Self-serve instructions for use

Adding your own company logo

If you would like to add your company logo to any of the campaign assets, the assets must be opened in Adobe Reader and the logos should be in PDF format only. The steps to follow are:

1. Go to the 'Comments' tool section, select the stamp tool and then 'Create custom stamps'

2. Upload your logo as a pdf.

3. Use this stamp to apply your logo to the poster, by going through 'Show Stamps Palette'

4. Resize and position in the bottom right corner. The logo should NOT be any bigger than the Legal & General logo and you should only add one logo.

Updating editable fields

On most of the campaign assets you can add a scheme name and URL to the assets before printing or using digitally. All you need to do is click in the text box and fill in the relevant information.

The size and font are already set.

Sending emails

On most of our campaigns we provide email templates for you to use. If you would like to send the email via Outlook then you can click on the link and forward the email which will allow you to remove any existing information (send data, time, email address). If you need support from Legal & General to send an email, please speak to your usual contact and this can be scheduled in.

Different assets and print requirements

Posters – These are designed as A3 and are one sided

Flyers – These are designed as A5 and are double sided

Z cards – These are setup for you to send to printers to create - they are not setup to be printed locally

Table Toppers – These are set up for you to be able to print locally on A4 and will need assembling. To assemble you will need to print them on thicker paper, cut the corner tabs cut off and will then need to be folded and glued/taped.

Emails – These are set up to download for Outlook, where you can [include instructions – need to check how it shows]. If you need us to support you on sending out email campaigns on your behalf, please liaise with your usual Legal & General contact.