




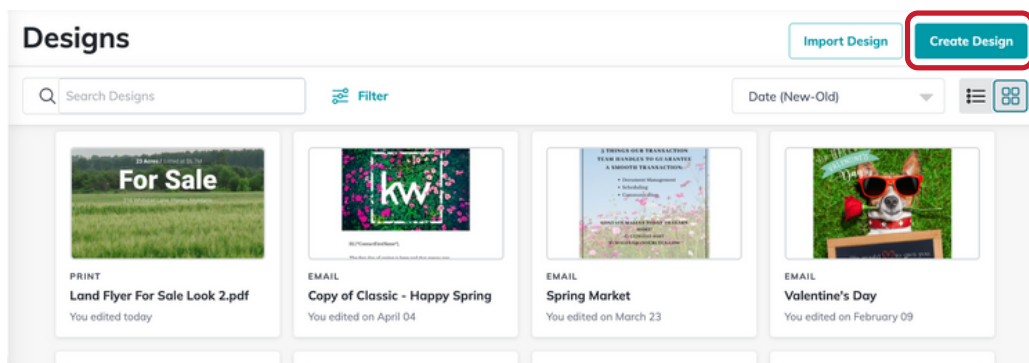
Command Quick Guides

**Your Guide to Command:
Create a Postcard in Designs**

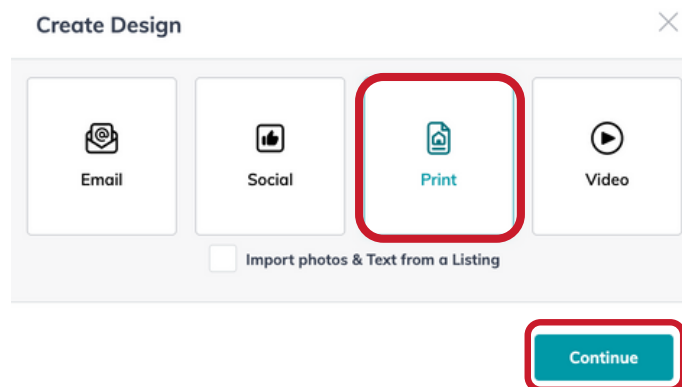


Access

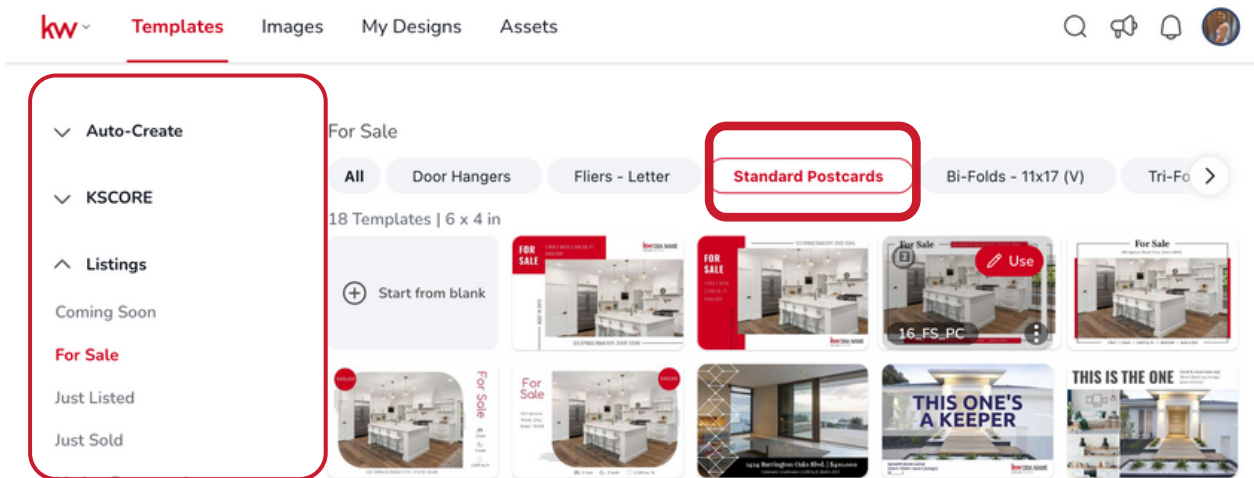
1. Log into <https://agent.kw.com> with your Keller Williams login.
2. Click on the **Designs icon**, , on the left-side panel.
3. Click **Create Design** at the top of the page.



