

TABLE OF CONTENTS

WELCOME TO ENEIGHBORHOODS.....	1
CLASS OBJECTIVES	1
CHAPTER 1 – GETTING STARTED	2
Opening Flyers through WyldFyre7	2
Opening Flyers through eNeighborhoods	2
Main Window	3
CHAPTER 2 – PUBLISH THE FLYER	4
Selecting a Flyer.....	5
Customizing your Flyer.....	5
Printing your Flyer	6
Saving you Flyer as a PDF	7
E-mailing your Flyer.....	7
Saving the Flyer.....	7
Closing the eNeighborhoods Program.....	8
CHAPTER 3 – OPENING A SAVED FLYER.....	9

WELCOME TO ENEIGHBORHOODS

Welcome to the *Flyers* training class. We are pleased to have you join us today. We think you will find this class to be exciting and useful.

This class will guide you through the basics of finding the right flyer for you and being able to modify the flyer. You have the ability to preview, print and/or e-mail the flyer.

CLASS OBJECTIVES

You Will Learn How To:

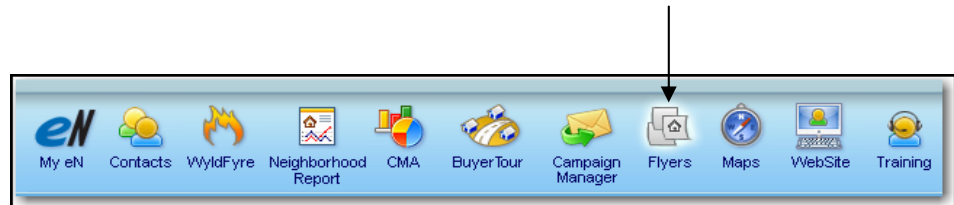
- ❖ Open Flyers through WyldFyre7 and eNeighborhoods
- ❖ Customize the Flyer
- ❖ Save the Flyer
- ❖ Learn how to Preview, Print, Save as a PDF and E-mail your Flyer
- ❖ Learn how to Open a saved Flyer

CHAPTER 1 – GETTING STARTED

Opening Flyers through WyldFyre7



Click on your **WyldFyre7** icon on your desktop. Once in WyldFyre7, click on the **Flyers** button on your Application Toolbar.

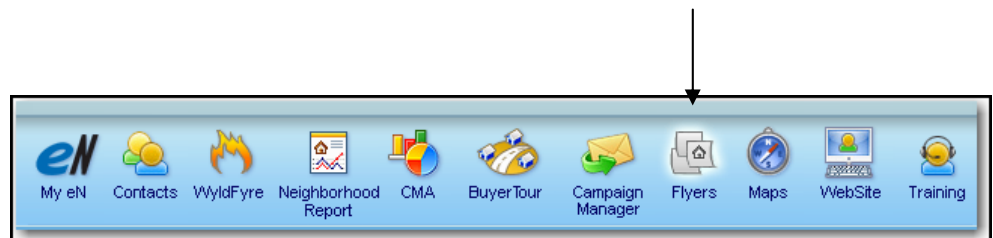


Opening Flyers through eNeighborhoods



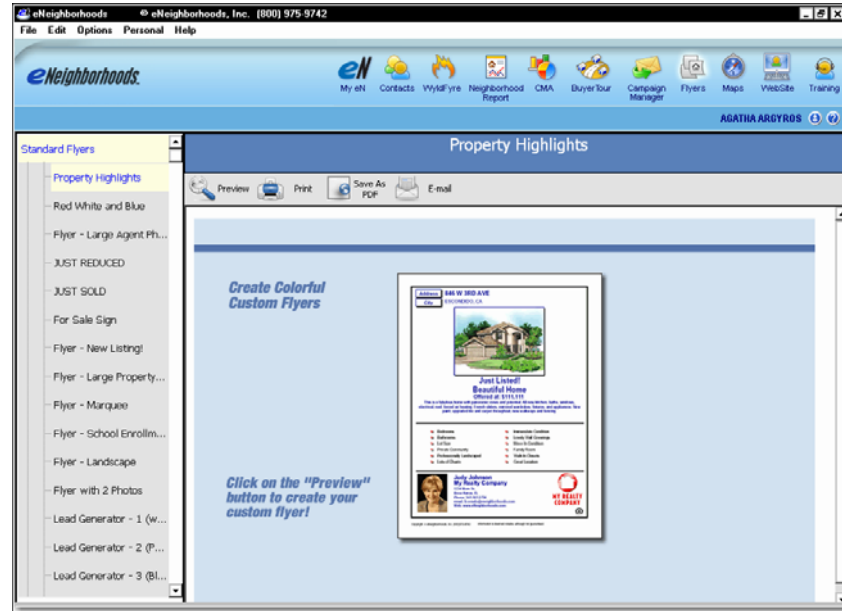
If you would like to open the Flyer program without opening WyldFyre7, then click on your **eNeighborhoods** icon on your desktop.

