



[www.LTLiveMarketing.com](http://www.LTLiveMarketing.com)

## How-to Cheat Sheet

### Edit Your Profile

1. In upper right corner of home page, click on your profile photo, and choose **Edit Profile**
2. Edit your contact info, or change, edit, delete your profile photo

### Editing

1. Choose a marketing piece
2. Hover over the elements of the marketing piece, and click on the elements that you want to edit. If the photos or text are editable, they will highlight as you hover over.

### Downloading to your Device

1. Click on the flyer you want to download
2. Click **Free Download** on the left side of the page
3. You have (3) options – **Download pdf**, **Download pdf with crop marks** (if you are sending to a printer), or **Download png** (which will convert the flyer to an image – which you can post to social media)
4. Click one of the options mentioned above, and it will save to your device.

### Printer & Ship (requires payment)

1. Choose flyer
2. Choose Print & Ship
3. Choose Ship to me
4. In "Ship to Me" window, click Yes, I agree
5. Enter shipping info and quantity
6. Click Checkout

### Sharing

1. Choose flyer
2. Choose **Share**
3. Select **Share on Facebook**
4. Click on **Post on WALL** or **Business Page**
5. If you want, "Say something" about the post in the text field above your post
6. Click **Post to Facebook**

### Saving Flyer (to "My Marketing Center")

1. Click **Save** on left side of page
2. A "**Save a Marketing Item**" window appears. The name of the flyer is automatically entered, but you are able to change the name if you choose.
3. Click **Save** – your marketing item will save to "**My Marketing**" page.
4. To find **My Marketing** page – go to Home page, click on your photo on top right corner of page, and choose **My Marketing**.

## My Marketing

*Contains your library of Marketing Materials and your Saved Mailing Lists*

1. In upper right corner of home page, click on your profile photo, and choose **My Marketing**
2. A list of the flyers you've personalized will appear
3. You can **Download**, **Edit** or **Delete** by clicking on the icons on the far left column
4. You can also click on the **Saved Mailing Lists** tab to find any mailing lists you've saved.

### Email flyer to individual email addresses (and not to a contact list)

1. Click **Share** on left side of page
2. Choose **Email to a List** (max 50)
3. Click **Add Contacts**
4. Enter Name and Email, and click **Add**
5. Repeat this until you've added the people you want to send to
6. When you've entered all the contacts, click **Done**
7. A new window "**Email to a List**" appears, click **Continue**
8. A "**Send Email**" window appears – here you can fill out the Subject, Enter a message, add an attachment. When complete, click **Send Email**

### Email to a contact list

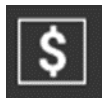
1. Choose flyer you want to email
2. Select **Share**
3. Select **Email to a List (max 50)**
4. Select **Browse** (Upload CSV)
5. Find your contact list – and click **Open**
6. Mapping – Choose name and email from dropdown
7. click **Next**
8. Click **Continue**
9. In "**Email to list**" window, click **Save** if you want to save the list for future mailings
10. If you want to save the list – name the list, and click **Save**

### Return to Home Page

1. Click on **Lawyers Title logo** in upper left corner of page



Navigation Quick Reference



Print Pricing Window



Save Marketing Item