Command Quick Guides

Your Guide to Command:
Create a Listing Presentation

Access

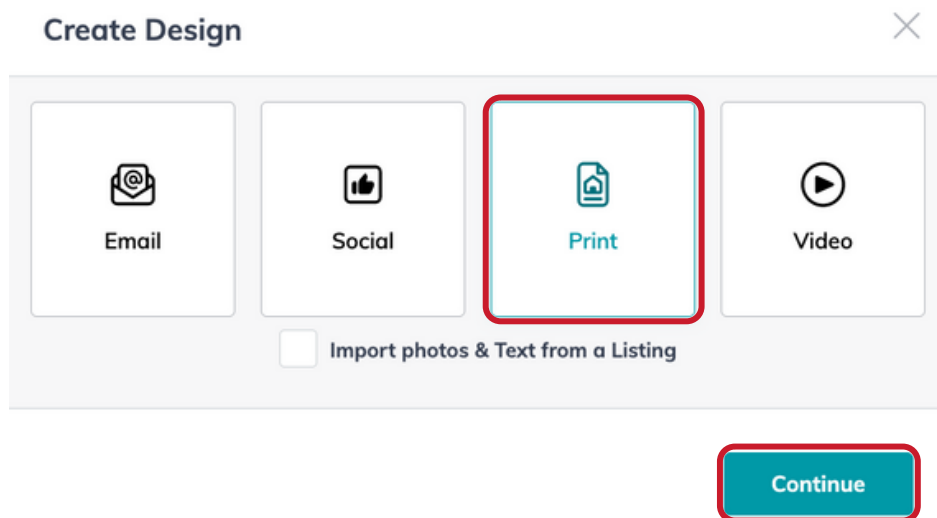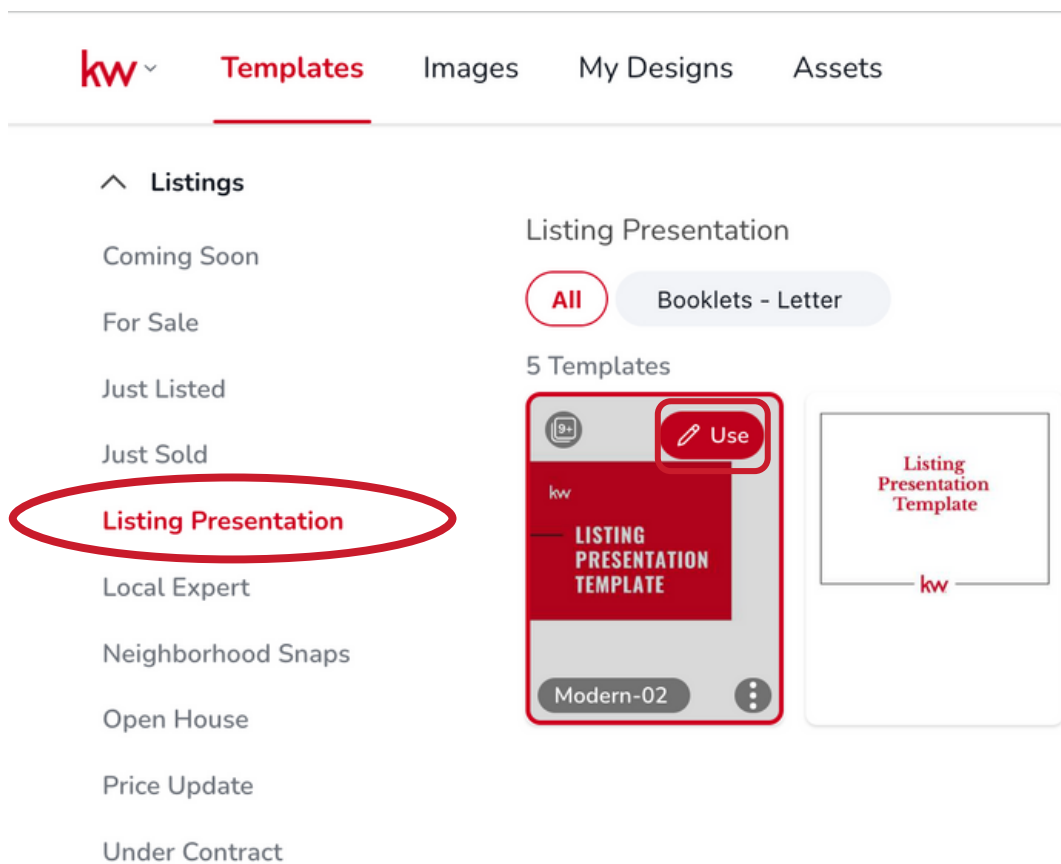1. Log into https://agent.kw.com with your Keller Williams login.

