

Custom Flyers

Convert any printable document into a custom flyer template.

Instructions: Create & export flyer templates:

1. Open **Real Estate Flyer Builder** program
2. Select the 'Listing Options' button on the left toolbar
3. On the Listing Flyers page select 'Open/Select Flyer' button then 'Open Flyer Template'
4. Select 'Custom- Blank Flyers' group then open a custom template
5. After template has been opened select 'Flyer Background'
6. Use 'Picture File' or 'Paste Picture' buttons to insert your flyer as the background. Only pictures or Microsoft objects can be used as a background. **Use the instructions below to convert a flyer to a picture before inserting.**
7. Select 'Custom Flyer Settings' then select the flyer border and agent picture border
8. On the Listing Flyers page select 'Open/Select Flyer' button then 'Open Flyer Template'
9. Use the 'Export Template Group' option to backup or distribute templates to others– the exported template group can be emailed to others or saved to your web server for download

Convert any printable document into a picture to be used as a flyer:

- Download and install 'Bull Zip PDF Printer' (Free) <http://www.bullzip.com>
- Open document to be converted to flyer
- Select 'Print' then select 'Bull Zip PDF Printer' as the printer to be used
- Select 'OK'
- Change format to PNG or JPEG on the 'Bull Zip PDF Printer' window
- Select the 'Image' tab then set the vertical & horizontal resolution to 150 or 300
- Select the 'Save' button
- Follow the instructions above to create a custom flyer template

Use Microsoft Publisher document as a background:

- Open Publisher file
- Select "File" then "Save As"
- Set "Save As Type" to JPEG or Enhanced Metafile. If the background contains any pictures, use JPEG 300dpi format. If the background contains text and objects with no pictures, use Enhanced Metafile format.
- Follow the instructions above to create a custom flyer template

Loan Officer's and Real Estate Agent's information will be inserted on flyer

Mortgage Company

Loan Officer's Name

Loan Officer Lic.# 456985
(222) 222-2222
LO@mortgage.com



**Loan Officer's
Logo**

ABC Realty

Agent's Name

Real Estate Agent Lic.# 252525
(222) 222-2222
RealEstateAgent@email.com



**Agent's
Logo**