

HOW-TO GUIDE

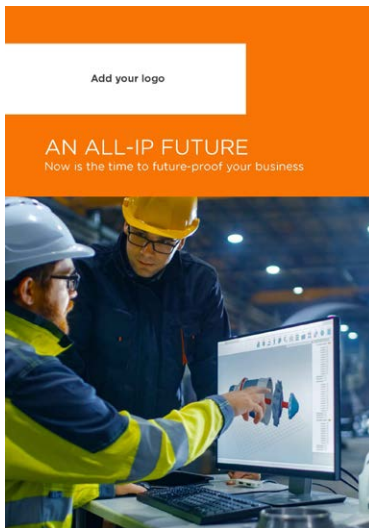
WHITE LABELLED DOCUMENTS

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 a colour that closely matches your brand and open in Adobe Acrobat Reader DC

We have a total of 5 different colour sets to choose from. Pick the one that best matches your brand, or get in touch for a more specific colour choice if none of the presets are right for you. Adobe Acrobat Reader DC is free to download online.

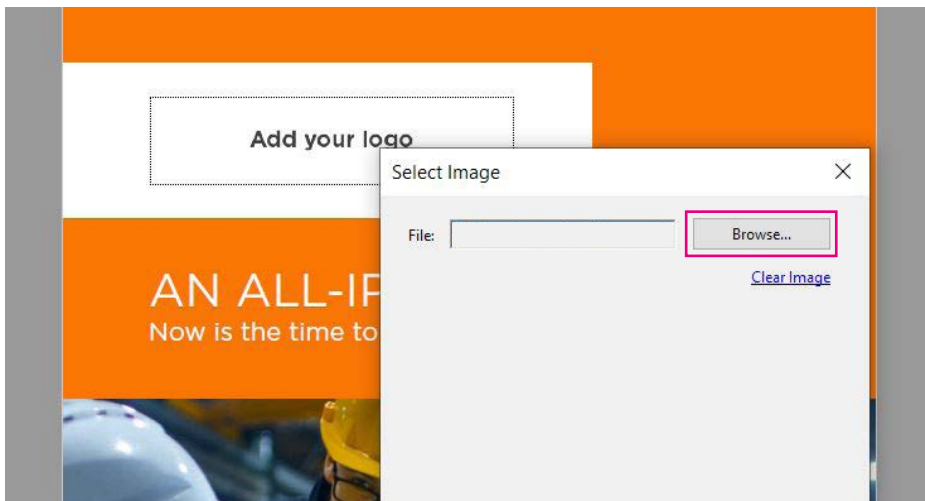


Step 2:

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.

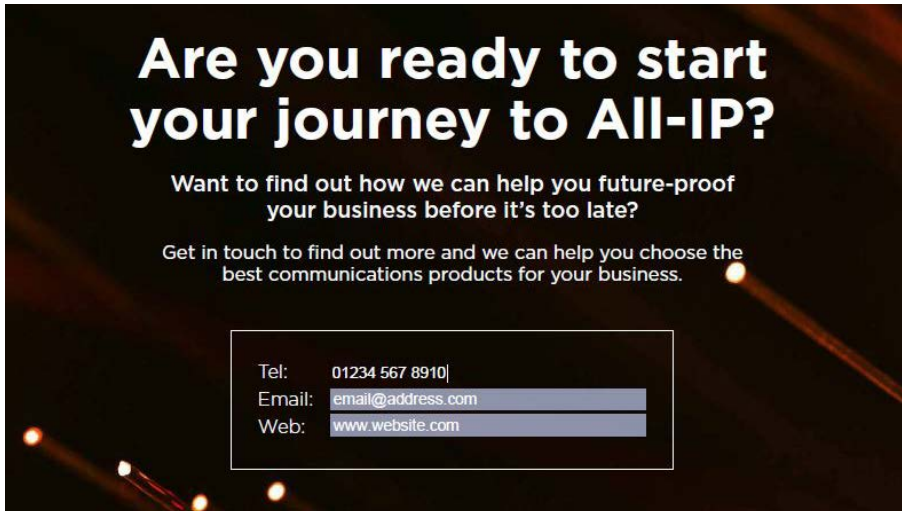
Please pick the highest resolution logo you have available. If possible and to make the most of the space available, please use a landscape version of your logo.



Step 3:

Add your contact details

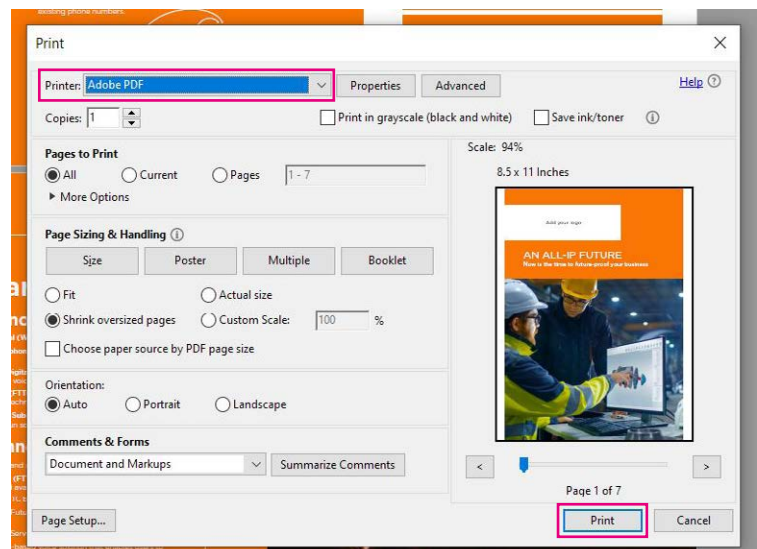
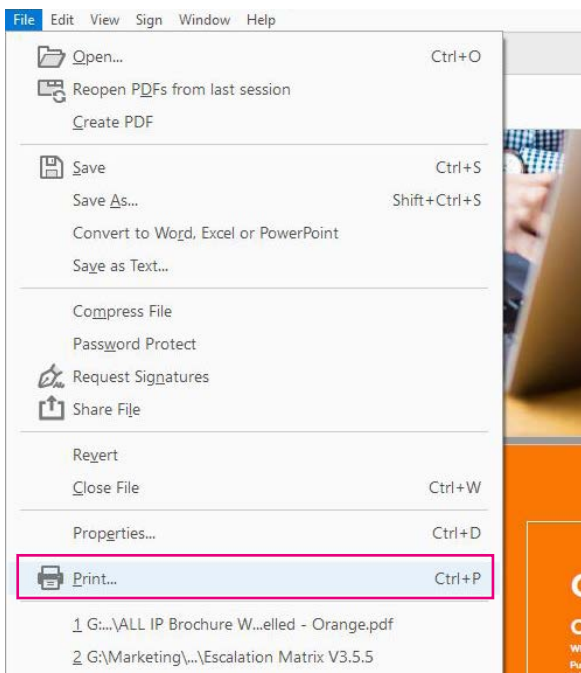
Towards the end of the document, there are some editable text boxes to add your contact details.



Step 4:

Save and flatten document

Finally, you will need to save your document and make sure those sections are no longer editable. To do this click 'File' then 'Print'. Make sure 'Adobe PDF' is selected, under 'Printer' and click 'Print'. You will then be prompted with a 'Save PDF File As' box, name your file, click 'Save' and you are all ready to send to customers!



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