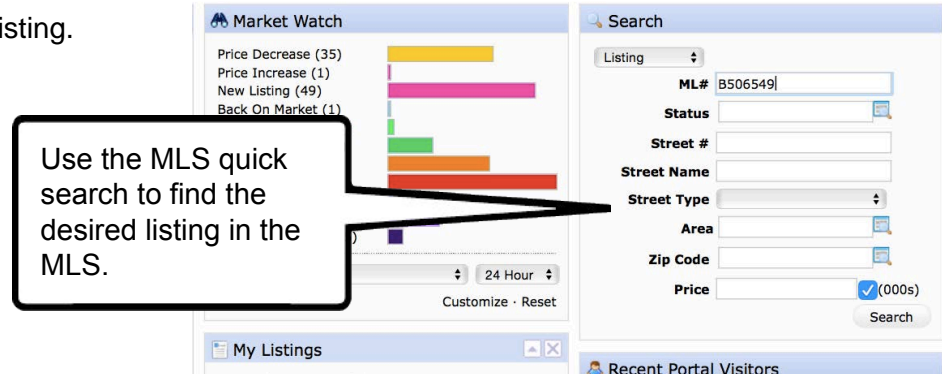# Creating an Open House Flyer

Instructions to creating a listing flyer on any listing in the MLS
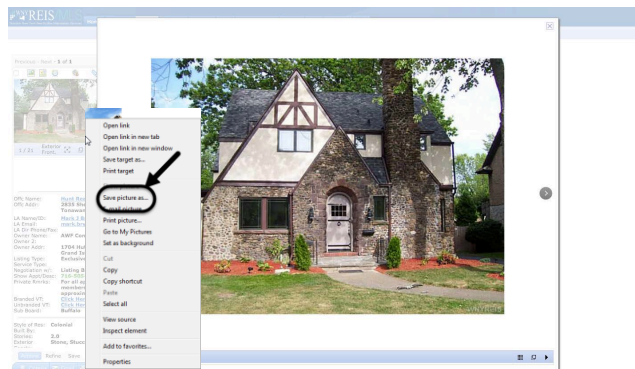Use this if you are holding an open hose for another agent.

First

Collect the assets needed from the MLS listing. Copy the information to your hard drive in order to add the photos and other desired data to you flyer.
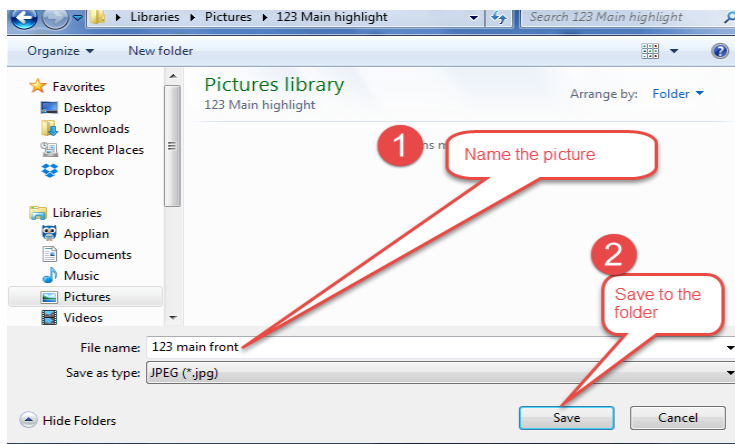
Search the MLS for the listing.



Use the MLS quick search to find the desired listing in the MLS.

Open the listing's photos and copy and save the photos you wish to use to a folder on your hard drive.



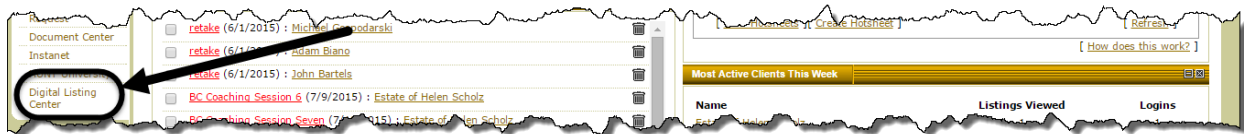Right click on the desired photo(s) and "save picture as" to a folder on your hard drive.



