without your company logo)
   iv. Marking
      1. For usage only within the U.S., use the ® symbol on the most prominent use of the word Slack (Slack®), and say “Slack is a registered trademark and service mark of Slack Technologies, Inc.” at the bottom of the page on which the Slack word mark first appears
      2. For international use, do not use the ® symbol. Instead say “Slack is a trademark and service mark of Slack Technologies, Inc., registered in the U.S. and in other countries.” at the bottom of the page on which the Slack word mark first appears.
      3. On all marketing materials, include “Copyright 2019 Slack Technologies, Inc.” marking at bottom, right justified, for all marketing materials. Font size cannot be smaller than 7 pts.

Logo use guidelines

v. Download logos at brandfolder.com/slack/logos
vii. Do:
   1. Ensure that there is adequate space between the logo and surrounding elements
   2. For the horizontal logo, the clear space around it should always be greater than or equal to the size of the octothorpe
   3. For the stacked logo, the clear space around it should always be greater than or equal to the length of one lozenge in the octothorpe
viii. Do not:
   1. Please don’t modify the marks or use them in a confusing way, including suggesting sponsorship or endorsement by Slack, or in a way that confuses Slack with another brand (including your own)
   2. Don’t use any logos or similar imagery to represent
Trademarks

Slack other than the examples we have provided in the Slack Brand folder
3. Don’t use a Slack asset as a substitute for your own — if you don’t have a logo, please do not co-opt ours
4. Don’t overprint or obstruct any part of the logo
5. Don’t add special effects to the logo, including animation
6. Don’t use old versions or any other marks or logos to represent our brand
7. Don’t distribute or otherwise make available our logos, marks or assets
8. Don’t crop the logo
9. Don’t outline logotype
10. Don’t rotate any part of the logo
11. Don’t distort the logo
12. Don’t use drop shadows or any other effects
13. Don’t re-create using any other typeface
14. Don’t change the transparency of the logo
15. Don’t shuffle around the colors of the octothorpe
16. Don’t use different colors
17. Don’t change the size or orientation of the octothorpe and logotype in relation to each other
18. No disparaging or objectionable use is permitted

b. Screenshots
   i. Screenshots of the Slack software and website are permitted for instructive, educational or illustrative purposes
   ii. Don’t alter screenshots, except to resize
   iii. Don’t include screenshots in your product user interface
   iv. Don’t use screenshots that contain third-party content without the permission of the third party
   v. Don’t use screenshots that contain an image of an identifiable individual or other personally identifiable information
Visual design of your website or application

a. When designing your own website, we encourage you to be yourself. But please do not copy or imitate the look and feel of Slack products or sites. Doing so may create user confusion or imply the endorsement of Slack.
b. Please do not use, display, mirror or frame (including in meta-tags or hidden text) Slack websites, or any individual element of Slack websites, or any other Slack assets, or the layout and design of any page or form contained on a page.
c. If utilizing the Slack API to support your service or application, you must avoid suggesting your service or application is produced or supported by Slack. If we believe ambiguity exists, we may request that you state clearly that your service is “not created by, affiliated with, or supported by Slack Technologies, Inc.”
d. If we ask you to include such a message on your page, you must ensure that it is displayed on the initial page load and is clearly visible on either a dark or light background. Text should be a minimum of 15pt. and a minimum of 80% opacity in black or white or in color.
Trade dress

a. Do not use or imitate the distinctive “look and feel” of Slack or other identifiable and unique visual elements of the Slack brand assets, Slack software or www.slack.com website, including (but not limited to) the color combinations, graphics, sounds, icons, typefaces or other stylization
Merchandise

a. Do not use the Slack assets or any other confusingly similar words or marks on any apparel, toy, product or other merchandise

b. If you’re interested in purchasing Slack-branded goods, we sell a range of official products in the Slack Shop. All proceeds are donated to charity
Use requirements and terms

a. Any use of Slack brand assets must conform to these guidelines
b. These guidelines may be modified at any time. Use of the Slack brand assets constitutes consent to any modifications to the guidelines
c. Slack has sole discretion in determining if use of the Slack assets violates these guidelines
d. Termination: Slack may ask that you stop using the brand assets at any time. In the event of termination, use of brand assets must stop within a reasonable period from the date of the request, and in all cases no more than 7 days from the date of the request
e. Reservation of Rights: Slack is the owner of all rights in the Marks and reserves all rights save the limited license granted here. Use of the Marks pursuant to this license shall not be construed as limiting the rights of Slack in the Marks
f. SLACK DISCLAIMS ANY WARRANTIES THAT MAY BE EXPRESS OR IMPLIED BY LAW REGARDING THE SLACK MARKS (TO THE EXTENT PERMITTED BY LAW), INCLUDING WARRANTIES AGAINST INFRINGEMENT
g. Contact us (at help.slack.com) to request use of brand assets in a manner inconsistent with the guidelines or for any questions
Questions?

For any brand inquiries contact brand@slack-corp.com