Once in eNeighborhoods, then click on the **Flyers** button on your Application Toolbar.



Main Window

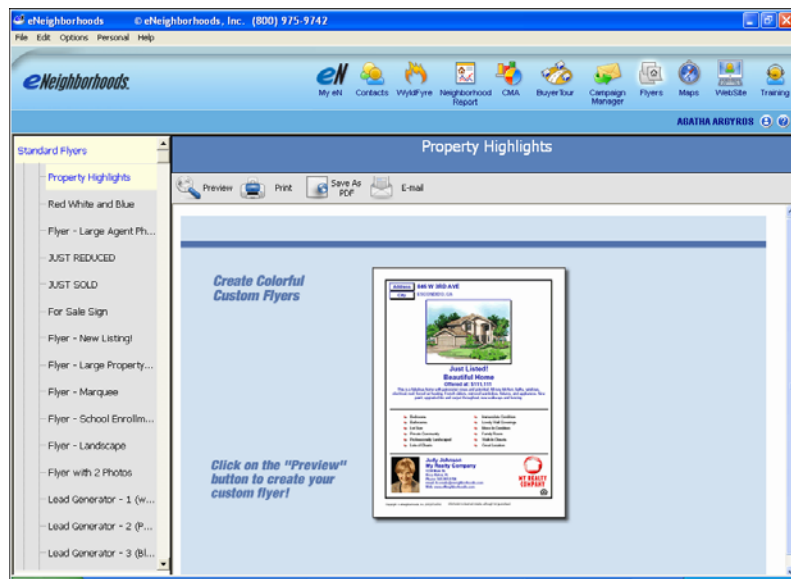
Once you open the Flyers program, you will be at what we call the Publish screen (see Chapter 2 – Publishing the Flyer on page 4).



CHAPTER 2 – PUBLISHING THE FLYER

The **Publish** screen allows you to customize many different flyers for your clients and prospects. The program has many different reports for you to choose from, and they are listed on the left. Clicking on a Flyer will automatically bring up an example of that Flyer and will be displayed in the middle of your screen. You can perform the following functions in the Publish tab:

- Select a Flyer
- Customize your Flyer
- Preview your Flyer
- Print your Flyer
- Save your Flyer as a PDF
- Email your Flyer



Selecting a Flyer

In the left column, you have many Flyers to choose from. Scroll down the list to find the flyer you like. Once you select a Flyer style, an example of that Flyer will be displayed in the middle of your screen.

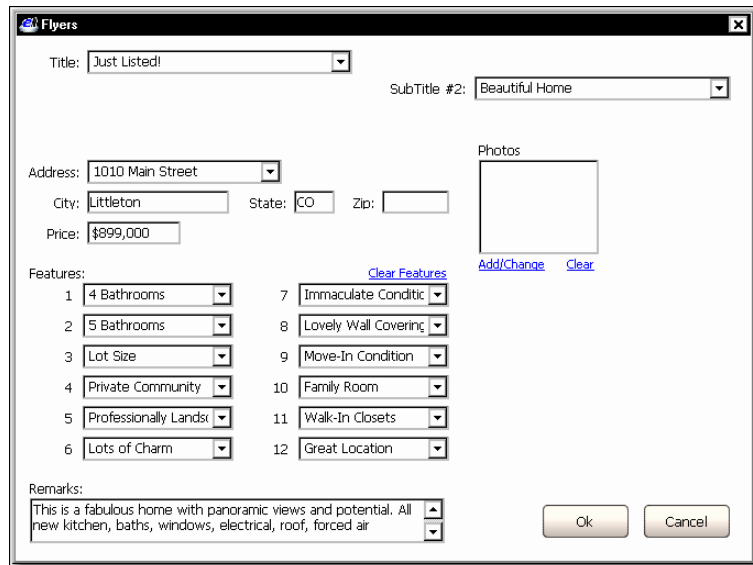


Customizing your Flyer

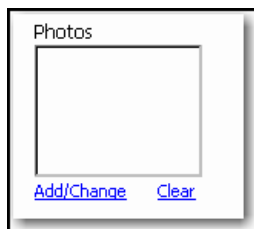
1. Click on the **Preview** button above the Flyer example.



