

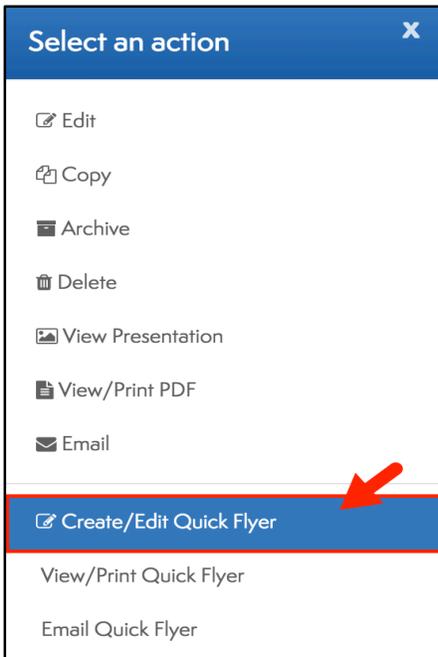
Create a Quick Flyer

When listing a property, you may want to create a flyer for that listing. Follow the steps below to create a Quick Flyer.

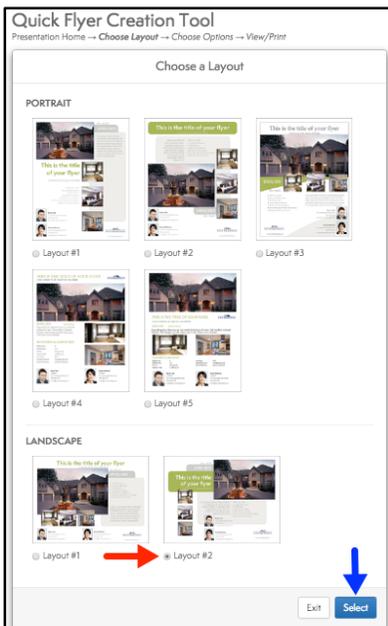
1. Select the **Actions** Button (see below.)



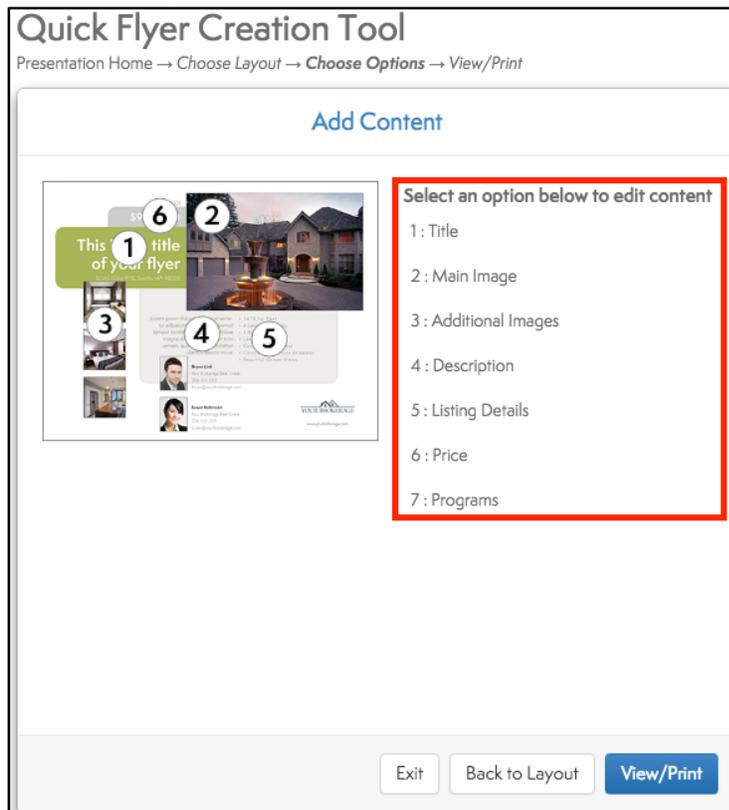
2. Select **Create/Edit Quick Flyer** (see below).



3. **Select** desired layout (see below, indicated by red arrow).
4. Click **Select** (see below, indicated by blue arrow).

