

## Completing the Publication Setup Request Form

1. Locate your Old Republic Real Estate Marketing Specialist on this page.
2. Click *Order Publication* to open the order form.
3. Fill in your name, company and contact information.
4. Fill in the information for the rest of the form:
  - a. **Template.** Enter the name of the postcard or fact sheet template. Also, if ordering a postcard, enter the name of the label-side template.

NOTE: If you wish to use a design that we have done for you previously, enter "Use previous".

- b. **Job.** Click the drop-down menu to choose the type of publication.
  - c. **Color Options.** Click the drop-down menu to choose your color options. Keep in mind that most commercial printers will charge more for 2-sided color printing.
  - d. **Quantity-** If you want a specific quantity of your publication, enter it here. If you are merging your publication with a mail list, you can ignore this field.
  - e. **Merge Area** – Enter the information for the area or condo project whose owner's addresses you want merged with your publication. Be as specific as possible.
  - f. **Property Address.** This field is important if you are ordering "Just Sold" or "Just Listed" cards. If the property is a condominium, don't forget the apartment number.
  - g. **List/Sold Price** – This field is also important when ordering "Just Listed" or "Just Sold" cards.
  - h. **Property Details** – Enter the "body text" of your card or fact sheet.
  - i. **Included** – Check off any files that you are attaching to the form when you e-mail it to your OR Marketing Specialist.
  - j. **Notes** – Enter any special instructions or miscellaneous notes.
5. **Print Form** Button – Click this button to start printing a hard copy of the form.
6. **E-Mail Form** Button – Click this button after completing the form.
  - a. A **Select E-Mail Client** dialog box will open. Select the method you use to send your e-mail.
  - b. Click *OK*.
  - c. In the Send Data file dialog box that opens, click the *Send Data File* button.
  - d. An e-mail message form opens. The data file containing the forms data (but not the form itself) is attached. This message is automatically addressed. Just click *Send*.
7. **Reset Form** Button – Click this to clear the form contents.