

# Using Mark-It Advantage Xi Flyers

**Mark-It Systems, Inc.**

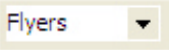
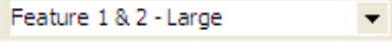


4190 S. 135<sup>th</sup> Rd

Bolivar, MO 65613

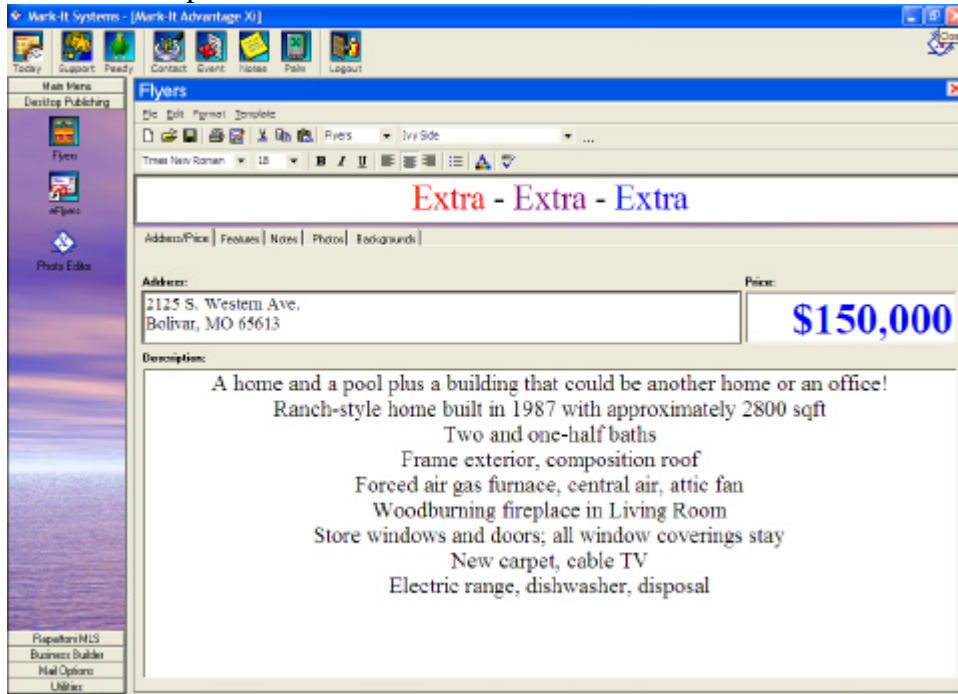
(417) 777-4674 Office

(417) 777-4329 FAX

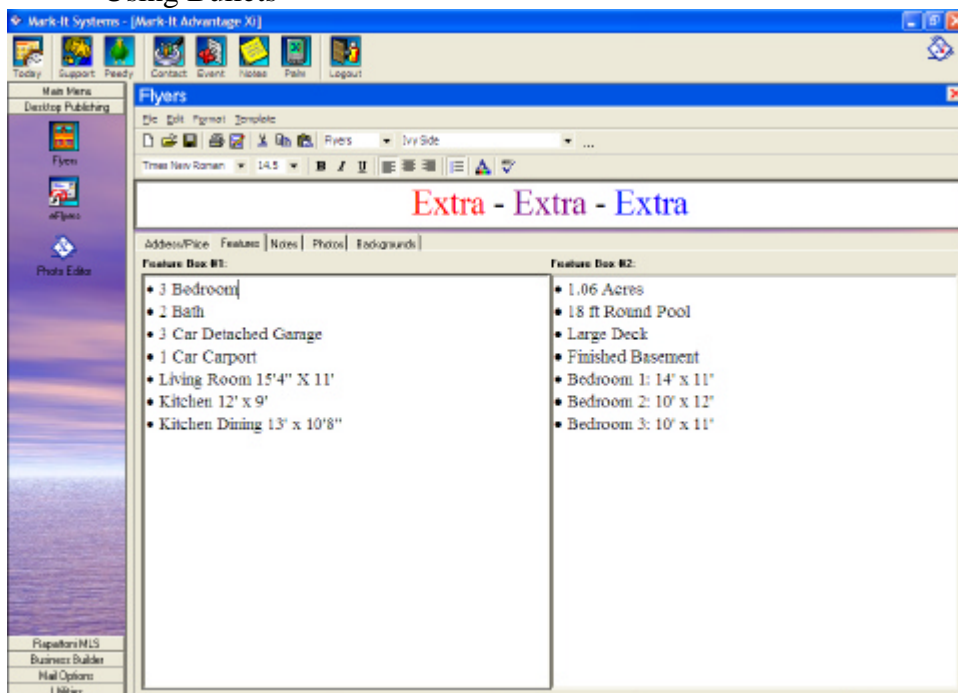
[www.AdvantageXi.com](http://www.AdvantageXi.com)  
[support@mark-it-systems.com](mailto:support@mark-it-systems.com)

