

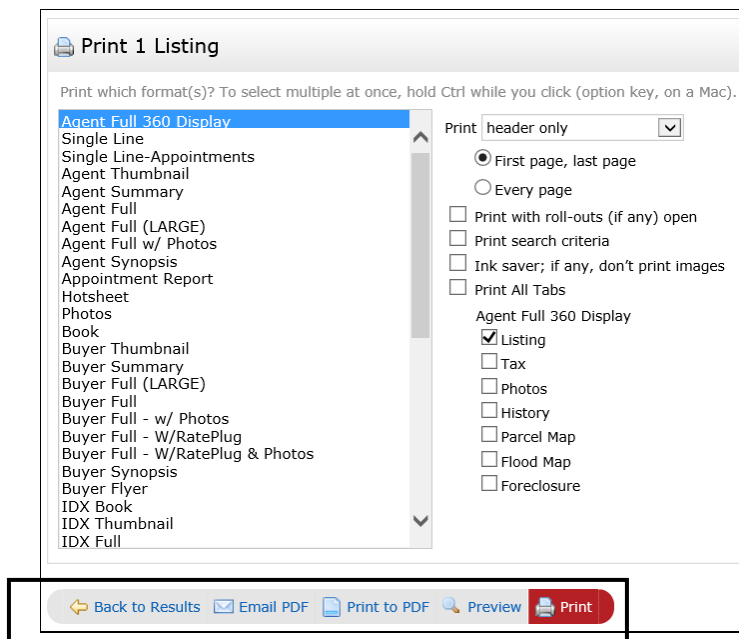
Tip Sheet: Printing Listings

1. Run a search. Check off the listings you wish to print from either the Map tab or the Results tab.
2. From the button bar at the bottom of the screen, select **Actions** and click **Print**.



3. A multi-purpose report selection screen will appear. Click the desired report format. Ctrl+click to select multiple formats.

- **Print agent header & footer:** If you'd like to include your personal header, click the "Print agent header & footer" checkbox. [Note: Selecting this option will include the Matrix Presentation Header you created in My Matrix > Summary > Settings > My Information > Header & Footer.]
- **Print with roll-outs (if any) open:** If you'd like to print property history and additional photos along with the report. [Note: This is only available for Agent Full.]
- **Print search criteria:** If you'd like your report to include the search criteria you used to arrive at this set of listings, check the "Print search criteria" checkbox.
- **Exclude Listing Photos:** If you'd like to save ink by excluding listing photos from your report(s), check the "Ink Saver..." checkbox.
- **Print All Tabs:** If you'd like to print the Realist Tax info, all Photos, History of Listings, Sales, Mortgages and Foreclosures, Parcel Map, Flood Map and Foreclosure Details.



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4. From the Button Bar at the bottom, choose from the following:

- **Back to Results:** Returns you to the listing(s).
- **Email PDF:** Sends an email with a link to a PDF of the report(s) you selected.
- **Print to PDF:** Generates the same PDF as an email recipient would receive but displays it on the screen for you to view, print or save.
- **Preview:** Use this button in advance of the Print button to see what your report will look like.
- **Print:** Use this button to send your report(s) directly to paper.

