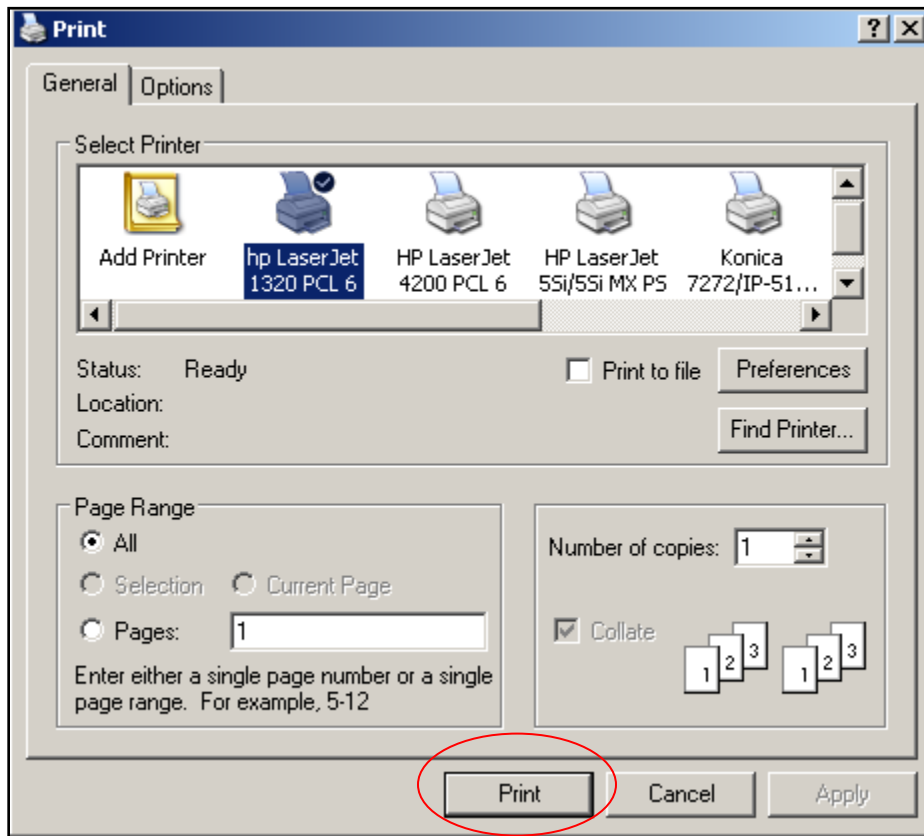


Realcomp Online® Printing Options

Understanding Your Printing Options in Realcomp Online®

➤ To print an **ENTIRE LIST** of matches:


1. Locate and click the **Print Entire List** button at the top of the report screen. A “printable view” or printer-friendly format of the list will appear in a separate window.
2. The print dialog box will automatically open.



3. Click Print.

➤ To print **SELECTED** matches:

1. Individually select the listings for which you want printouts by clicking the selection box(es) at the far right-hand side of the screen.

	\$21,210 ACTV 28091214 RS	21637 JEFFERSON ST FARMINGTON HILLS 02231 S - 30	2 1 RANCH 748	ALUMINUM 1 CAR, DET 52X105/0	JIM HESS & ASSOCIATES, INC 248-646-2958 JAMES HESS (248) 646-2958	M <input checked="" type="checkbox"/>
---	---	--	------------------------	------------------------------------	--	---------------------------------------

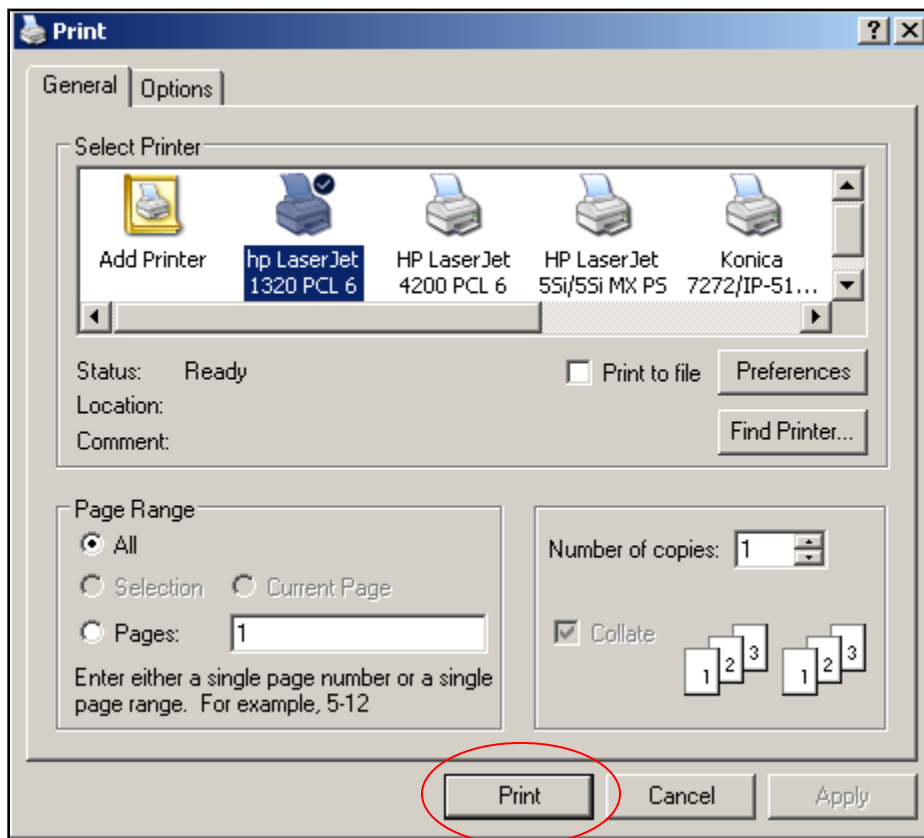
2. Locate and click the **Print Selected** button at the bottom of the report screen. A **Print Selected** menu will appear allowing you to choose a Report, Flyer or PRD Flyer format.

You can choose not to print one of the three options by selecting **Select different report format** ▾.

Print Selected	
	Print Back to List
Print Format	
Report:	Agent List With Photo ▾
Flyer:	Two Page Listing Report ▾
PRD Flyer:	Select different flyer format ▾

3. Click **Print**. A “printable view” or printer-friendly format of Report and Flyer formats for the listings you selected will appear in a separate window.

4. The print dialog box will automatically open.



5. Click Print.

6. To return to the Report screen click **Back to List**.

☒ **How Not to Print – More Important Notes on the Printing Functions in Realcomp *Online*®**

1. The Listing History that appears at the bottom of the Flyer formats will not print when you use the built-in print functions of Realcomp *Online*®. This information was designed only to be viewed on the screen. It was not designed to be printed or e-mailed.

2. Never use the File→ Print option without clicking on *Print Entire List* or selecting and printing from the *Print Selected* option first, as doing so may result in unreliable and unsatisfactory printing through the Internet Explorer software.