- Initial Setup of System Images
  - Utilities > Mark-It Options Icon
    - Company (tab)
      - Slogan
      - Hotline #
      - Company History
    - Publishing (tab)
      - Bulk Rate Permit #
      - Page Header
      - Page Footer
      - Notice
      - Disclaimer
    - Images (tab) (user logos in old system)
      - Agent Photo
      - Agent Card
      - Agent Signature
      - Agent Logo
      - Company Logo (Small)
      - Company Logo (Large)
- How to get to the Flyers Module
  - Desktop Publishing > Flyers Icon
- Selecting the Flyer Type
  - Flyers, Trifolds, Cards
  - On the main screen use the dropdown arrow to select the flyer type
 
- What is a Template
  - A template is a predefined layout that contains instructions on where to print specific objects or content on a page. Objects can consist of Text, Lines, Boxes, Circles, Pictures, Formatted Text, Graphs and HTML content.
  - Using a template can reduce the time it takes to create flyers and other reports.
  - Simply enter the content on the input screen and let the template place the content on the page for you...
- Selecting the Flyer Template
  - Down Arrow (Use Keyboard Arrows To Move and See Preview and description)
 
  - [...] To Select more templates 
- Selecting the Preferred Templates using  Button
  - Select Flyer Type (Flyer, Trifolds, Cards)
  - Select individual Templates
  - Mark/Unmark All
  - Apply or OK

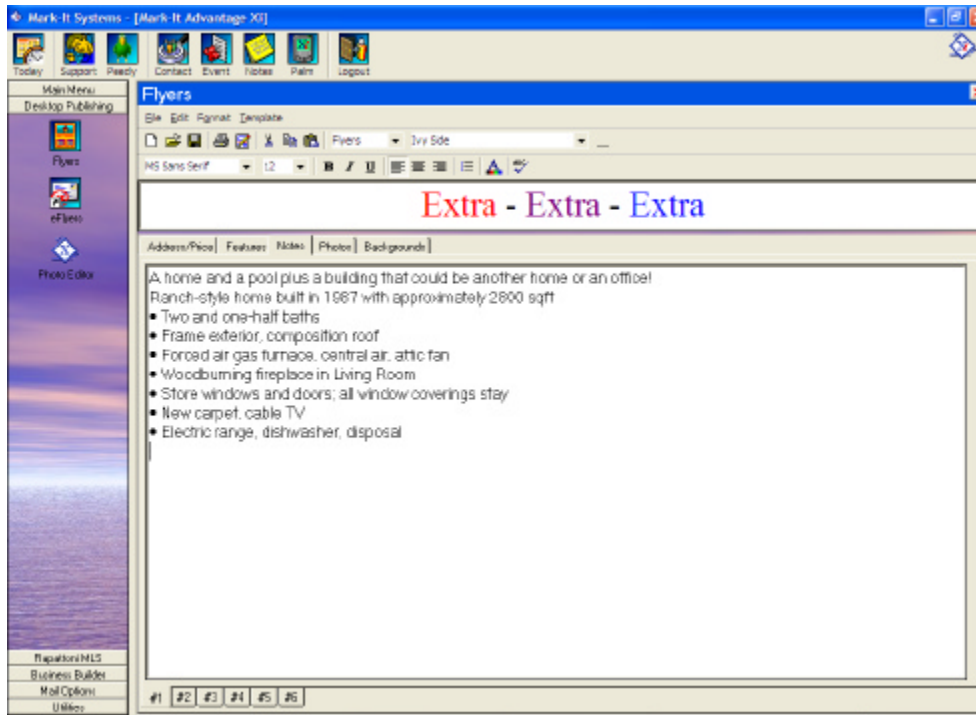
- Getting more templates
  - Design your own – See click trainings and other documents.
  - (417) 777-4674 to get other flyer packages
  - Fax a hand written design to (417) 777-4329
- Entering content based on the template selected
  - Heading (Extra – Extra – Extra) (This is for large font content)
  - Address Price (tab)
    - Address (multi-line)
    - Price
    - Description



