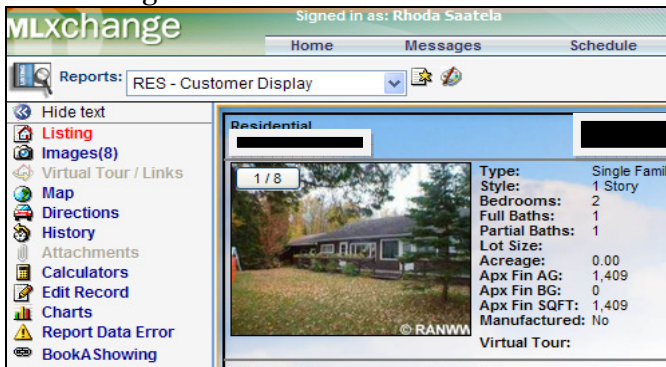


APPLYING STATIONERY TO MLS REPORTS

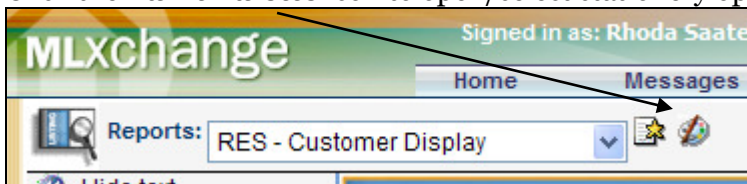
Stationery (“*Stationary*” in *MLXchange*) may be applied to any *MLXchange* display (Customer, Customer w/Gallery, Flyer, Full, etc). It may be applied to only one listing or to all listings.

TO APPLY TO ONE LISTING ONLY

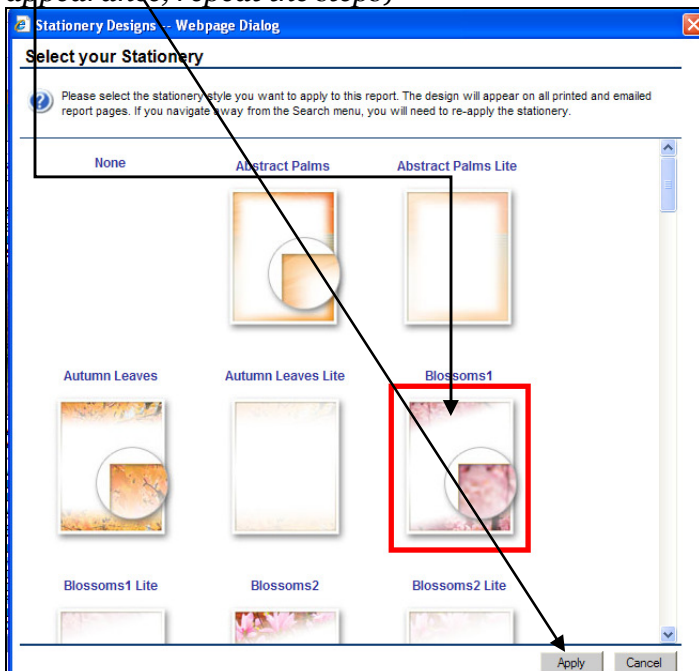
- 1) View listing in the **Details** screen:



- 2) Click the **Paint Palette** icon to open/select stationery options:

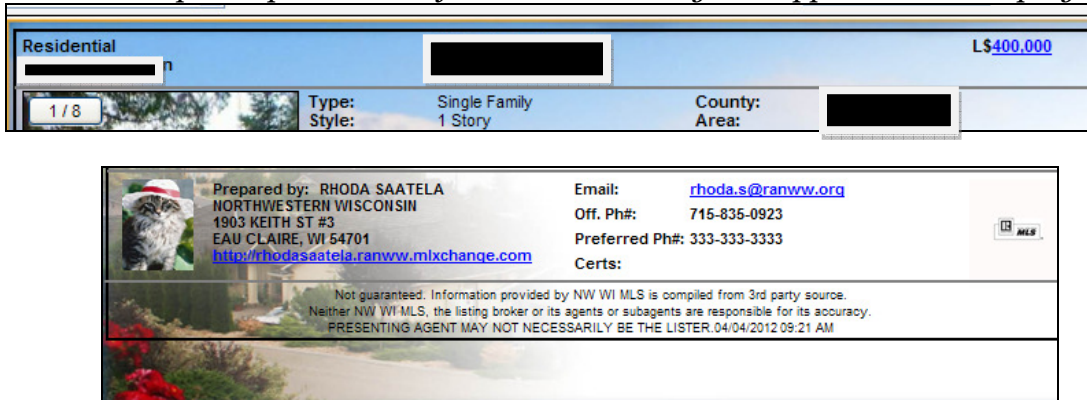


- 3) **Click** on the stationery of your choice (*it will highlight with a red border*)
- 4) Click **Apply** (Note: there's no 'preview' option. Click Apply to view the Report. To change the appearance, repeat the steps)



