Co-Branding Instructions

This document provides instructions on how to co-brand TAL flyers to include your fund logo and contact details.

If you have any questions, please get in touch with your Client Manager.

Instructions

STEP		DESCRIPTION/DETAIL	
1	Save file(s)	Download and save the file(s) to a permanent location to allow the functionality of the PDF to include the fund logo (page 1) and contact details (page 2).	☑
2	Open file(s)	Open the file(s) from the location they were saved.	☑
3	Insert logo	Select the image icon – you may receive a prompt to enable java script – you need to enable this to support the logo placement process.	☑

Once enabled click the image icon again you should now see a new dialogue box.

Select browse and locate your logo file (Note: the placeholder area is 70 x 24mm and Acrobat will scale the logo to fit that space).
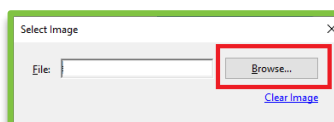
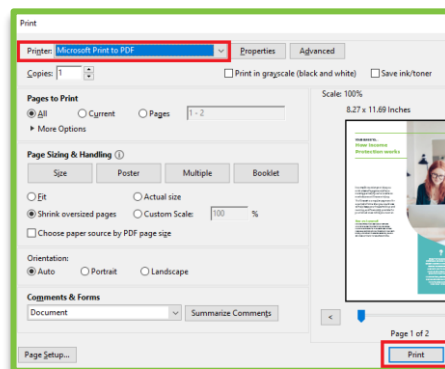| 4 | Add contact information | Page 2 includes space to input your fund contact details, this may be the information to call your member contact centre, or a direct contact for a relationship manager. | ☐ |

| 5 | Create final file | Once the logo and contact information has been included the file will need to be printed to a new PDF to lock the logo and contact detail fields to prevent changes.

You can select Microsoft Print to PDF or similar.

If you do not have any print to PDF options available, please discuss with your internal IT department. | ☐ |

| 6 | Distribute | You can now share these flyers with key stakeholders to either print or include on webpages. | ☐ |

If you have any questions or need help, please get in touch with your Client Manager.

TAL