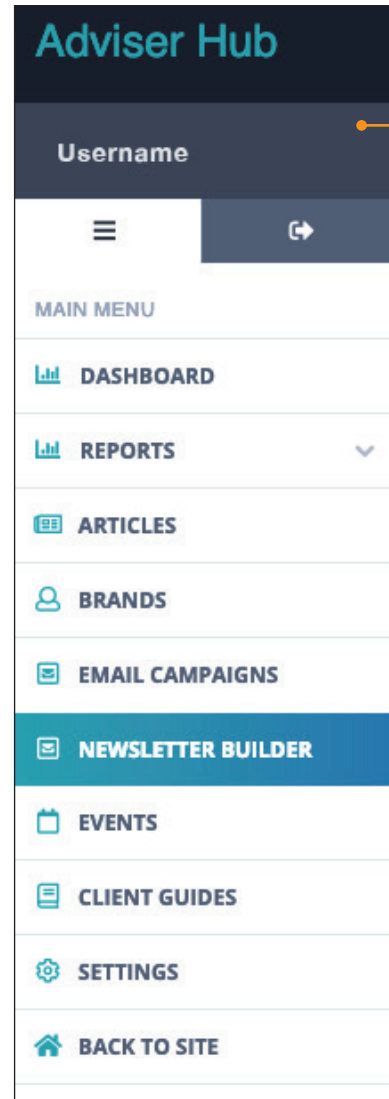


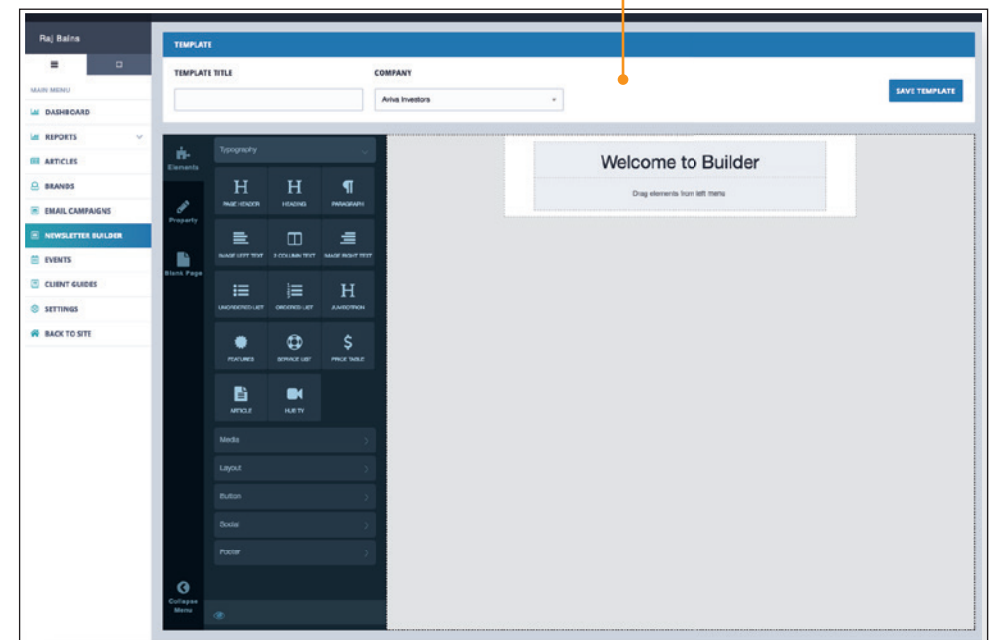
Welcome to the financial adviser Newsletter Builder by Adviser-Hub. The free service that allows you to build, design and download your own personalised newsletters. Select your articles, choose images and a colour scheme, personalise with an introduction and even your company logo and finally download as a PDF.

This service is only available to registered users of the site.



ACCESSING NEWSLETTER BUILDER

- Log in into your account.
Select **NEWSLETTER BUILDER** on your dashboard menu
- To create a new newsletter.
Click on **CREATE NEW TEMPLATE** button



