



## MATRIX HOW TO PRINT LISTINGS

Follow the steps below to print listings and reports. Before you begin, make sure that you've performed a search.

From the search results screen, select one or more properties by clicking the selection boxes to the left each listing. Then, under the Actions menu bar, click the Print button.

Southland Regional Association of Realtors', Inc. Home Search My Matrix Finance Roster Stats

Concierge Alert! 5 auto emails, 48 listings. A SFR \$400000- 3+ Reseda

Previous · Next · 1-3 of 3 Checked 2 All · None · Page

<input type="checkbox"/>	ML#	S	Type	St#	St Name	City	Area
<input checked="" type="checkbox"/>	<a href="#">SR13028472</a>	A	SFR/D	6663	<a href="#">Sylvia AV</a>	RES	RES
<input checked="" type="checkbox"/>	<a href="#">SR13027986</a>	A	SFR/D	18813	<a href="#">Wyandotte ST</a>	RES	RES
<input type="checkbox"/>	<a href="#">SR13019133</a>	A	SFR/D	18221	<a href="#">Welby WY</a>	RES	RES

Actions Refine Save Cart

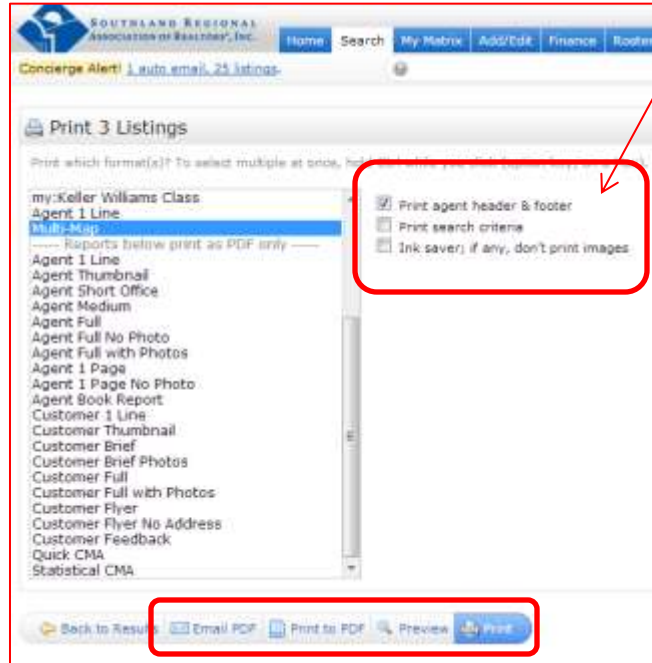
Criteria Email **Print** CMA Directions Stats Export

After clicking the Print button, you will be presented with a selection of reports to choose from. Additionally, you will have the option of emailing a PDF report directly from this screen, previewing your file, or printing. In addition to the system default reports, the upper portion of the print options screen will contain any custom displays you've created and the Multi Map report.

*NOTE: Printing reports is done from your browser. You will notice that your "Custom" reports cannot be emailed from the Matrix platform, however they can be printed directly from the Matrix platform - recommended. Default system reports can only be printed or previewed from the Print to PDF action, with the one exception of the Multi Map report which allows you to email and print directly from the Matrix platform and also preview the report.*

You can select one or more reports to print by holding down the “CTRL” key on the keyboard as you make your selection. Please note that you will need to have Adobe Acrobat Reader installed on your computer. If you need to install this program, you may download a free copy from Adobe by visiting:

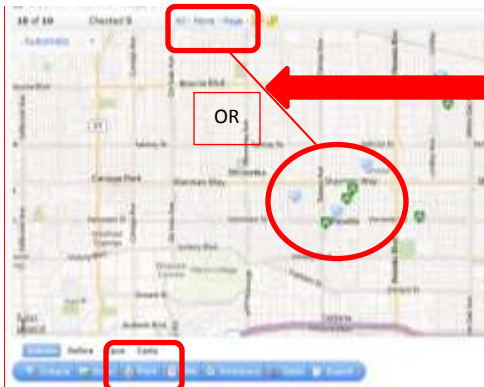
<http://get.adobe.com/reader/>.



Use the options to the left of the print options field to add or remove your header/footer information – the search criteria – or the ink saver option.

If you’ve selected the Print to PDF feature, you will have the opportunity to save the listings to your computer as a PDF file, or print. Adobe Acrobat Reader will open and display the report in a PDF format. To print from a PDF formatted file, you will print using the print icon or print function on your browser. When complete close the window or tab and return to Matrix.

**Printing from the Map View**



From the “search results” map screen (ICONS showing); select one or more properties by using the single or multi select icon tool. Then, under the Actions function menu bar, click the Print button.  
  
This option is EXACTLY the same as choosing listings from the list view of the results. By checking on properties on the map they will also appear as checked on in the Results list view. All printing functions are the same.