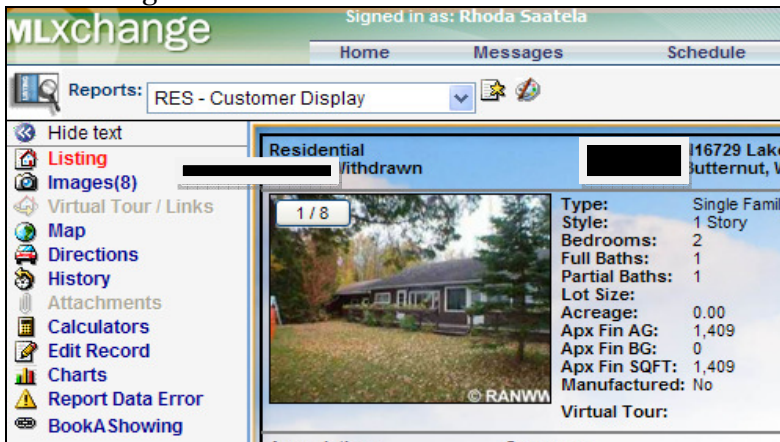
Depending on the stationery selected, patterns may appear on top and bottom, top only, bottom only, border, etc of Report:

Example: Top & Bottom of Houses1 stationery as it appears on the display

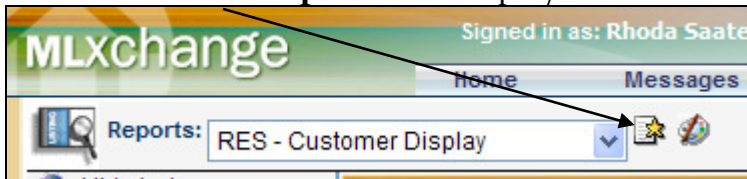


TO APPLY STATIONERY TO ALL LISTINGS *(in one of more property types)*

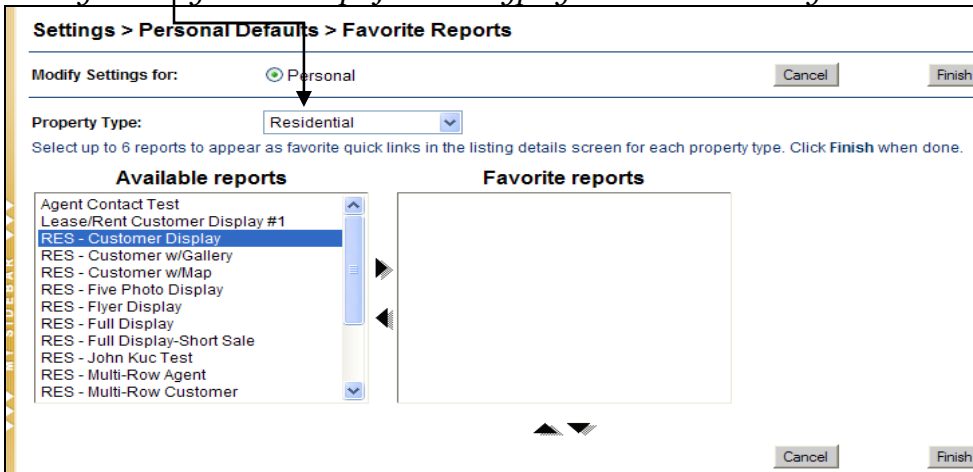
- 1) View listing in the **Details** screen:



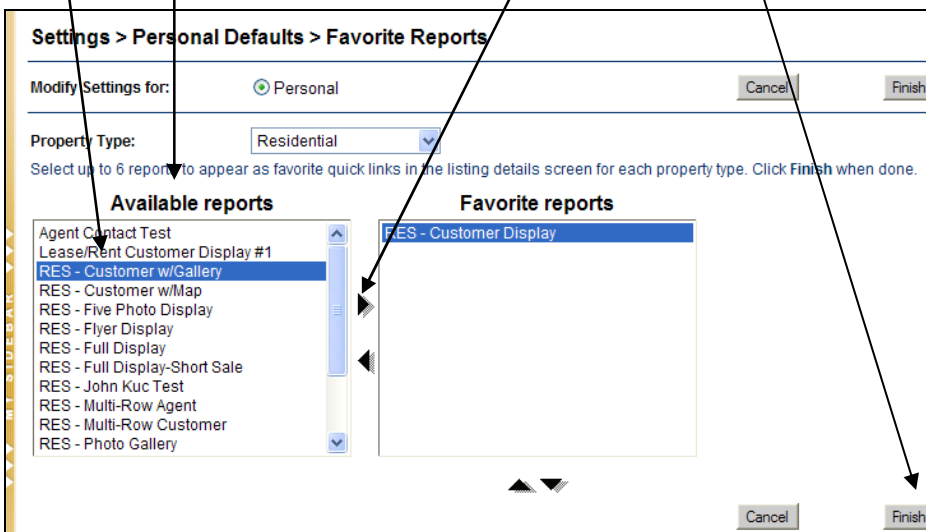
- 2) Click the **Favorite Reports** icon to open/select stationery options:



- 3) Select the **Property Type** (*Residential, Multi-Family, Land, etc*) for the stationery you want for all listings in that type (*Note: You cannot apply stationery to all property types at once. You must go through these steps for each type you want to which you want to configure stationery*)



- 4) Select the **Reports** you want to apply the stationery to
- 5) **Highlight** the desired report, **click** the ► to move it to the **Favorite Reports** column
- 6) When all the desired Reports have been selected, click **Finish**



- 7) When you have selected the reports to *always include stationery*, the **Report** is highlighted in **yellow** in the *Details* screen.

