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The KWU Training License puts KWU's training materials at your fingertips. Now you can download and print KWU training materials on your schedule and to suit your needs.

These instructions show you how to print and assemble Internet Lead Generation – Part 1 Online Marketing Strategy. Below you'll find step-by-step guidance for creating both a simple, professional version for personal use, as well as a high-end, professionally printed edition suitable for sharing with others.

Custom Printing Instructions for Internet Lead Generation – Part 1 Online Marketing Strategy [student version]

Option 1: Print at home or at the office

Materials needed:

- 1" 3-ring binder
- 88 sheets of 8.5 x 11 (letter size) paper (3-hole, if possible)

Instructions:

1. Print the pdf file KWU_ILG_Part_1_stud_manual_v3.2.pdf containing the text of the Online Marketing Strategy Manual [student version].
 - a. The file is formatted for 8.5 x 11 (letter size) paper.
 - b. The file contains color but you may print in black & white if you choose.
 - c. The file is set up for **2-sided printing** in order to conserve paper. You may print 1-sided if you choose.
 - d. If possible, print onto 3-hole paper. Otherwise, you will need to 3-hole punch the pages after the file is printed.
 - e. Place the printed pages into the binder.
2. Print the front cover KWU_ILG_Part_1_stud_coverart_v3.2.pdf. The pdf file is in color, but you may print in black & white if you choose. Slide the front cover into the sleeve of the binder.
3. Additional resources may be available on the toolkit tab. These items do not need to be printed to take the course.
4. Enjoy Internet Lead Generation – Online Marketing Strategy!

Option 2: Use a professional printer

Instructions:

1. Copy all of the files listed above to a CD-ROM, USB drive, or other media for delivery to printer.
2. The printer may ask you to fill out an authorization form stating that you have permission from the copyright holder. As a licensee under the KWU Training License you have authorization to complete this form. If the printer needs further verification, ask them to contact KWU Customer Service at 512-306-6236.
3. We recommend the following specifications for Internet Lead Generation – Online Marketing Strategy. Feel free to discuss other options with your printer.
 - a. 80# cover stock for front cover
 - b. Black Acetate back cover
 - c. 8.5 x 11 paper size
 - d. Color for front cover; black & white for interior pages
 - e. 2-sided printing for interior pages
 - f. Coil binding
4. To use one of Keller Williams' preferred vendors, please check the back side for detailed instructions.

KWU Customer Service

Still have questions? If so, call us! We are friendly, knowledgeable and efficient in helping you. Help is available weekdays, Monday through Friday, 9 a.m. – 5 p.m. CST. Call 512-306-6236 or email us at kwuhelp@kw.com.



With Office Depot Business Solutions Division as your printing partner, we are committed to providing the Keller Williams family with a high level of service and quality. Your competitively negotiated Keller Williams contract offers additional savings off the retail store's digital print pricing and your ordering time will be minimized through our custom ordering process. We look forward

to working with you and helping you succeed in meeting your goals.

How to print with Office Depot:

Online – Simply visit our custom Office Depot/Keller Williams portal and click the KWU Printing option to place your order for printed materials. https://odams.officedepot.com/registrations/keller_williams_welcome.php Fill out the request form and you will be contacted by our Printing Team to confirm the specifications of your request. If you have any questions, please contact richard.merten@officedepot.com for assistance.

In Store – By registering your credit card through the Office Depot/Keller Williams portal, Keller Williams associates can utilize any of our 1,100 retail locations Design, Print and Ship Centers. A registered card ensures the Keller Williams contract pricing is provided at time of order. Visit our portal to register your credit card and take advantage of the program savings. https://odams.officedepot.com/registrations/keller_williams_welcome.php

For any other questions, simply email kwprinting@officedepot.com with your request and a response will be received from our Keller Williams Printing Team to discuss specifications of your project. If you have any questions, please contact richard.merten@officedepot.com.

FedEx Office is your access for on-demand printing solutions, accessible from anywhere at any time.

How to print with FedEx Office:

Online – Go to <https://docstore.fedex.com/kellerwilliams>. Keller Williams Realty has stored all of your training and educational materials on the Keller Williams DocStore Catalog; so there is no need to upload anything. If you want to print any of your other electronic documents, you can use the **Send and Print** tab. Be sure to **Register** to save and track all of your information and orders.

In store – Visit any of the more than 1,800 locations nationwide, including hundreds open 24 hours a day, seven days a week. Simply present your national discount number: 8400058013; this will ensure that you get the Keller Williams corporate pricing. To find a location near you, go to fedex.com/office and enter your ZIP code.



Keller Williams Realty has partnered with OfficeMax, offering access to exclusive members-only benefits with a savings of up to 60 percent online and in retail locations.

OfficeMax Document Manager is the new online tool designed to help your company manage and control your print processes while providing a comprehensive suite of printing services. Print on demand will give you access

to current materials and eliminate storage and shipping, resulting in lower operating costs and saving you valuable time.

How to print with OfficeMax:

Online – Access materials through a secured Website and place an order online, log on to <https://impressconnect.officemax.com/branding/kellerwilliams?code=589504811>.

In store – OfficeMax has more than 900 retail locations. Visit www.officemax.com for the location nearest you. Present your Retail Connect Card and receive Keller Williams Realty negotiated price for all of your print and office product needs.

For further information or to register for online access, please contact Customer Support at 877-267-2629.