2. Click the **Designs icon**, , on the left-side panel.

3. Click **Create Design** at the top of the page.
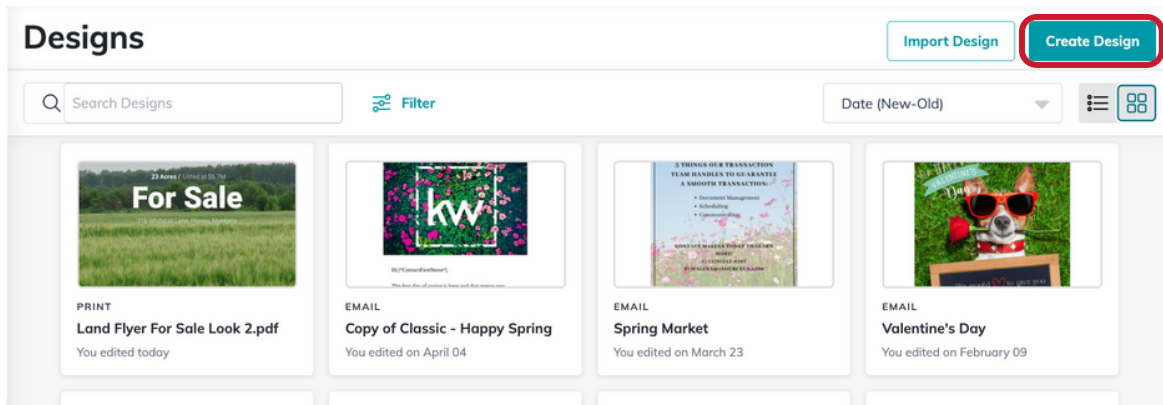

4. Select **Print** then click **Continue**.

5. On the left-side menu find and select the Listings category and then select **Listing Presentation**. Hover over the template you want to use and click **Use**.

Add, Delete, and Reorder Pages

Once you have selected your template, you can customize it to fit your needs. You can delete, re-order, duplicate, and add pages by clicking the **Pages button** at the bottom right of the page.
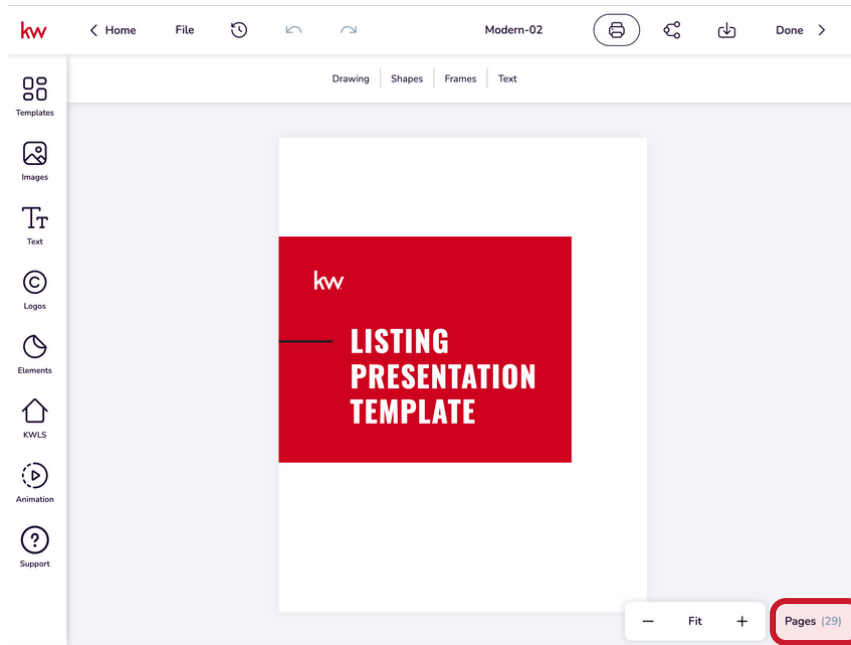
Add a Page

To add a page, first, click the page count at the bottom right of the page. Then, click **+ New Page** at the bottom of the right-side panel.

