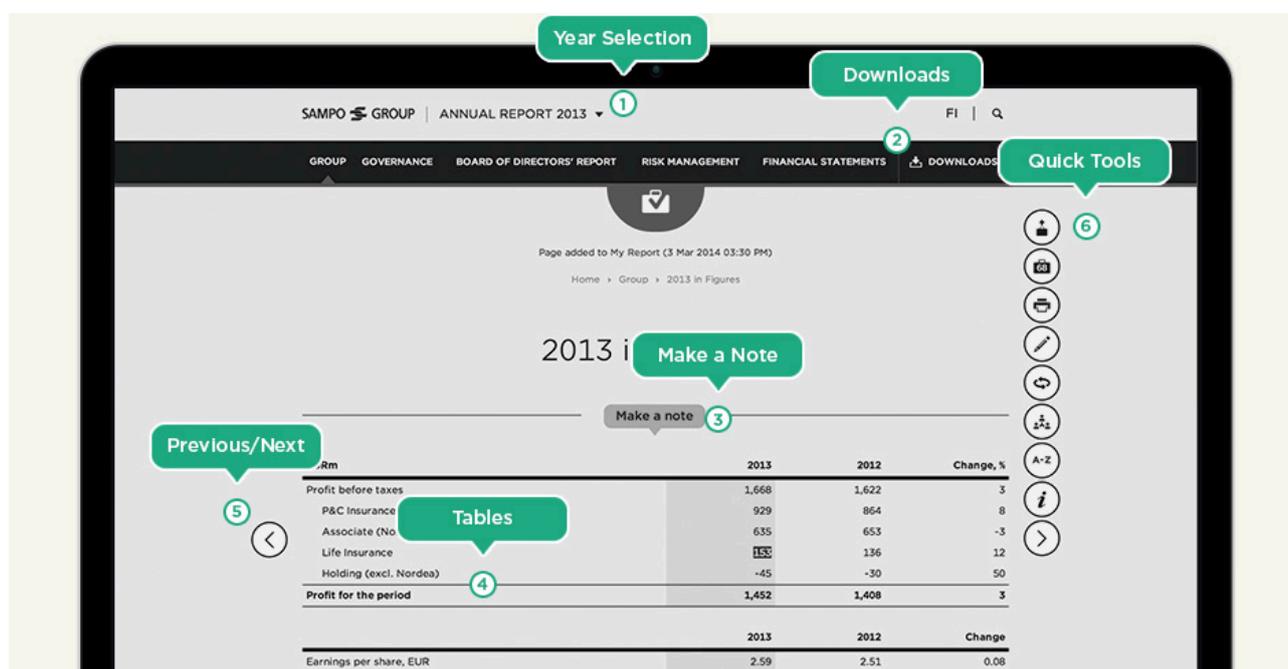


# User Guide

Welcome to Sampo's Annual Report 2013. Below, we have presented some features that improve the usability of the Annual Report.



## 1 Year Selection

You can visit our previous Annual Reports and Annual Report Archive by making a selection from the drop down menu.

## 2 Downloads

You can download PDF's and Financial Statements in Excel format in the [Downloads](#) section.

## 3 Make a note

You can add your own notes in the report by selecting text and clicking the "Make a Note" icon. All added notes are included in My Report. Adding notes is not possible with mobile devices.

## 4 Tables

You can study the tables of the Annual Report also with your tablet screen. Broad tables can be

scrolled horizontally and you can add a highlight color on selected rows.

## 5 Previous/Next

You can browse pages linearly by clicking the arrows on the sides of the page or by using arrow keys on your keyboard.

## 6 Quick Tools

Using quick tools you can easily access all the essential features.

- Add Page to My Report / Remove Page
- My Report
- Print
- Make a Note
- Compare to 2012
- Share via Email or in Social Media
- Glossary
- User Guide

## My Report - How to build it?

You can choose the content of your own report.



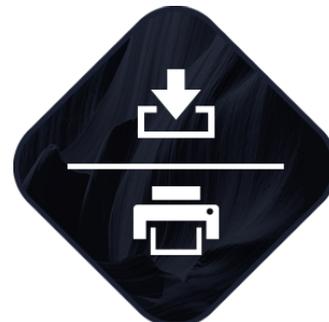
### 1. Add Page

You can add a page to My Report by clicking the uppermost icon of the Quick Tools. You can also remove a previously added page by clicking the same icon.



### 2. Manage My Report

All added pages are included in My Report. You can add or remove pages and edit your notes in the [Downloads](#) section.



### 3. Download or Print

You can print your report or download it in a PDF format in the [Downloads](#) section.