

Co-branding Vanguard collateral

How to upload your company logo

At Vanguard we have a very clear aim, to bring value to investors. It is a goal we have always shared with advisers. That is why we aim to equip you with the tools and services that help you enhance the quality of your proposition. These instructions will allow you to personalise Vanguard content for your clients by adding your own company logo. We hope you find this useful, and thank you for your continued support.

Javascript must be enabled to work successfully. You might need to speak to your IT administrator to enable this.

Acceptable file formats

JPG, BMP, PNG, & TIFF

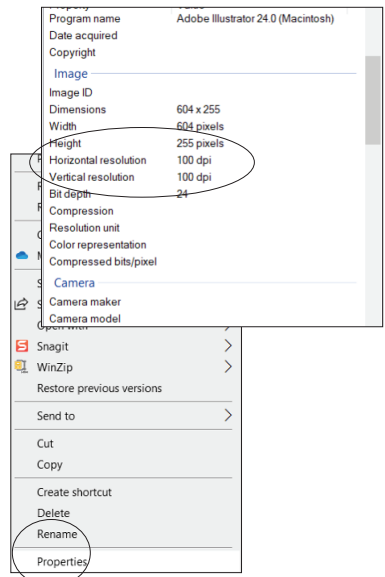
Best size

The optimum length & height for the logo file is:
11.5mm (h) x 32mm (w) or 1350x300pixels
Resolution between: 150dpi - 300dpi

You can check the size yourself:

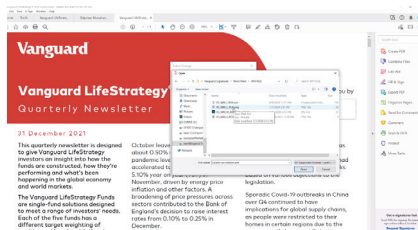
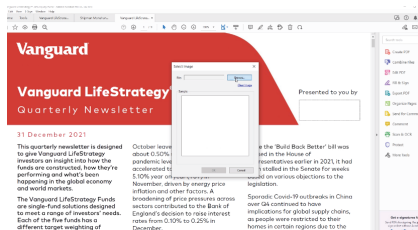
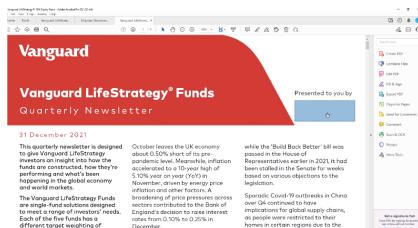
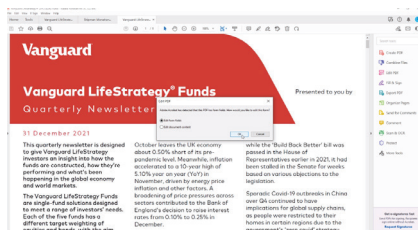
- Open Windows File Explorer.
- Select your logo file.
- Right mouse click & select 'Properties.'
(for Mac select 'Get info' - then see 'more info' for dimensions).
- Select the tab at the top which says 'Details'.
- Scroll down to 'Image' & then you can see the resolution.

As we need to cater for a range of different shapes and sizes, your logo will expand to either the height of the width of the available space- whichever is biggest.



Uploading the logo/image

1. Download the PDF to your desktop (if the PDF opens by default in your browser, you will not be able to add your logo), so make sure you have it saved down.
2. Open the PDF Document file.
3. Click on 'Edit PDF', then 'Edit form fields.' Click 'OK'.
4. Hover your mouse over the white space under 'Presented to you by'.
5. Click your mouse so that the area for the logo appears.
6. Click 'Browse'.
7. Select your logo.
8. The logo will upload, this may take a minute.
9. Once your logo appears in the box on the screen, click 'OK'.
10. Your logo will then be uploaded onto the document, ready for you to save and share with your clients!



Having problems?

My logo looks fuzzy, or pixellated. The original resolution may be too small - speak to your internal designer or creative agency to get a larger file size - which means the resolution will be higher.

My logo won't upload. Make sure the file is downloaded to your desktop, you won't be able to add your logo if the PDF is open in a web browser.

I can't upload my logo. Javascript must be enabled to work successfully. You might need to speak to your IT administrator to enable this.

If you are still struggling, please email enquiries@vanguard.co.uk, one of our team will be happy to help.

Important information

Issued by Vanguard Asset Management, Limited, which is authorised and regulated in the UK by the Financial Conduct Authority.

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