




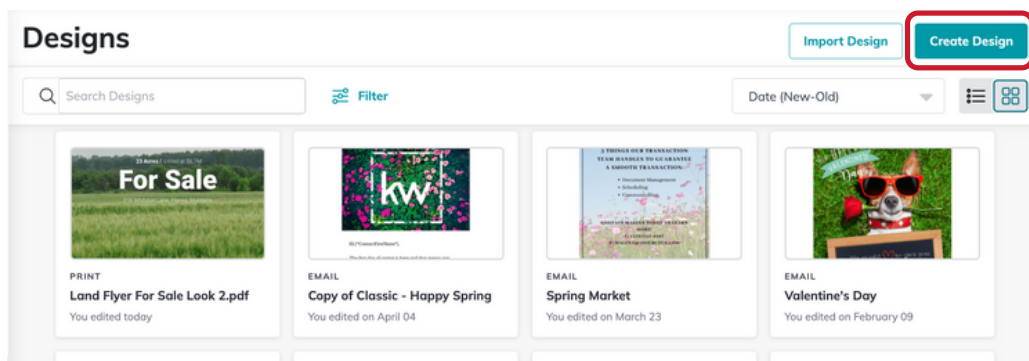
# Command Quick Guides

**Your Guide to Command:  
Create a Social Post in Designs**

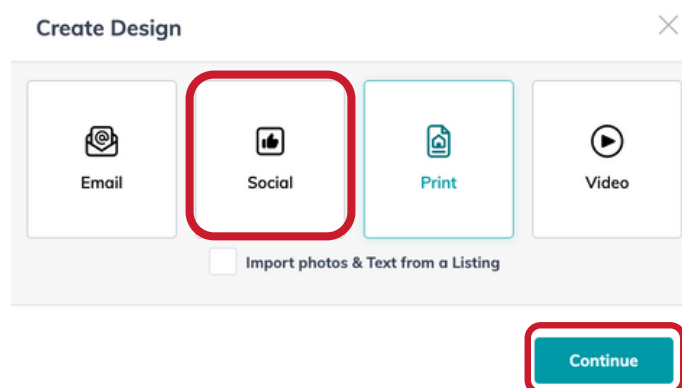


## Access

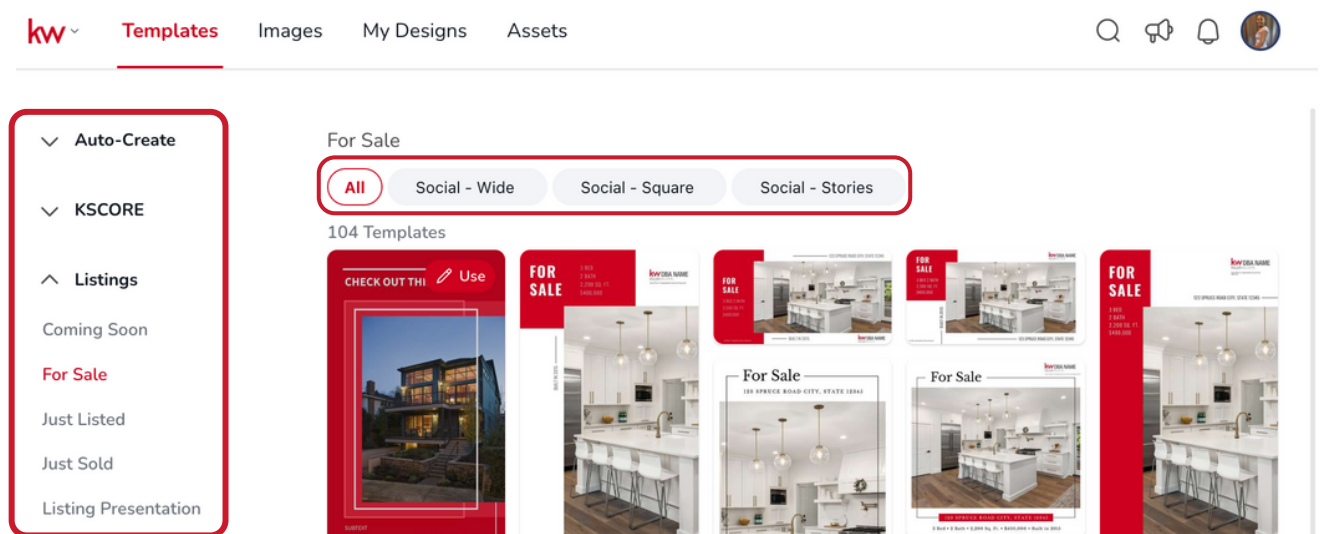
1. Log into <https://agent.kw.com> with your Keller Williams login.
2. Click on the **Designs icon**, , on the left-side panel.
3. Click **Create Design** at the top of the page.



