

Printing Listing Search Results

The Print feature lets you print property listing information in a variety of different formats, from property lists to custom-designed detailed reports.

Property Lists

The Search Results page displays a list of property records that match a query.

The property lists can be printed from the Search Results or Search Details pages.

To print a list of search results:

1. From the Search Results page:
 - select a single listing record from the list, point to the Information icon to display the Quick Access menu, then click the **Print** icon; or
 - select multiple listing records, then click the **Print** button in the bottom right corner of the page.

***note!** To print all of the records, do not select any of them.*

The Print dialog opens.

NOTE! *Regardless of which properties you selected on the Search Results list, you can still change your selection directly from the Print dialog.*

2. Select the **Print the Search Results Grid** option if it is not already selected.

NOTE! *If you are printing a listing report, see Detailed Listing Reports. Label printing is not available for listing reports.*

3. In the top of the dialog, choose one of the options:
 - **Single Property** — click the drop-down list and select a property listing to print.
 - **Selected Properties (#)** — click this option to print the listing records you selected on the Search Results page.
 - **All Properties (#)** — select this option to print all listings.
4. In the **Grid Print Options** section, select:
 - a **Paper** size option: **Letter** or **Legal**.
 - the **Layout** or orientation option: **Portrait** or **Landscape**.

NOTE! *If you choose **Landscape** orientation for your page **Layout**, you may also have to set your printer's paper orientation to Landscape. To do this, click **Properties** on the Print dialog box before starting the print job.*

5. If you want the report to show the search criteria you used to find the listings, and their search statistics (e.g., average list price, average sale price, days on market, etc.), select the **Print search criteria and statistics** check box.
6. Click **Preview** to see what the report will look like.
7. Click **Print**.

A standard Windows Print dialog box opens.

8. Choose any additional options (e.g., number of copies, destination printer, etc.).
 - click **Properties** to specify your printer's **Layout** and **Paper/Quality** settings.

9. Click **OK**.

Detailed Listing Reports

The detailed listing reports can be printed from the Search Results or Search Details pages. If you choose **Print** from the Search Details page, there may be additional print options, such as the ability to print a Tax report.

To print a detailed listing report:

1. From the Search Results page:
 - select a single property listing from the list, point to the Information icon to display the Quick Access menu, then click the **Print** icon; or
 - select multiple property listings in the list, then click the **Print** button in the bottom right corner of the page.

NOTE! *To print all of the records, do not select any of them.*

The Print dialog box opens.

2. Select the **Print report(s)** option, if it is not already selected.

NOTE! *If you are printing a property list, see Property Lists.*

The report page options appear in the top of the dialog, and the **Report Printing Selections** appear in the bottom of the dialog.

3. In the **Report Printing Selections** section, select one or more reports you want to print from the list.
 - to select multiple reports, hold down the **CTRL** key and click.

NOTE! *The reports highlighted in yellow are your favorite reports.*

4. In the top section of the dialog, the report page options are displayed, depending on the types of reports you selected:
 - **Single Page** — click the drop-down list and select the page you want to print, e.g. **Page 1 of 6**.
 - **Selected Properties (#)** — click this option to print the property listings you selected on the Search Results page.
 - **All Pages (#)** — select this option to print all pages of the report. The total number is displayed in brackets.
5. To include a tax report (not available in all areas), select the **Tax Report** check box, then use the drop-down list to select the name of a report.
6. To include a history report, select the **Property History** check box, then use the drop-down list to select the name of a report.
7. If you want the report to show the search criteria you used to find the listings, and their search statistics (e.g., average list price, average sale price, days on market, etc.), select the **Print search criteria and statistics** check box.
8. Click **Preview** to see what the report will look like.
9. Click **Print**.

A standard Windows Print dialog box opens.

10. Choose any additional options (e.g., number of copies, destination printer, etc.).

- click **Properties** to specify your printer's **Layout** and **Paper/Quality** settings.

11. Click **OK**.

Saving a Report as a PDF Document

Instead of printing a hard copy of the report, you can save it as an electronic copy. Portable Document Format (PDF) is a very useful way to save and store documents.

NOTE! *The Save as PDF option is not available for client list reports, or mailing labels.*

1. From the Print dialog box, click the **Save as PDF** button.

The Save Report as PDF dialog opens.

2. Enter a **File name** in the field.
3. In the **Select your PDF quality** section, choose the option that best suits your needs:
 - **Low** — maximum file compression means a smaller file size for the fastest download time. Quality is low.
 - **Medium** — average file compression means a medium file size for an average download time. Quality is average.
 - **High** — minimum file compression means a larger file size for the slowest download time.

4. Click **OK**.

The File Download dialog opens, asking if you want to open or save the file.

5. Click **Open** to see the document in Adobe® Reader.

NOTE! *If you don't have Adobe Reader, you can download it for free from the Adobe Web site.*

6. Click **Save** to store the document on your computer.

The Save As dialog opens.

7. Navigate to a location on your computer, then click **Save**.