



Creating a Listing Flyer

1

Click **Print Marketing**.

2

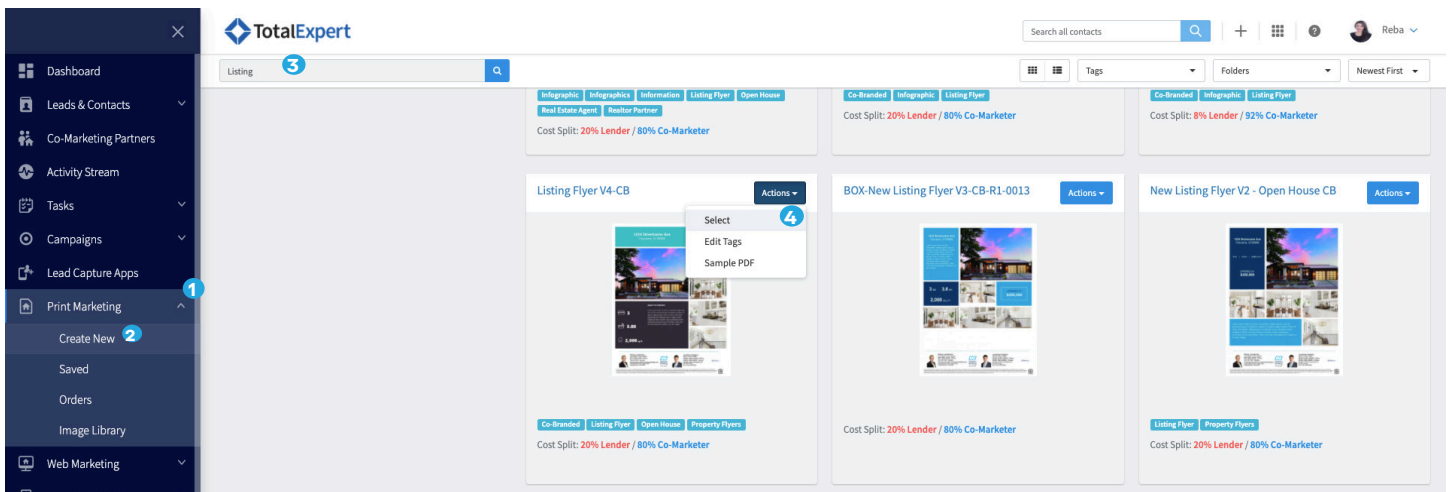
Click **Create New**.

3

Search **Listing** in the search bar.

4

Search the flyer you would like to use - click on **Actions** then **Select**.



5

Add your Loan Officer by going to **User Profile** and selecting their name.

6

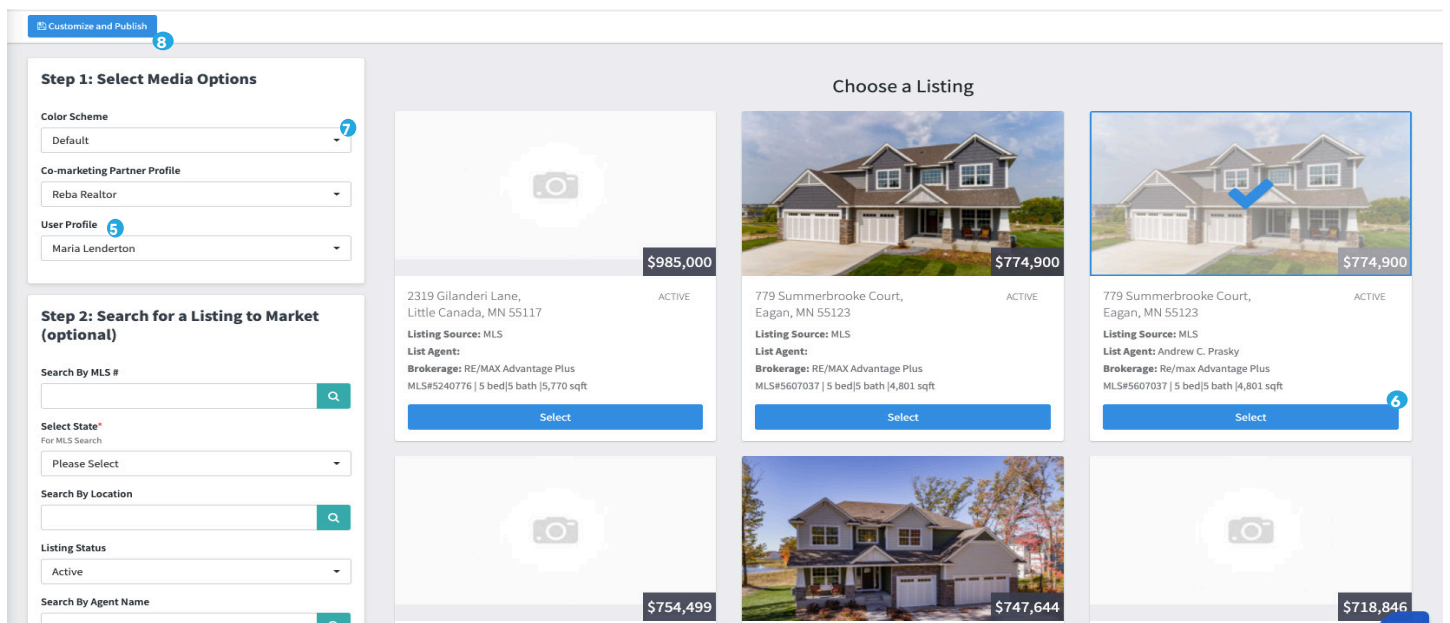
Click the image of the listing you would like to create marketing materials for.

7

Select a color scheme. *If Applicable*

8

Click **Customize and Publish**





Creating a Listing Flyer

9

Swap out the photos with ones you want on the flyer.

10

Check the description.

11

Click **Save Draft**.

12

Click **Publish**.

13

Click **Actions**.

14

Click **Generate PDF**.

15

Download the PDF to share with clients.

Listing Flyer V4-CB -2020-10-01

13

Actions ▾

- Recreate
- Print & Ship
- 14 Generate PDF
- Share
- Archive
- View Draft Notes

