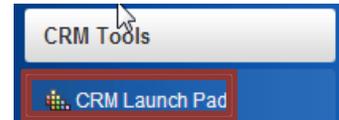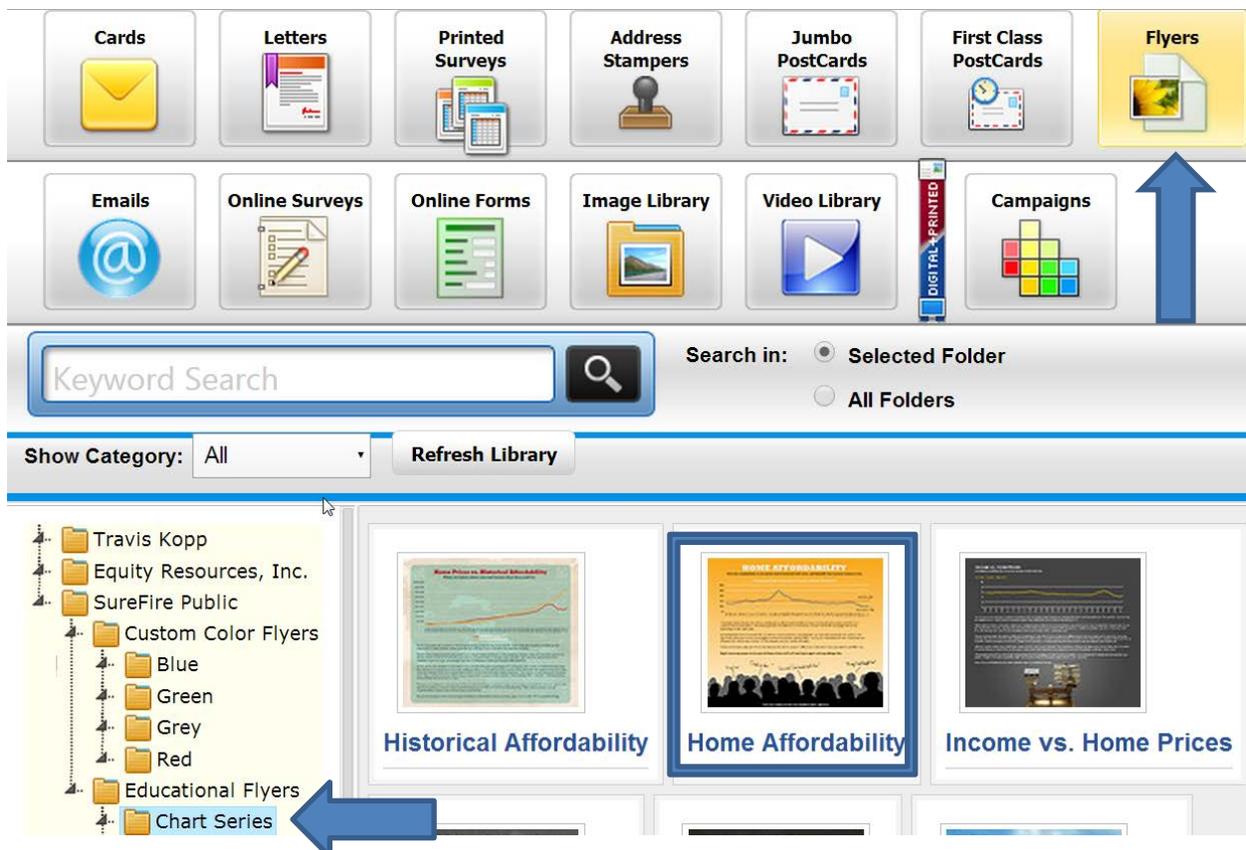# Using Flyers in ERMA

One of the most attractive features of ERMA is the ability to print clean, polished flyers right from your own computer. As long as you have a color printer available to you these flyers are only a few clicks away! If you don't have a color printer, email me at tkopp@callequity.net and we can go over a plan to get your flyers to you.

Printing Your Flyers

When you're logged into ERMA, click on the **CRM Launchpad** button on your right. Once you're into the Launchpad, you will see a button for **Flyers**. When you click this the folders at the bottom left hand corner of your screen will change, and you will see a folder called **Surefire Public** with a lot of folders underneath it.

When you click on any of those folders you will see a number of flyers come up. Click on the one you want to print and it will bring up a full page view for you.

This is ready to print by clicking the **Print Letter Size** button to the left.

However, if you want to add a co-brand contact (like a realtor you're working with) then you should click the **Select Co-Brand** button. Once you do, pick the realtor you want to add by clicking **Select** to the right of that person's information. A box will pop up asking you to confirm that you want to add this person, click **OK** and the co-brand information will be added, and you can click **Print Letter Size** to get your PDF.

Click **Open** when it asks what you want to do with the file and you will see a PDF of your flyer. You can print it by selecting **File -> Print** (make sure you select a color printer!). If you want to email it, just save it to your desktop by selecting **File -> Save As** (it doesn't matter what you name it), and then attaching that file to your email.