2. The Flyer window will open with the different fields of information that you can customize.
3. Some fields will be pre-populated with suggestions, as well as have a drop down list of other options to choose from. You may also type in your own text in these areas. For example, for bedrooms, just type in the number before the word Bedrooms.



4. To add or change the photo for your flyer, click on the **Add/Change** link under the Photo option. Locate your photo and it will appear in the photo box.



5. Click the OK button and you will be in the Preview window.
6. If you would like to make changes to this flyer, or make another flyer choice, click on the **Publish Home** button.



7. You can print, save as a PDF or email from the preview window.


Printing your Flyer

1. When you are ready to print your Flyer, then click on the **Print** button.




2. Click OK in the Flyers window.
3. Click the **Print** button in your Print window.

Saving your Flyer as a PDF

1. You will need to save your Flyer as a PDF so that you can e-mail the PDF to your client (see E-mailing your Flyer below). 
2. Click on the **Save As PDF** button. Remember where the PDF is saved (you can change the directory if you like).
3. Click OK in the Flyers window.
4. Type a name in the File Name field.
5. Click Save.

E-mailing your Flyer

1. If you would like to E-mail your Flyer, then click on the **E-mail** button. You will need to save your Flyer as a PDF before you can e-mail (see Saving your Flyer as a PDF above). 
2. Click Ok in the Flyer window.
3. The program will open you e-mail (if not open already) and will want you to attach the PDF that you created.
4. Once you attach the PDF file, an automatic e-mail is generated for you to send out to your client.

Saving the Flyer

1. Once you complete your Flyer, you will want to save it so you can make changes, print or e-mail at a later time.
2. Click **File > Save** from the Menu Bar.
3. Type a name in the File Name field.
4. Click Save.

Closing the eNeighborhoods Program

After you have saved your Neighborhood Report, you can close down the program. To close, click on **File > Exit** from the Menu Bar or click on the X in the top right hand corner of your screen.

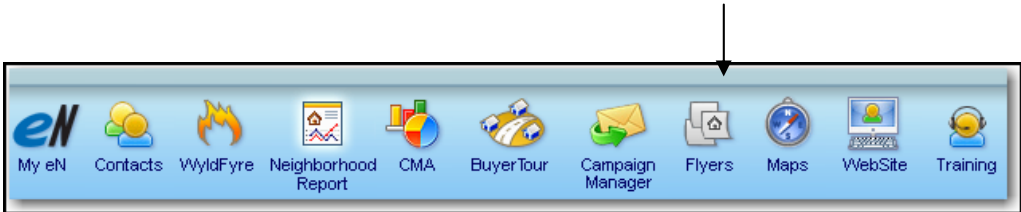
CHAPTER 3 - OPENING A SAVED FLYER

Once you save your Flyer, you can open it at any time to complete, update, print, e-mail, etc.

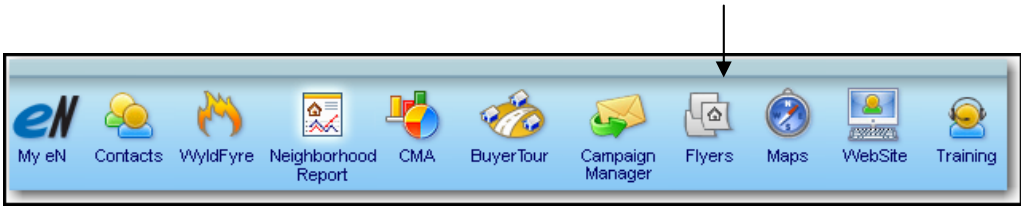
Again, there are two ways to open the Flyer program.



Click on the **WyldFyre7** icon on your desktop. Once in WyldFyre7, click on the **Flyer** button on your Application Toolbar.



Or click on your **eNeighborhoods** icon on your desktop. Once in eNeighborhoods, then click on the **Flyer** button on your Application Toolbar.



1. Once in the Flyer program, then click **File > Open** from the Menu Bar.
2. Find where you saved your Flyer and highlight the file and click Open.
3. Be sure to save any changes by clicking **File > Save**.