



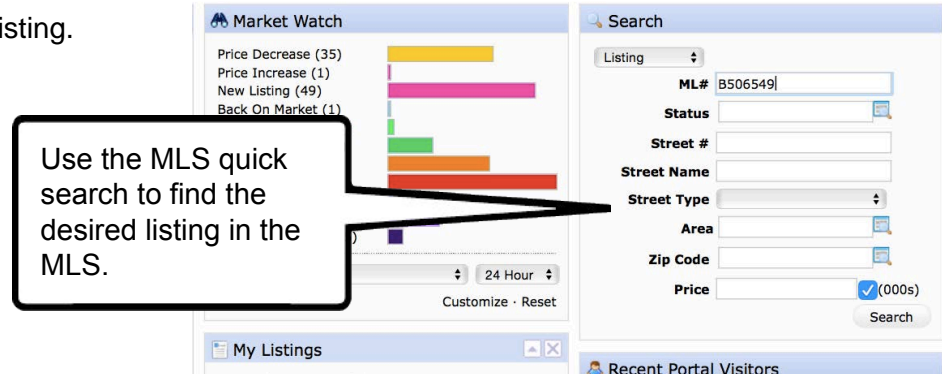
Creating an Open House Flyer

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

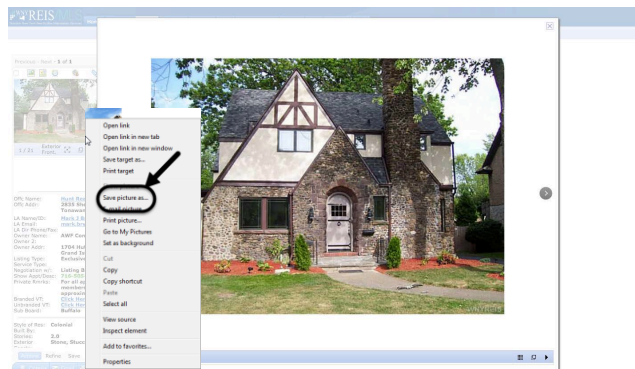
First

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.

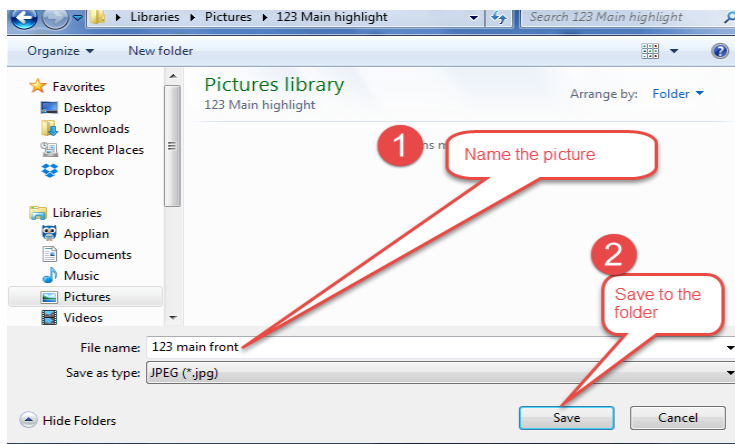
Search the MLS for the listing.



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.

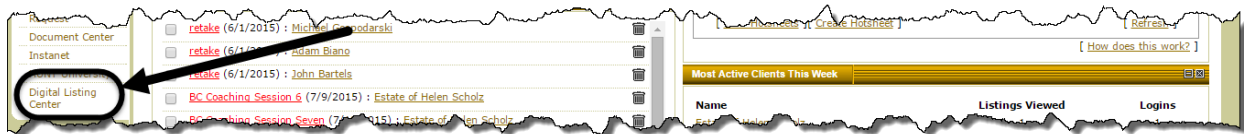


You may wish to create a new folder on your hard drive and label it with the address of the listing you are creating the open house flyer.

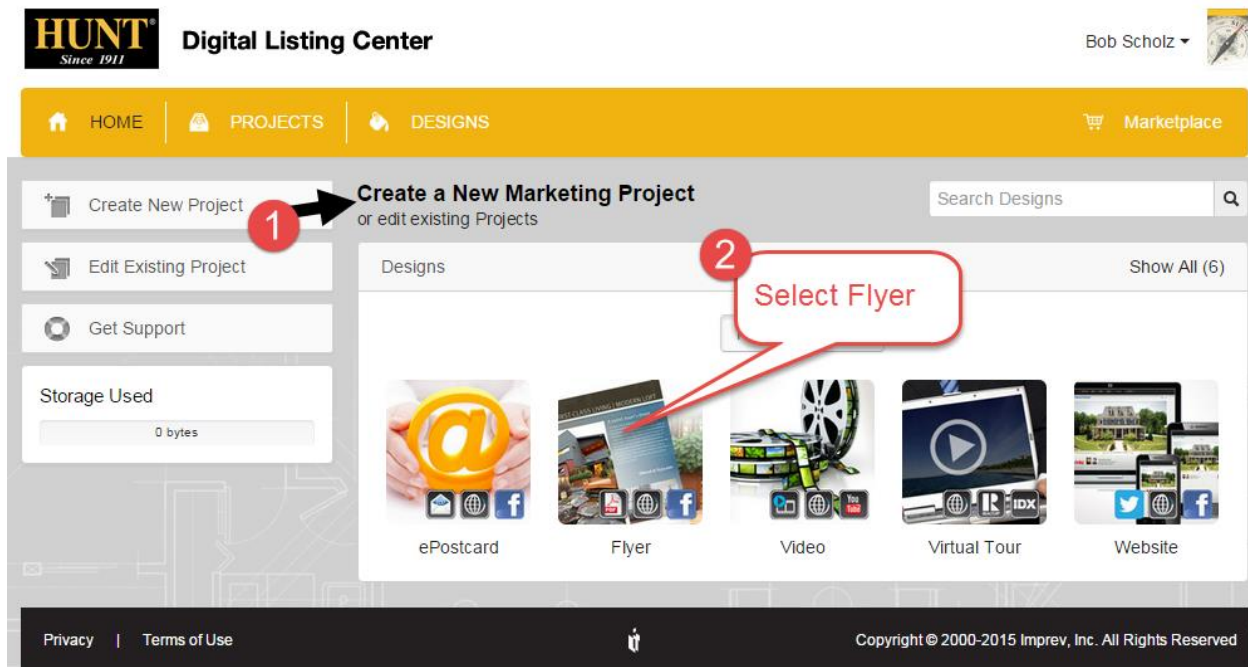
A suggestion is to label the folder in your PICTURE library using the street name first and the number after so it is easier to find.