HOW TO USE NEWSLETTER BUILDER

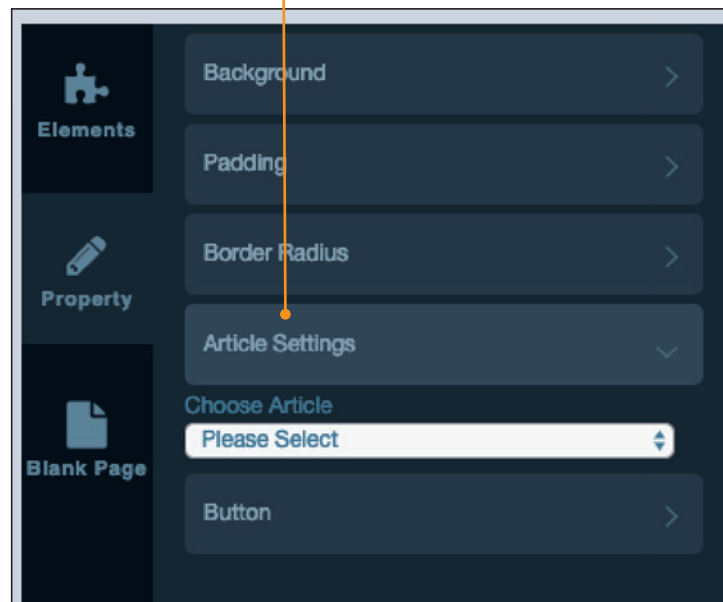
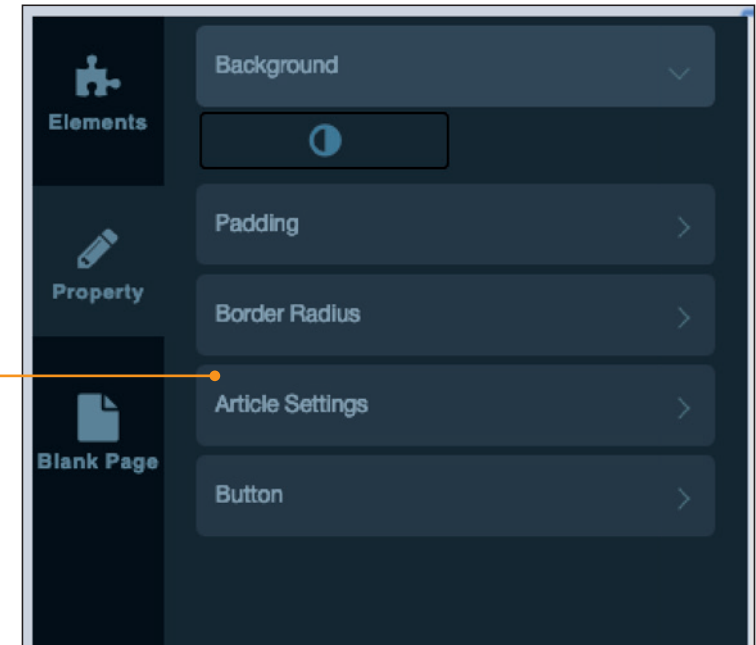
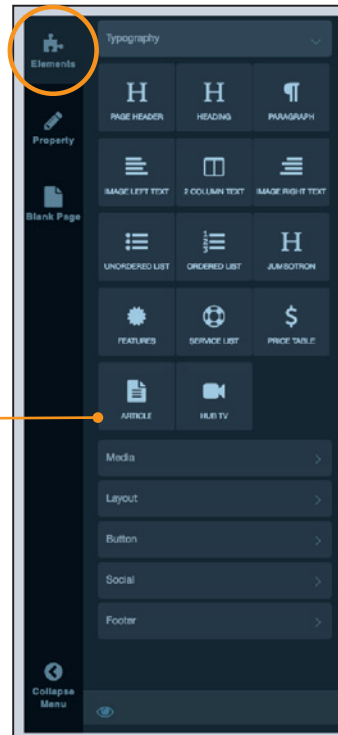
Adding articles

- From the ELEMENTS menu, click and drag on the ARTICLE button, toward the new template, an article box will appear.
- Then click on the ARTICLE BOX you have added to your template.
 - Note: box handles appear in all four corners when selected. When selected the PROPERTY menu will appear.
 - From the PROPERTY menu click on ARTICLE SETTINGS, this will allow you to select an article from the PLEASE SELECT drop down menu
- The article you have selected will then be populated in your article box in your newsletter template.

Adding elements

- Clicking on the ELEMENTS menu if you wish to add any other elements (such as images, logos etc)
- Then click on SAVE TEMPLATE button to save your newsletter.

After saving you can click back to the NEWSLETTER BUILDER menu and view the newsletter online (VIEW ONLINE) or DOWNLOAD PDF.



Once you have created your template you can reuse it to create further newsletters.

If you have any further questions please contact enquiries@adviser-hub.co.uk