*You may wish to create a new folder on your hard drive and label it with the address of the listing you are creating the open house flyer.*
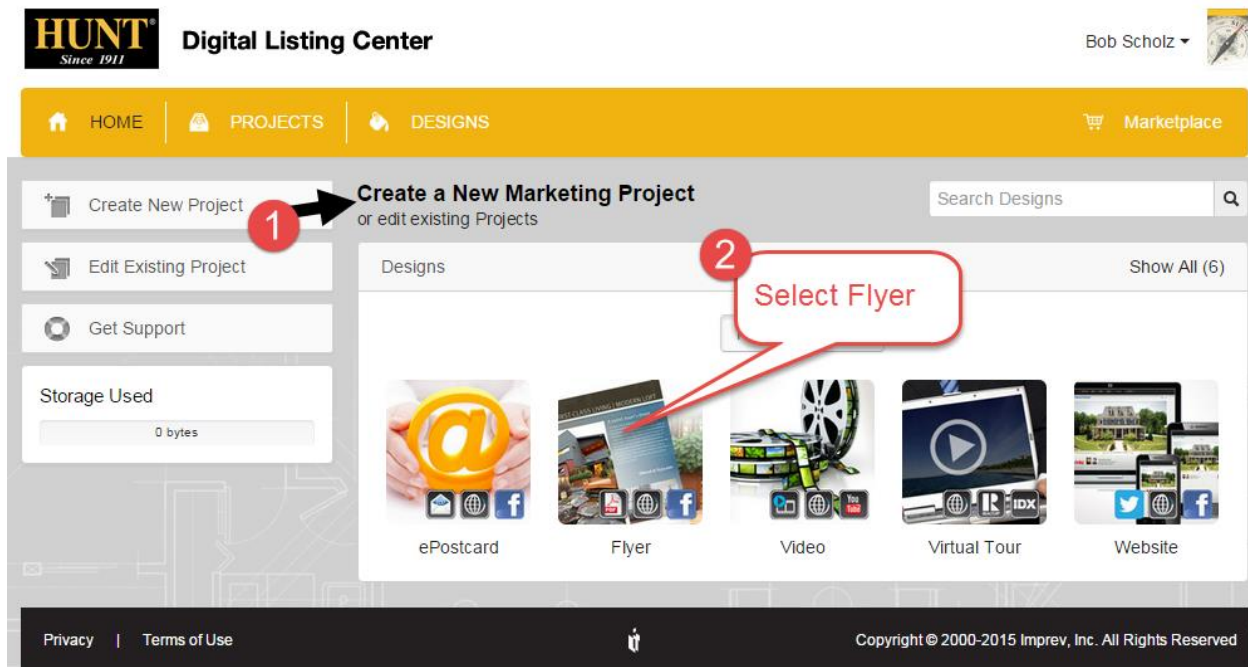
*A suggestion is to label the folder in your PICTURE library using the street name first and the number after so it is easier to find.*

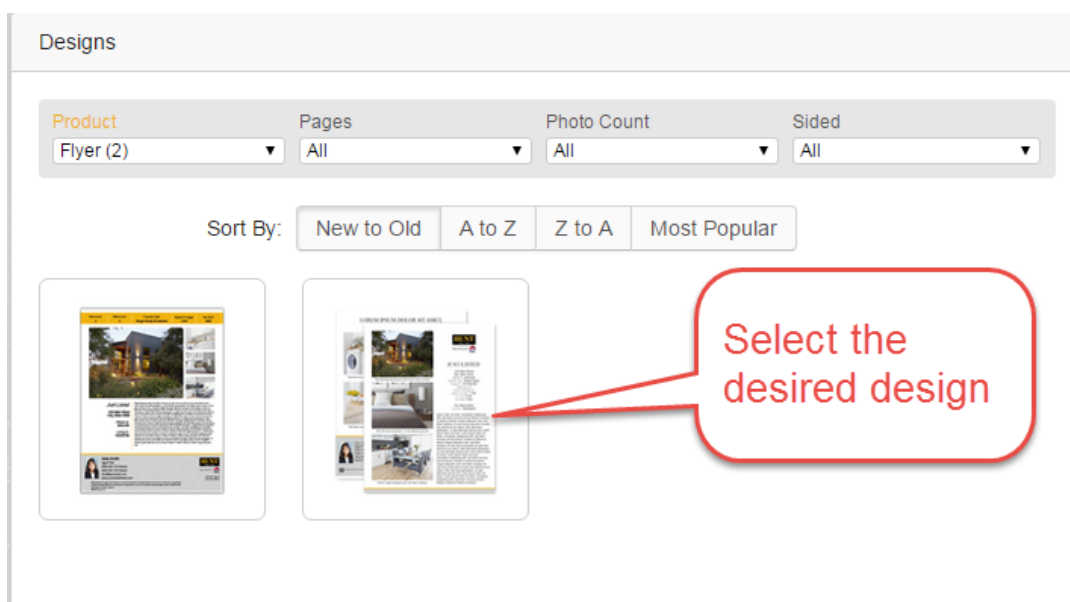*Be sure to remember where you saved the photos and any other data on your hard drive.*

Next  Access your Digital Marketing Center through Agent Achieve



From the DMC choose to create a new project and selct FLYER as the type of project



Select the desired design from the two choices

A prompt to name your new project, describe it and place it in a new folder for future use is displayed follow the 3 steps



Next you will add the photos from your hard drive. Click the desired position box with the PLUS sign. This will take you to your hard drive. Locate the first photo and repeat for each position



*This box allows you to Navigate to your photos*

Next hit save and continue once you have uploaded the desired photos. The next screen will allow you to customize the information about the property. Here you can change the "LABEL" names and fill in the desired details.



After completing the data page hit the Save and Continue



Here you can preview go back and edit, save it as a PDF or simply print it