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

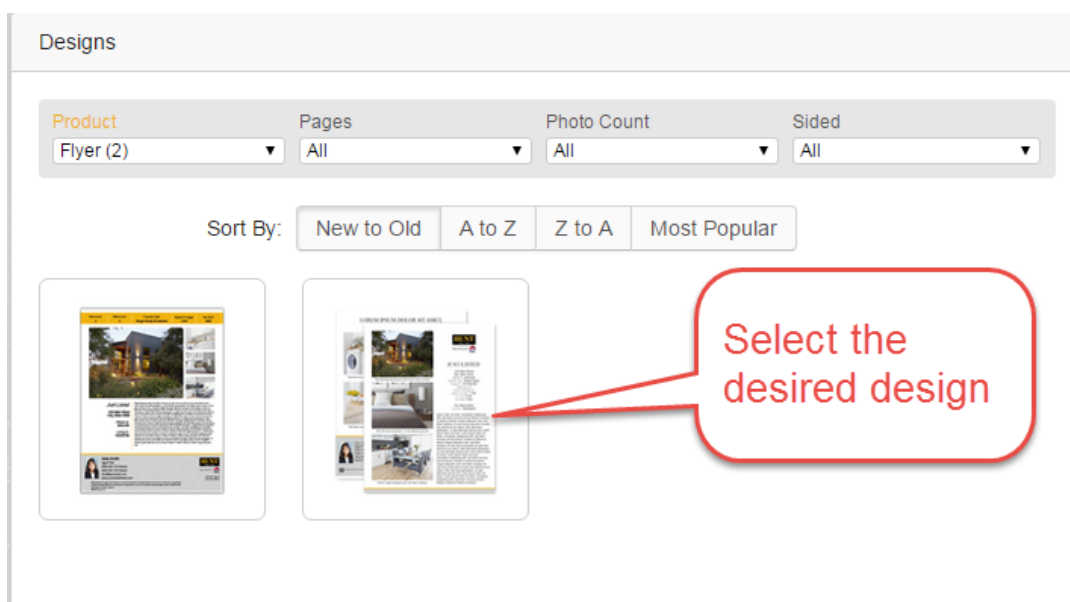
Next Access your Digital Marketing Center through Agent Achieve



From the DMC choose to create a new project and select 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

The screenshot shows a web interface for creating a new project. On the left is a 'View Layout' preview. The main area has a progress bar with 'Info', 'Photos', 'Text', and 'Agent' tabs. Below the progress bar are three numbered steps:

- 1** Project Name: A text input field.
- 2** Project Description: A larger text input area.
- 3** Project Folder: A dropdown menu labeled 'Select a Folder'. A red callout bubble points to this step with the text: "STEP 3 In the select a folder pull down, create and name a new folder to store your project by name".

Below the folder selection are two checkboxes:

- ☒ Yes, include the Equal Housing Opportunity (EHO) logo in this project.
- ☒ Automatically crop photos when adding or rearranging.

 At the bottom right is a yellow 'Save and Continue' button.

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

The screenshot shows the 'Photos for 123 Main Street' interface. At the top are 'Remove All' and 'Add Photos' buttons. Below are four photo slots labeled 'Photo 1 (View 1)', 'Photo 2 (View 1)', 'Photo 3 (View 1)', and 'Photo 4 (View 1)'. Each slot contains a dashed box with a plus sign (+). A red callout bubble points to the plus sign in the first slot with the text: "Choose the position for your photo(s) and click on the PLUS sign in the desired box position".

At the bottom is a yellow 'Save and Continue' button and the text 'Save and Review Cropping'.

A 'Select Photos' modal window is open, showing options to choose photos from:

- My Computer (indicated by a red callout: "Choose to get photos from your hard drive")
- Project Photos
- Favorite Photos
- Stock Photos
- Dropbox

 A 'Cancel' button is at the bottom of the modal.

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.

View 1

Bedrooms Label

Bedrooms:

Characters Remaining: 11

Bedrooms

Characters Remaining: 20

Bathrooms Label

Bathrooms

Save and Continue

After completing the data page hit the Save and Continue

Name

Bob Scholz

Email address

bscholz@huntrealestate.com

Title

Manager of Career Development

Phone 1

(716) 880-1201

Direct

Phone 2

URL (Web site)

Save and Continue

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

Project Folders > Training 2 > 123 Main Street

Design Type: Flyer

Description: Demonstration flyer for agent open house on another agent's listing

Preview

Edit

Duplicate

Move | Delete

Print Options

xpressdocs

Print It Yourself

Since you are creating a printable flyer you can simply PREVIEW it then select to print it yourself