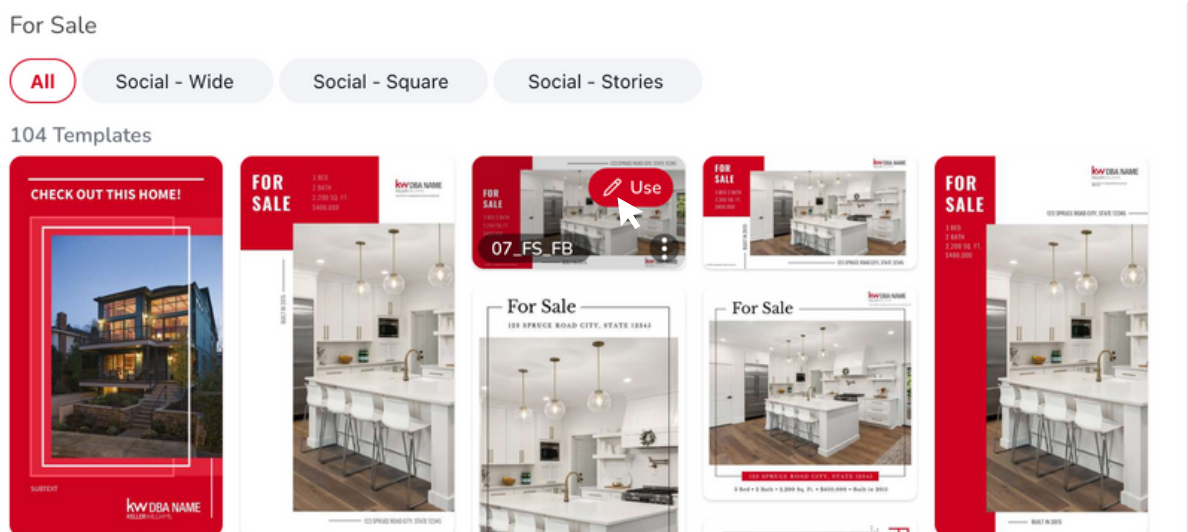
4. Select **Social**, then click **Continue**.



5. Use the **categories** on the left side of the page to find content relevant to the design you want to create. After you select a category, use the **design type filters** to select designs that are optimal for the type of social post you are creating.

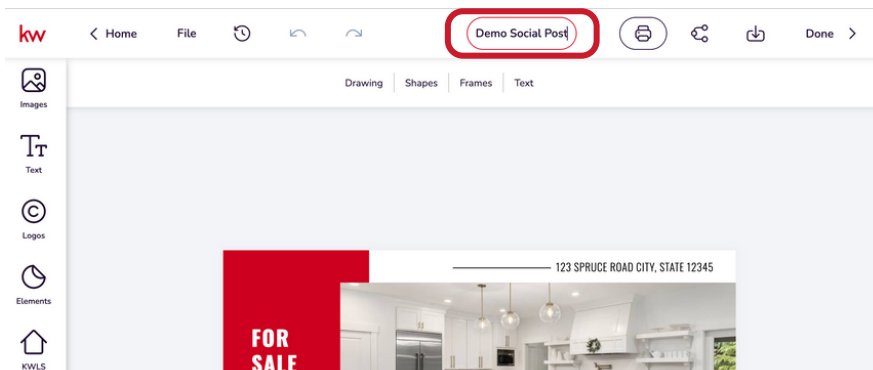


6. Once you find a template that you like, hover over it and click **Use**.





7. Name your design so you can easily find it later. Then use the tools in the editor to customize your design.



## Saving and Sharing Your Design

1. Once you finish editing and customizing your design, you will have several options to share, save or download your design.

- **File**- a drop-down menu that allows you to control editing options.
- **Download**- allows you to download an image of your design as a jpeg, png, pdf, or video.
- **Share**- allows you to share your custom design via social media (Facebook, Instagram, etc.).
- **Done**- returns you to Command. You will be able to save any changes before going back to Command.

