

STEPS ON **HOW TO:**
CREATE A FLYER IN THE
RESOURCE CENTER



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STEPS ON HOW TO CREATE A FLYER IN THE RESOURCE CENTER

Here is a quick outline of the steps to ensure you can easily access, edit, and finalize your postcards and templates, whether through the **Marketing Resource Center** or **Xpressdocs**.

Marketing Resource Center

1. Log in to **Agent Intranet (HUB)**.
 - On the Main Dashboard, click **Agent Tools**
 - Select **Resource Center**.
2. **Navigate to Marketing Resource**
 - In the Resource Center, click **Marketing Resource**.
 - This will open the main dashboard for the Marketing Resource Center.
3. **Find Flyer Templates**
 - Click the **Library** tab at the top.
 - Use the left-side filter options:
 - Select Type > **flyers**.
 - Browse and click on a template to preview it.
4. **Start and Save Your File**
 - Click **Get Started** on the template's preview screen.
 - Name your flyer file.
 - Your file will now appear in "My Library" for future use.
5. **Customize Template**
 - In My Library, locate and select your saved file > click **Customize to edit**.
 - **Customize Text & Images:** Replace any yellow exclamation text with property highlights.
 - **Images:** Click image > Scroll left or right until desired image is found > Click Save
 - **Text:** Select text box > adjust length of text to fit in box > Click outside of textbox
 - Changes are automatically saved during the editing process.
6. **Choose Output Option**
 - Send to **Xpressdocs for Printing:** Click the XD icon in the upper-right corner.
 - **Download as PDF:** Click the Adobe Acrobat icon in the upper-right corner to generate and download a PDF file.