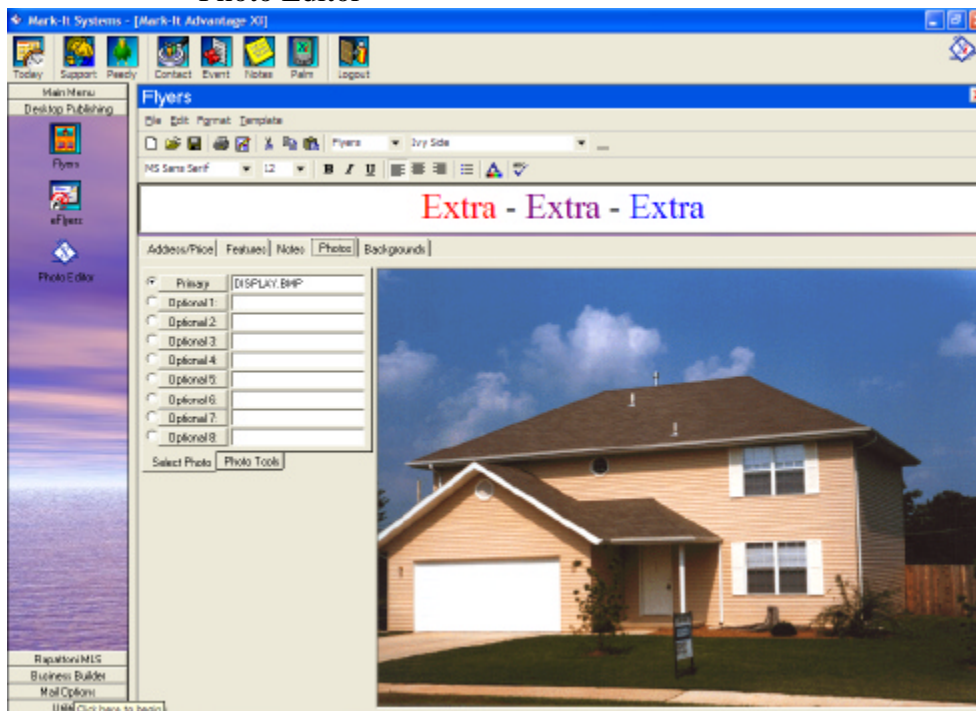
- Features (tab)
  - Features 1 & 2
  - Using Bullets



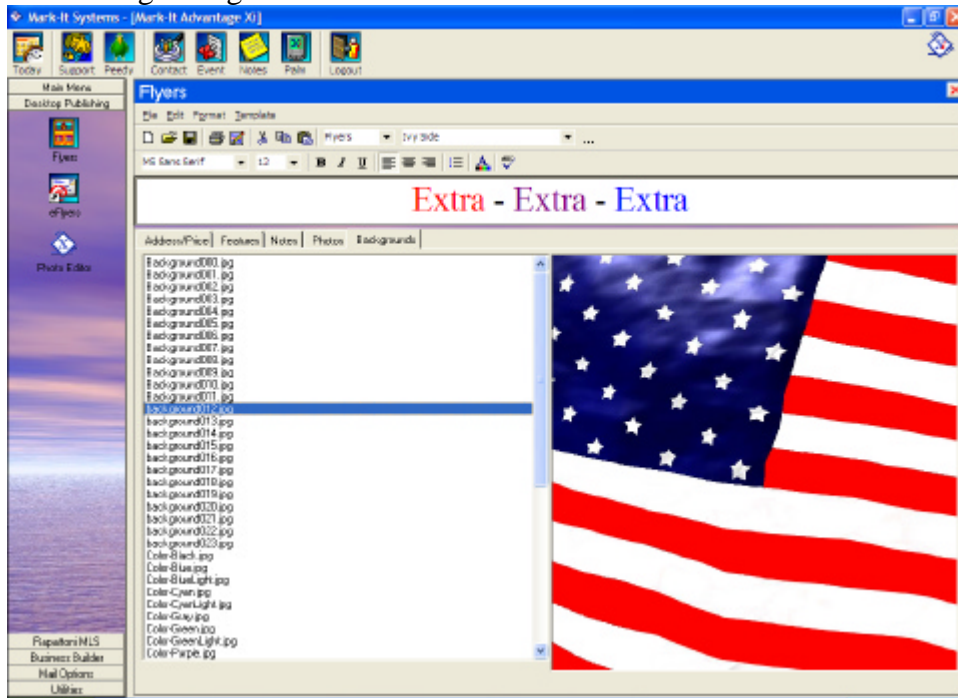
- Notes (tab)
  - Notes 1..6

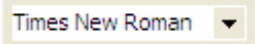
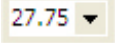














