

HOW-TO GUIDE

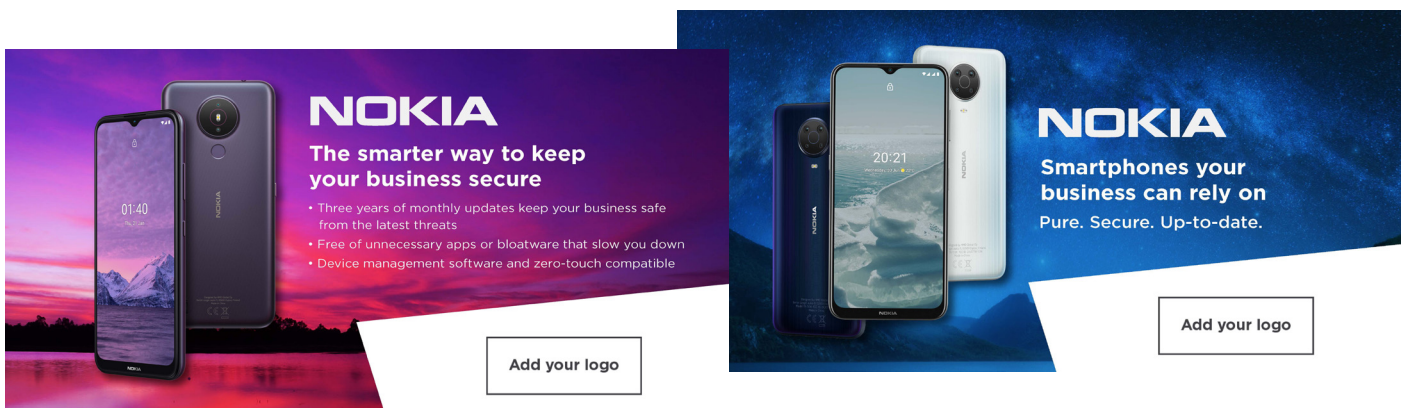
WHITE LABELLED DOCUMENTS

We have created a new method for white labelling documents to make it easier for you to brand our assets and take them to market. Please see below the step by step guide to adding your branding into the document.

Step 1:

Choose your version and open it in Adobe Acrobat Reader DC

We have 2 different versions to choose from. Pick the one that best matches your brand. Adobe Acrobat Reader DC is free to download online.

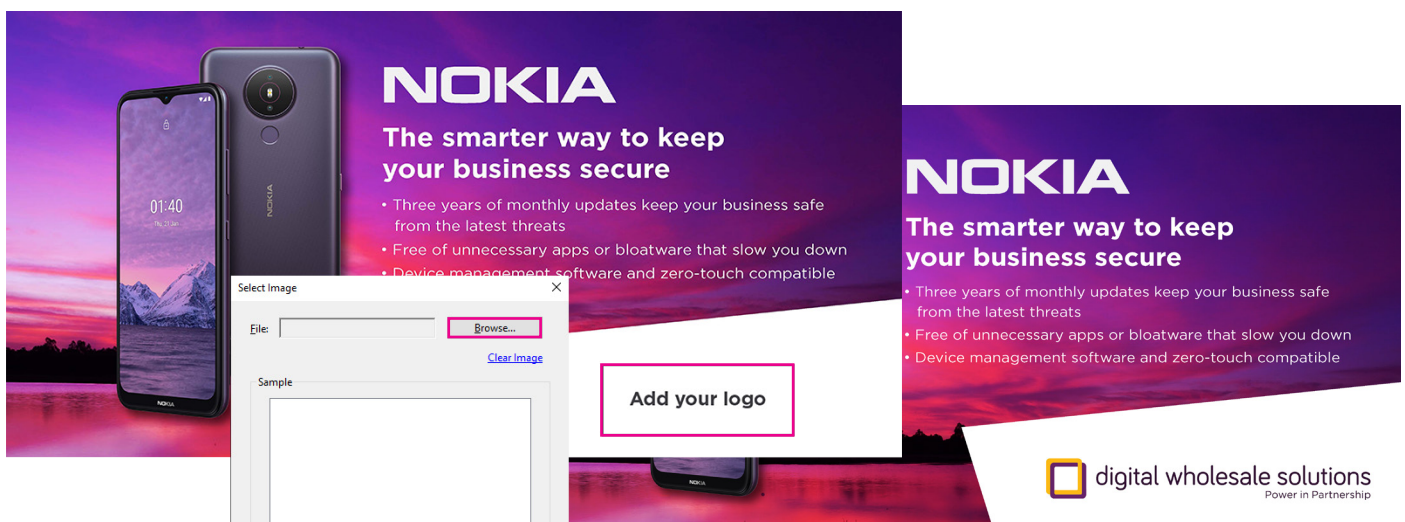


Step 2:

Add your Logo

Click on the 'Add your logo' box and click 'Browse...'. Locate your logo file (**JPEG or PNG formats only**), click "Open" and your logo will be placed within the document.