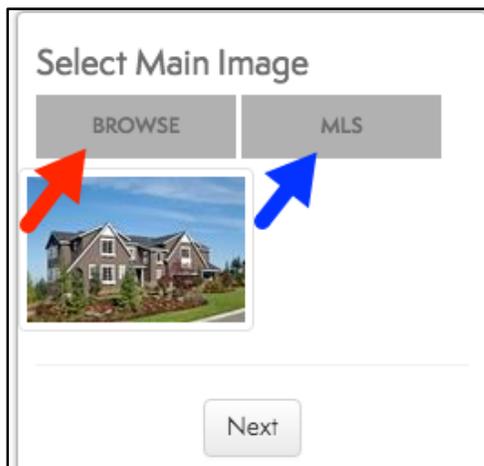


5. This will bring you to the Add Content screen (see below).

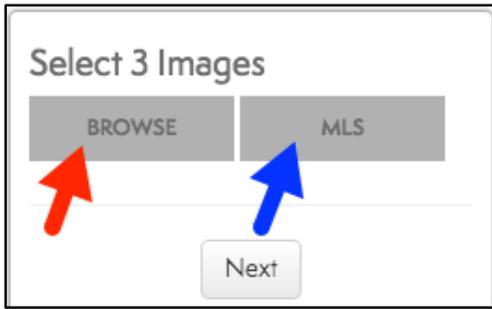


6. Select each option to edit the content (see above, indicated by the red box).

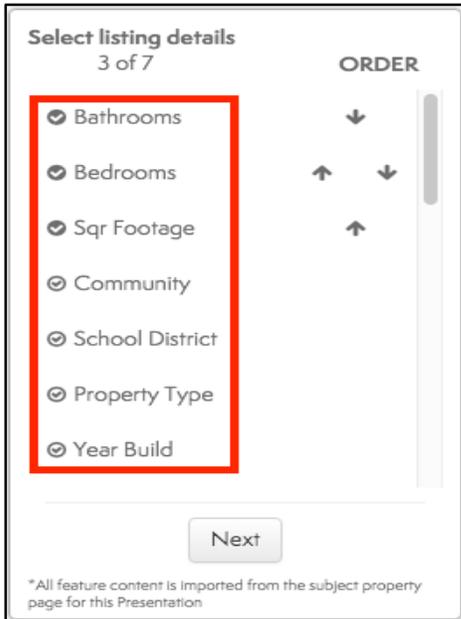
- Title:** You can add a custom title to your Quick Flyer
- Main Image:** You can select an image saved on your computer by clicking Browse (see below, indicated by red arrow), or choose from images attached to the MLS listing number by clicking on MLS (see below, indicated by the blue arrow).



- Additional Images:** Choose three additional images to include. Select images saved on your computer by clicking Browse (see below, indicated by red arrow), or choose from images attached to the MLS listing number by clicking on the MLS (see below, indicated by blue arrow).

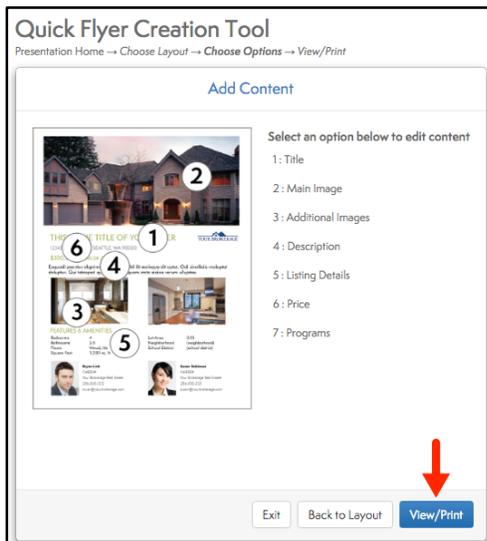


- d. **Description:** Edit the description here.
 - i. **NOTE:** Any changes to the description will only apply to the Quick Flyer and not alter the description attached to either the MLS or your Presentation.
- e. **Listing Details:** Select up to seven details to include on the Quick Flyer.



- f. **Price:** Edit property price here.
 - i. **NOTE:** Any changes to the price will only apply to the Quick Flyer and not alter the listing price attached to the either the MLS or your Presentation

7. Select **View/Print** to generate a PDF of your Quick Flyer (see below, indicated by the red arrow).



You have now created a Quick Flyer.