Delete a Page

To delete a page, first, click the page count at the bottom right of the page to open up the pages panel. Then, find the page you want to delete and hover over it. Click the three dots and click delete. A confirmation box will pop up, click yes to delete the selected page.
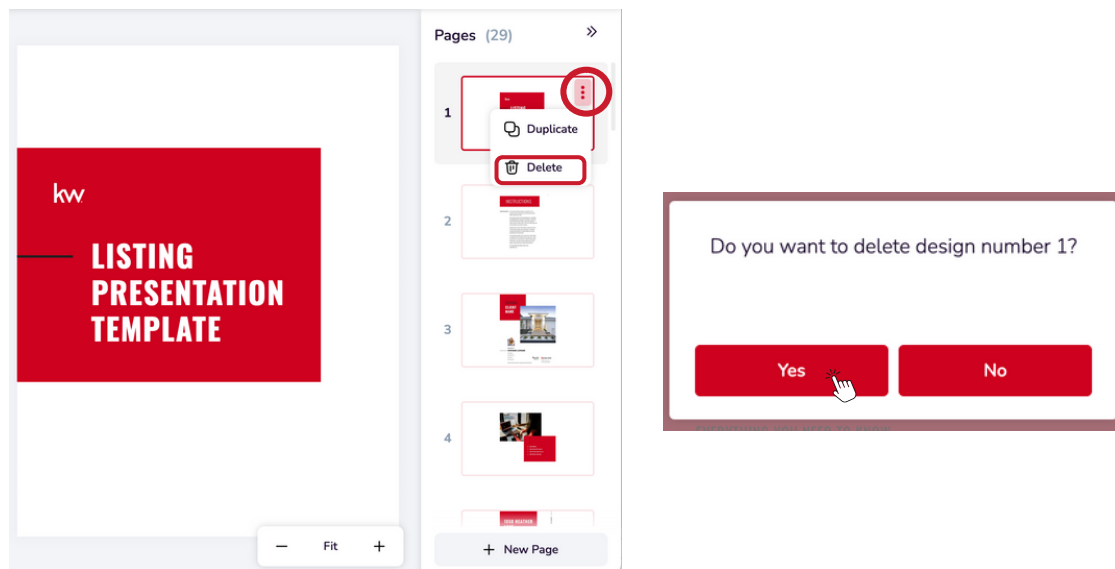
Duplicate a Page

Click **Pages**, then hover over the page you want to duplicate and click the three dots. Click **Duplicate**.
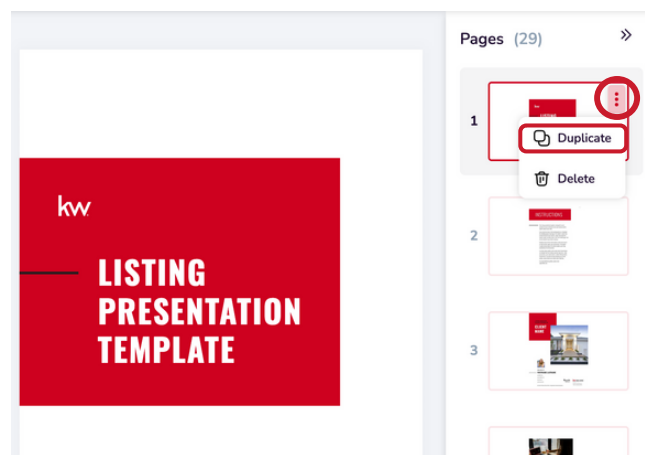
Reorder Pages

Click **Pages**, then find the page you want to reorder. Click and drag the page to your desired position.