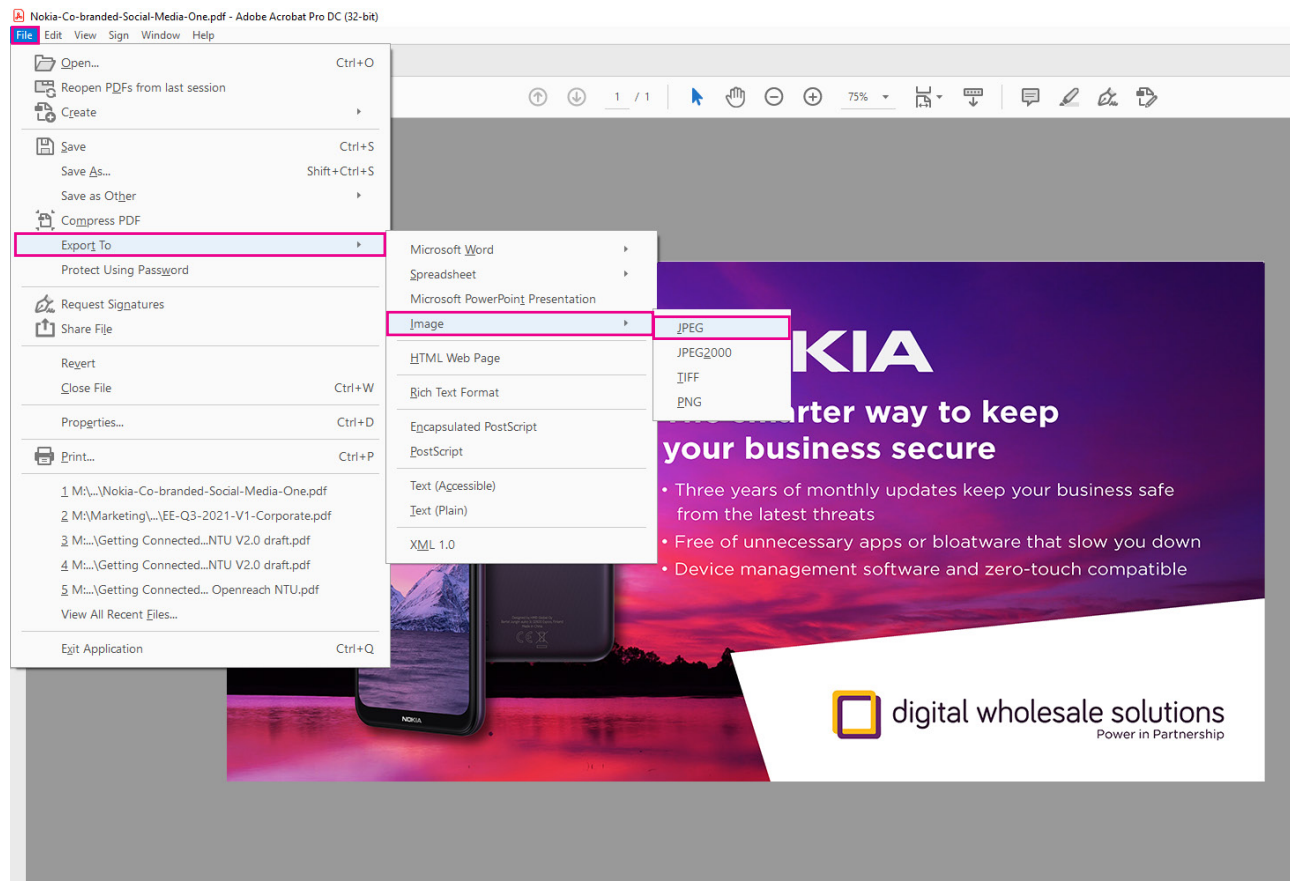
Please pick the highest resolution logo you have available. If possible and to make the most of the space available, please use a landscape version of your logo.



Step 3:

Export as an Image

Finally, you will need to save your document as an image so it can be used on social media platforms. To do this click **'File'** then **'Export To'**, **'Image'** and then select **'JPEG'** or **'PNG'**. You will then be prompted with a **'Save As'** box, name your file, click **'Save'** and you are all ready to post on social media.



**If you have any questions or wish to enquire about more
bespoke branding, please speak with your Account Manager.**