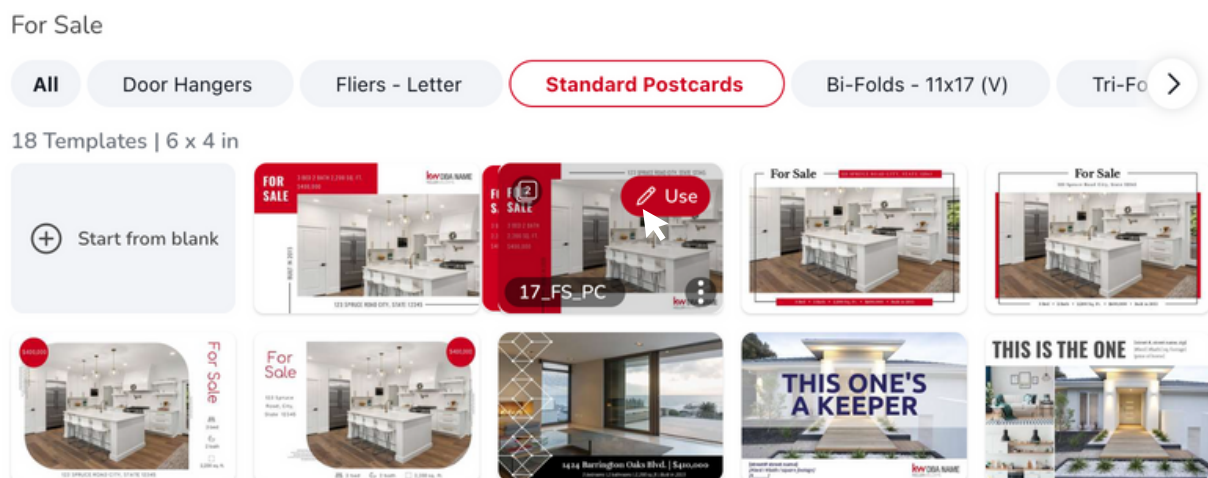
4. Select **Print**, then click **Continue**.



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 postcards.

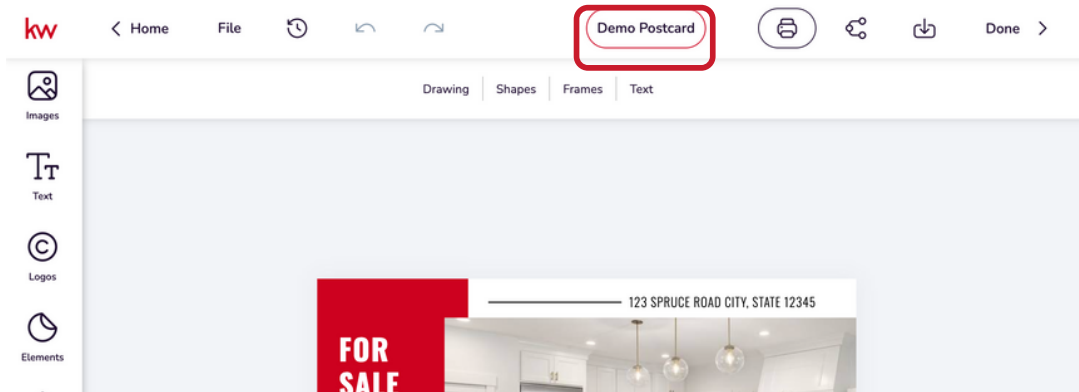


6. Once you find a template that you like, hover over it and click **Use**.





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.