- Photos
  - Photo Preview Window
  - Selecting Photo
    - Primary
    - Optional 1..8 (depends on template)
    - Allows for full path
    - Caution using floppies and CD's
  - Photo tools
    - Photo Editor



- Backgrounds
  - Default (White) (Background000.jpg)
  - Background Images
  - Color Images
  - Logo Images



- Loading RTF File (Why would I want to do this?)
  - Click into a multi-line box (Description, Notes, etc..)
  - Edit > Load RTF > Select file > Open
- Formatting content
  - Changing Fonts
    - Font Name
      - Individual (Use the Dropdown on the bottom toolbar) 
      - Format > Font > select font
      - Format > All Same Font
    - Font Size
      - Drop down (use the dropdown on the bottom toolbar) 
      - Format > Font Size
      - User Entry
    - **Bold** 
    - *Italics* 
    - Underline 
    - Color 
  - Justification
    - Left Justify 
    - Center Justify 
    - Right Justify 
  - Bullets

- Spell Checking 
- Editing Content
  - Highlight the text you want to edit then click on
  - Edit > Cut or (Ctrl-X) or 
  - Edit > Copy or (Ctrl-C) or 
  - Edit > Paste or (Ctrl-V) or 
- How do I save my content?
  - File > Save
  - File > Save As...
  - File > Save with Template (Saves the selected template with the content)
- How do I open a previously saved flyer?
  - File > Open > Select the file > OK
- How to Print The Flyer
  - File > Print
  - Click on the Print Icon 
  - At the print options screen click Start
- How do I print multiple copies
  - Print Icon > Copies: (1..9999)
  - Start
- How do I change the assigned printer
  - Print Icon > Change... > Select...
  - Select the new printer, paper size, source then click [OK]
  - Click [OK] on Printer Choice
  - Click [X] in the Save options permanently if you want to keep the selected printer changes for this flyer template
  - Start
- How do I Preview the flyer
  - Print Icon > Direct to... > Preview
  - Start
- How do I Print the flyer without Preview
  - Print Icon > Direct to... > Printer
  - Start
- How do I Print to flyer to a file so that I can print on another printer
  - Print Icon > Direct to... > File
  - Start
- How do I print to an RTF File
  - Print Icon > Direct to... > Rich Text Format (RTF)
  - Click on the options button for additional options
    - Color Mode
    - Resolution
  - Start
- How do I print to an HTML File
  - Print Icon > Direct to... > HTML Format
  - Click on the options button for additional options
    - Resolution
    - Coordinates
    - All Pages in a single HTML file
    - JPEG Options
      - Colors
      - Quality (Compression)
  - Start

- How do I print to an Adobe PDF File
  - Print Icon > Direct to... > Adobe PDF Format
  - Click on the options button for additional options
    - Resolution
    - Transition effects
    - JPEG Options
      - Colors
      - Quality
    - Document
      - Title
      - Subject
      - Keywords
  - Start
- How do I print to an Multi-Mime HTML File
  - Print Icon > Direct to... > Multi-Mime HTML Format
  - Click on the options button for additional options
    - Resolution
    - Coordinates
    - JPEG Options
      - Colors
      - Quality (Compression)
  - Start
- How do I print to an XML File
  - Print Icon > Direct to... > XML Format
  - Click on the options button for additional options
    - Resolution
    - All pages in one single XML-file
    - JPEG Options
      - Colors
      - Quality (Compression)
      - As file
      - MIME encoded
      - None
  - Start
- How do I print to an BMP File (Uncompressed Image File)
  - Print Icon > Direct to... > Bitmap
  - Click on the options button for additional options
    - Color
    - Resolution
  - Start
- How do I print to an JPG File (Compressed Image File)
  - Print Icon > Direct to... > JPEG-Picture
  - Click on the options button for additional options
    - Color
    - Resolution
    - Quality (Compression)
  - Start

- How do I print to an EMF File (Uncompressed Image File)
  - Print Icon > Direct to... > Metafile (EMF)
  - Click on the options button for additional options
    - Color
    - Resolution
  - Start

NOTES: