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## Working with Advert Templates

Z:\propertypro\templates

Right click template and choose Copy – and work with the duplicate file.  
Remember to keep the word “advert” in the file name so that it is available in the drop down selection when creating an advert.

To open the template (and avoid opening a new document based on the template), right click the template and choose Open.

### View Bookmarks and Text Boundaries

- Choose Tools, Options

Tick Bookmarks and Text boundaries

The advert template comprises:

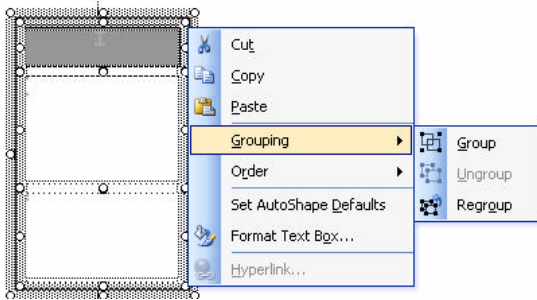
Text boxes to hold the Price, Picture, and Text

Bookmarks **I** to bring in data and photos.

## Working with Text Boxes

### Selecting and Grouping

- First select a box and its contents by drawing a “net” around the box



- While selected, click the right mouse button and choose Grouping, group.

This enables you to copy and/or size the group as one object.

### Adding a Box

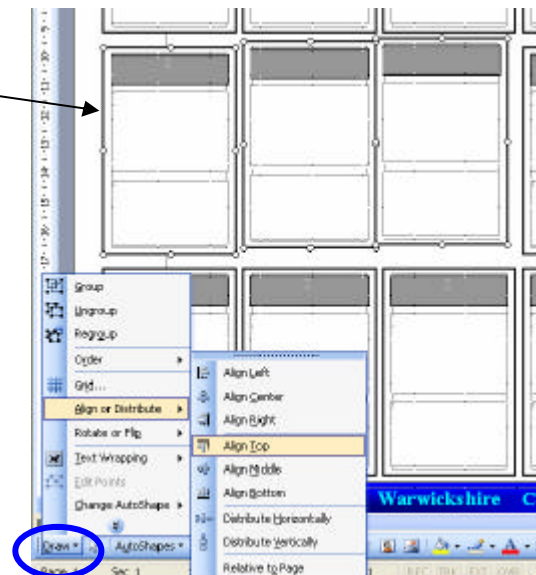
- Copy the previously grouped box and paste

*Tip: While the box is selected, press Ctrl+D, which will duplicate the selected object*

### Aligning Boxes

- Select the boxes to be aligned (click and hold down the Shift key to select more than one box)
- On the drawing toolbar, choose Draw, Align or Distribute, Align top or Align bottom.

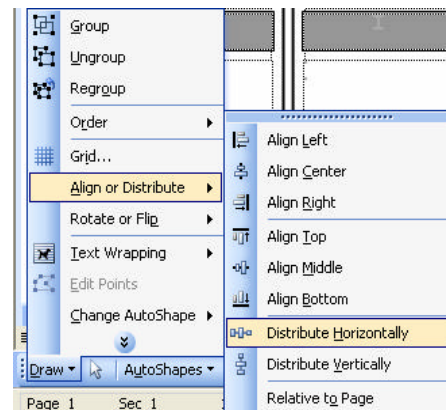
Align top will align everything selected to the topmost box, and bottom to the bottom most.



## Spacing Equally

- Select all boxes along the horizontal  
(*click and hold down the Shift key to select more than one box*)
- Choose Align or Distribute, Distribute horizontally.

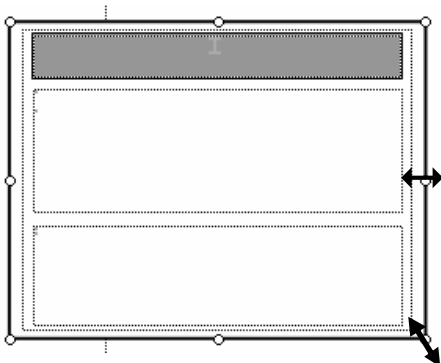
The boxes will be distributed evenly between the left most box and the right most box.



## Sizing A Box

If the box is grouped, sizing the outer box will automatically size the inner text boxes.

It is better to ungroup the box and size the outer box first. It is then easy to adjust the inner text boxes to fit, using align and distribute.



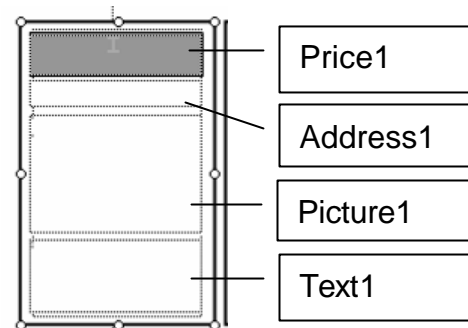
Remember: the picture text box can be resized, but has to keep the same ratio so that the photos fit properly. To achieve this, *hold down the Shift key while sizing it from the corner.*

- Click the outer box to select it
- Drag a middle selection handle to stretch/shrink the box vertically or horizontally
- Drag a corner handle to stretch it vertically and horizontally at the same time

## Working with Bookmarks

### Inserting/Changing Bookmarks

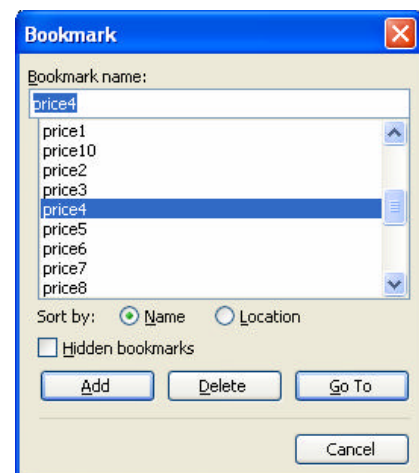
Each box holds its own bookmarks. The bookmarks in first box are numbered as in the illustration – the second box will have Price2, Address2, Picture2, Text2, and so on.



If boxes have been added or deleted, the bookmarks will have to be renumbered.

(If the box is grouped, ungroup by right clicking, and choosing Grouping, ungroup.)

- Click into the Price box on the template
- Select Insert, Bookmark
- Either select or type in the price bookmark and number and click Add.
- Click into the Picture box and insert the correct picture bookmark, and then do the same for the Text.

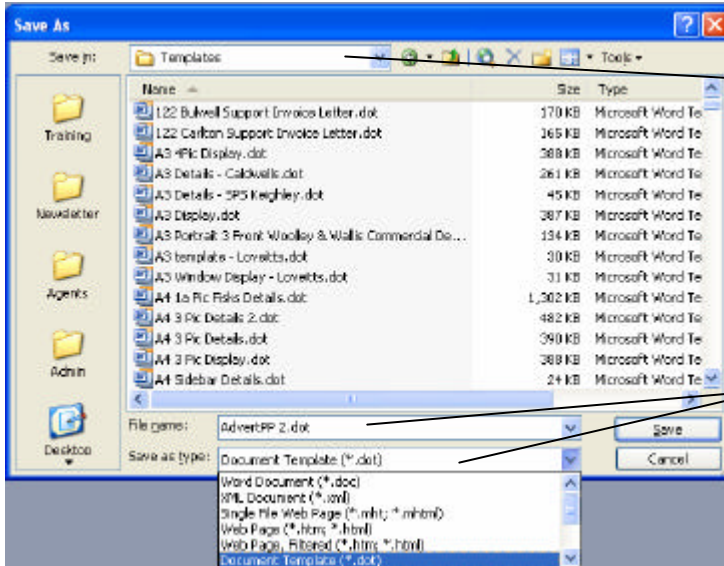


**Note:** If internal photographs are included, they are also numbered sequentially: Picture 1a, Picture 1b, Picture 2a, Picture 2b, and so on

## Saving the Template

- Choose File, Save As

It is essential to remember the following points:



It must be saved in the Templates folder in PropertyPro

The template must be saved with the word "advert" in the file name and .dot as the file extension

The template will now be available when creating the newspaper advert.

## Autotext

Any amount of text and its formatting, or graphics, or a mixture of both, can be saved as an Autotext entry and then recalled when required. This is useful for all users of Word, and in the later versions of Word saved Autotext entries can be recalled in Excel and PowerPoint.

To automate Word further, you can add or modify the menu items, add buttons on the toolbar, and add key strokes to recall these Autotext.

### Create an Autotext entry

Select the text to be saved or graphic (or both)

- Press Alt+F3
- Type a short memorable name for the entry and click OK



The entry will be saved with the Template you are working with (usually the Normal template)

### Recall Autotext

- At the point where you want to insert the Autotext, type the name you gave and press F3

Or

- Choose Insert, Autotext, and select your Autotext entry

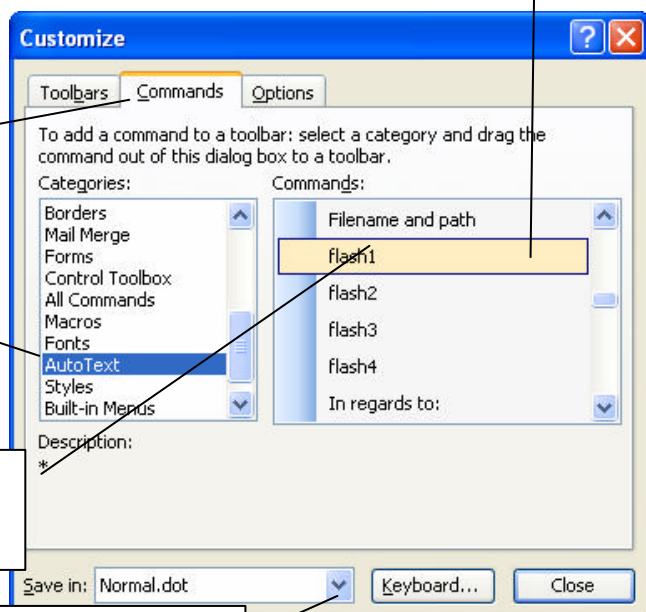
### Adding an Autotext to the Toolbar

- Right click the toolbar area and select Customise

Select Commands

Choose Autotext

Click and drag your Autotext up to the required position on the toolbar



If working in a template, choose the template from the drop down box so that the toolbar is only available in this template

## Property Flashes

Flashes are created using drawing objects and WordArt. You may have created your own flashes, or there may be a menu added to your advert template.

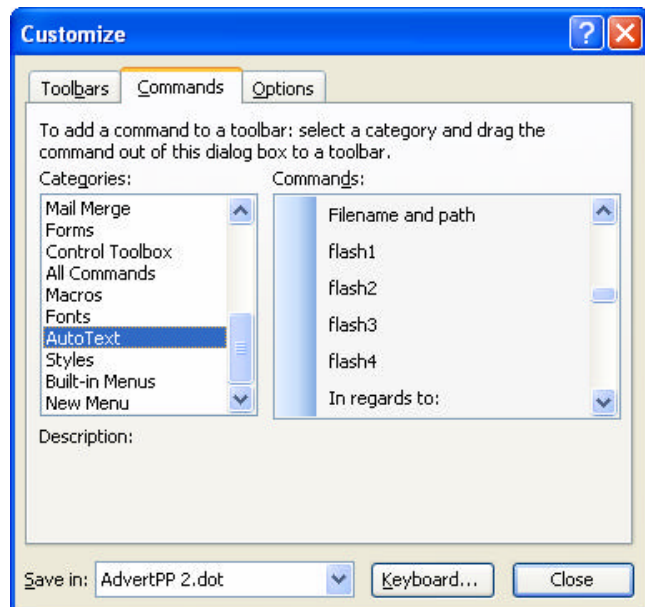
It is possible to create more flashes by modifying an existing flash, saving it with another autotext name and then adding it to the toolbar or menu.

### Modify Flashes

1. Right click an existing flash and choose Ungroup.
2. Double click the flash to edit the text – and maybe the size
3. Select the shape and text, right click and choose Regroup
4. Save as another Autotext (select it, press Alt F3 – and name it).

### Add the Flash to the toolbar or menu bar

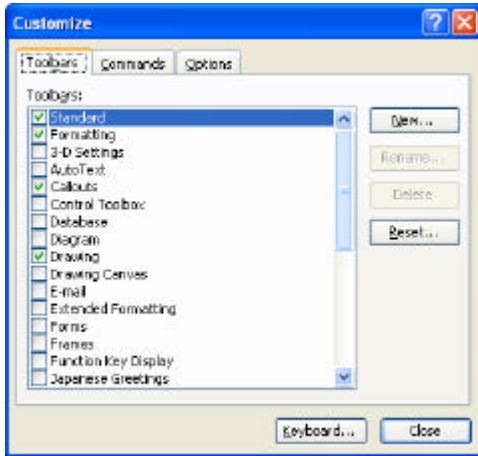
1. Right click the toolbars and choose Customise
2. Select Commands, and under Categories, choose Autotext
3. Find your new Autotext item and drag it up to the Property Status Toolbar (if one exists) or Menu



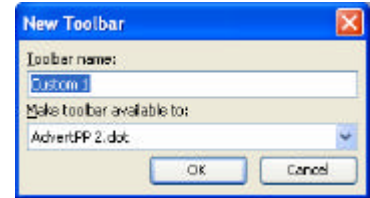
You can create a new menu item or a new toolbar specifically for these flashes, which can be made available only when using the template.

## Create a new Toolbar

Right click the toolbar area and choose Customise



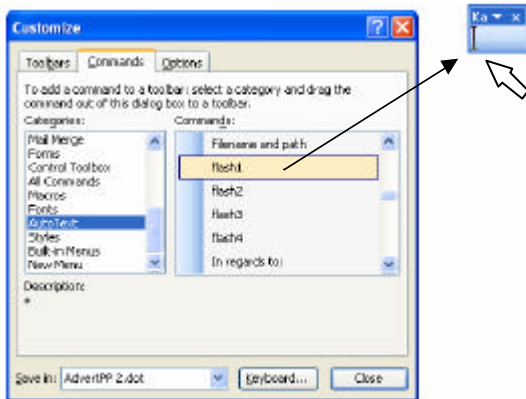
- Click New and enter a name for the toolbar.



This will create a new “floating toolbar”. You can then add buttons to it representing the flashes.



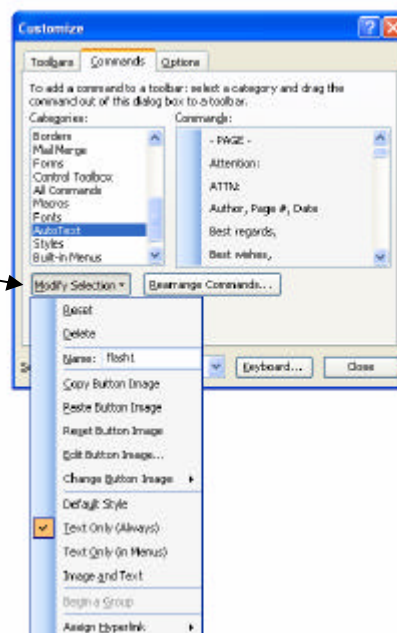
## Add items to the new Toolbar



- Right click the toolbar area and choose Customise.
- Under the Commands tab, select Autotext.
- Click and drag the autotext item to your new toolbar.

While the new button is selected, you can click Modify Selection

And change the name or even replace the name with a picture





## Create a new Menu item

- Right click the toolbar area and select Customise

Select Commands

Choose New Menu

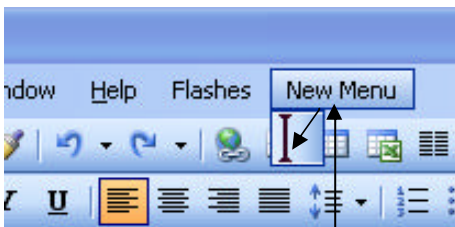
Click and drag the New Menu up to the required position on the menu

Modify Selection to rename the menu

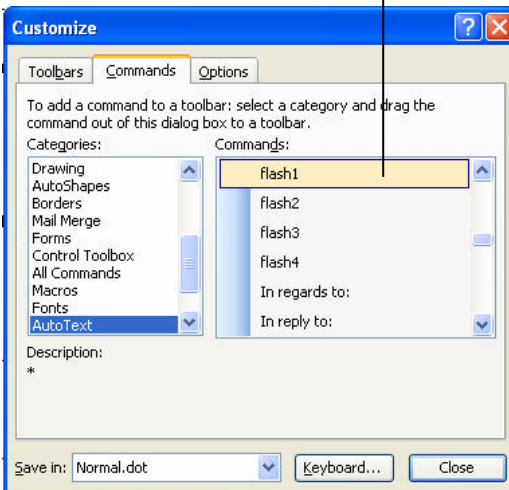
If working in a template, choose the template from the drop down box so that the toolbar is only available in this template

## Add Items to the new Menu

- Right click the toolbar area and choose Customise.



- Select Commands and choose the item you want to add to the Menu
- Click and drag the item up to the new menu and still holding down the mouse button, wait for a button to drop down



- Drag the mouse down into the button and drop the item into position



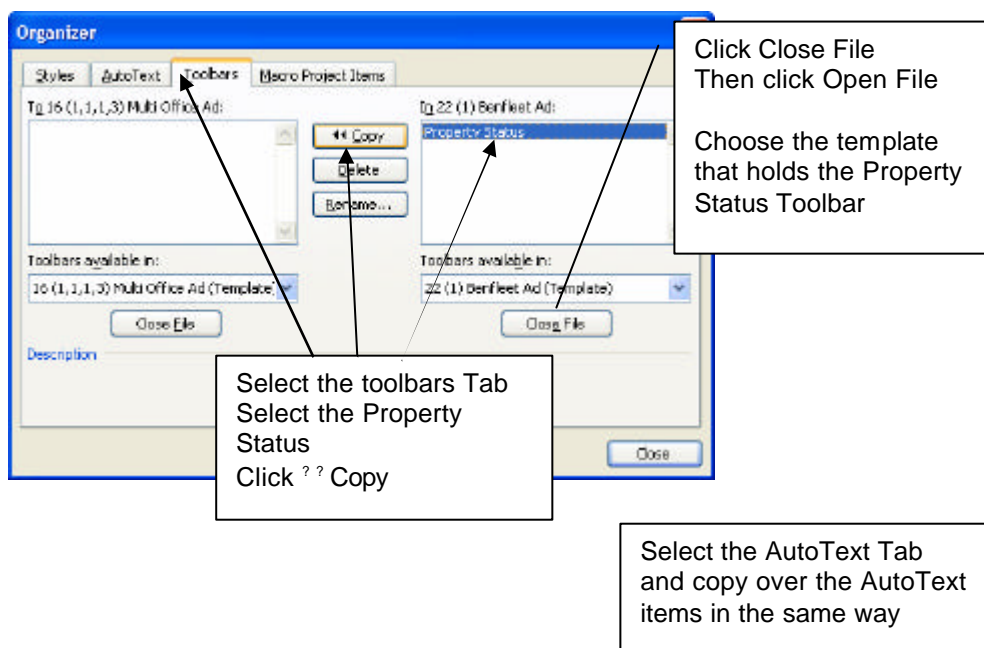


## Copy Autotext and Toolbars from one Template to another

**Note:** The Toolbar and Autotext entries are usually saved to the Normal Template (which is individual to each p.c.)

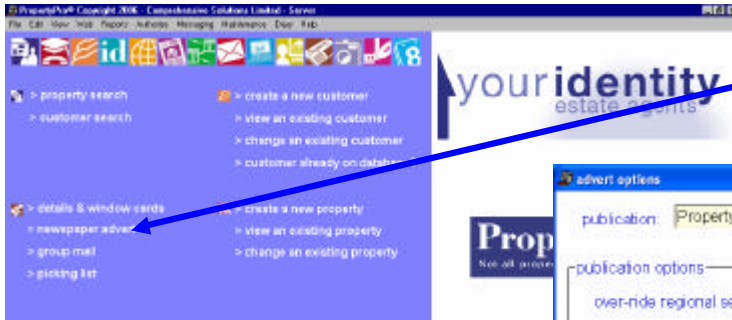
To be able to copy the toolbar and Autotext entries to other templates so that others can use them, they have to be saved to the advert template.

1. Open the template that you want to copy the Flashes to (*don't double click the template – right click it and choose Open*)
2. Choose Tools, Templates and Add ins



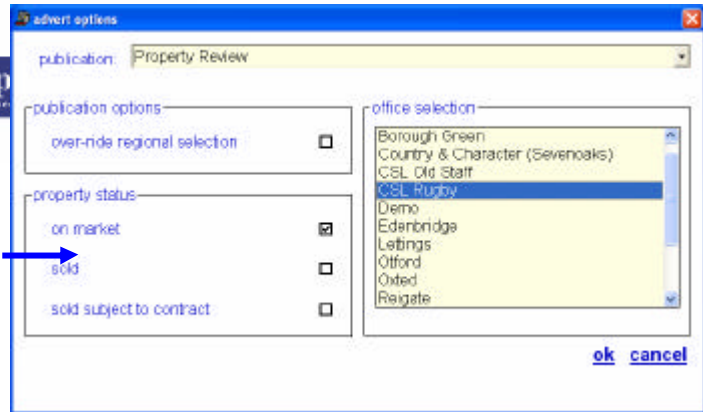
The Property Status toolbar and Flashes will now be available in the new template. To view this toolbar, right click the Toolbar area and choose the Property Status toolbar.

## Preparing the Advert



Select 'Newspaper Advert'

Choose the name of the publication.  
Select the property status of properties to be advertised.  
Select the Office



➤ This will produce a list of properties available to advertise:

Address	Postcode	Price	Status	Last Ad	Price Change	10/03	12/03	25/03	27/02	20/02	13/02	06/02
16 Greenside Close, Nuneaton		£154,000	For Sale	16/01/2007								
56 Rose Way, Chichester	GL7 1PE	£150,000	For Sale									
Parishrees Willowhayne Close, Littlehampton	BN18 1PF	£150,000	For Sale	23/01/2006								
150 Somers Road, Rugby	CV22 7DE	£150,000	For Sale	05/01/2005								
229 Osborns Road, Nuneaton	CV11 5NB	£145,000	For Sale	30/03/2007								
200 Hillmorton Road, Rugby	CV22 5AP	£140,000	For Sale	17/09/2007	15/05/2001							
8 Tipth Close, Nuneaton	CV11 4EU	£132,000	Offer Made	16/03/2006								
12 Naylor Close, Rugby	CV21 1XG	£130,000	For Sale									not set
13 Church Langley Road, Church Langley		£130,000	For Sale	16/11/2005								not set
22 Ransome Road, Nuneaton		£128,500	For Sale	26/02/2007								not set
9 Church Langley Road, Church Langley		£125,950	For Sale	30/09/2005								not set
789 Lower Bath Street, Northampton	NN1 2RE	£125,000	For Sale	26/02/2007	01/02/2002							not set
2 Foleshill Enterprise Pk, Coventry	CV8 5NK	£125,000	Accepted	17/09/2007	16/02/2001							
Plot 33 Hall Park, Kettering		£124,000	For Sale	17/09/2007								
5 Littlehampton Road, Worthing		£122,950	For Sale	24/09/2005								
3 Church Langley Road, Church Langley		£122,950	For Sale	23/01/2006								
Plot 31 Hall Park, Kettering		£122,150	For Sale	17/09/2007								
Plot 31 Hall Park, Kettering		£122,150	For Sale	17/09/2007								
Plot 53 Pritchley Grove, Kettering		£121,500	For Sale	25/07/2007	25/01/2002							not set
8 Pendred Road, Rugby	CV22 7BS	£120,000	For Sale	23/11/2006								not set
8 Rankin Close, Rugby	CV21 1HD	£119,950	For Sale	23/11/2006								not set
169 Gadsby Street, Nuneaton	CV11 4PE	£115,000	For Sale	30/03/2007								not set
255 Higham Lane, Nuneaton		£110,000	For Sale	10/09/2006								not set
78 Midway Avenue, Nuneaton		£109,000	For Sale	14/02/2006								not set
4 Hill Farm Avenue, Nuneaton		£100,000	For Sale	17/09/2007	01/01/1998							not set
12a Anchor Street, Southport	PR9 0UT	£100,000	For Sale	17/09/2007								not set
Top Floor Flat 22 Manor Gardens, London	N7 6JK	£100,000	For Sale									not set
25 Somers Road, Rugby	CV22 7DE	£100,000	For Sale	10/01/2007								not set
22 Newdgate Street, Nuneaton	CV11 4EU	£100,000	For Sale									not set
Po Box 7237, Colchester	CO6 4WH	£100,000	For Sale									not set
788 Somers Road, Rugby	CV22 7DE	£100,000	For Sale	23/11/2006								not set
1 Stockwell Gate, Mansfield	NG18 1JY	£100,000	For Sale	19/11/2007								not set
Colebar 1, Emeraldale Close, Kettering	NN16 8UQ	£100,000	For Sale	18/01/2006								not set
Why Rols Park, Chagwell		£100,000	For Sale	17/09/2007	06/03/2001							not set
30 Tuliver Road, Nuneaton		£99,999	For Sale	17/09/2007	11/09/2000							not set
5 CE, Ingatstone		£97,000	For Sale	05/02/2007	25/05/2003							not set
21 Hillside Drive, Nuneaton		£87,500	For Sale	17/09/2007								not set
19 Kingsway, Nuneaton		£82,500	For Sale	17/09/2007								not set
50 Millard Avenue, Nuneaton		£38,950	For Sale	17/09/2007								not set

These can be sorted by clicking on any of the column headings. This example has been sorted in price descending order.

Colour coding shows how many times a property has been advertised.

Highlight the properties to be included – the number to fit the template you will be using for the chosen newspaper.

- 'fast ad' will create an advertisement with the main property picture, advert text, advert address and price, showing the most expensive property first.
- 'Pictures & text' can be used to create a folder with all text and pictures, suitable to zip and email to a newspaper
- Otherwise, select 'assemble advert'

## Assemble Advert

You will be prompted to save document

Change font names and sizes, if required

The Document is ready for checking and editing

- When the document is prepared, minimise and record that the properties have been advertised

Property	Advertised	Paper	Description	Budget	Cost	Total Spent
22, Whitehall Park, London N19 3FS	Yes	Gazette		60.00	60.00	60.00
22, Hill Farm Drive, Ploagh Hill Rd	Yes	Gazette		60.00	60.00	60.00
17, Hillside Gardens, London NW5	Yes	Gazette		60.00	60.00	60.00
22, Waterbridge Gardens, Covent	Yes	Gazette		60.00	60.00	60.00
5, George Fox Lane, Ferry Drayc	Yes	Gazette		60.00	60.00	60.00
269, The Long Shear, Mallowton LE	Yes	Gazette		60.00	60.00	60.00

Selected Row  
 Property: 22, Whitehall Park, London N19 3FS | 120100027 | Advertised: Yes

Record advertising as: All None OK

## Prepare document for the Newspaper

To complete the process, ready for the newspaper.

- Open the Word document and select File \ Print and then select the printer for Adobe Acrobat (either Acrobat Distiller or Adobe .pdf writer, depending on version).
- You will now be prompted to save the file as a .pdf.
- The last step is to select 'Plug-Ins' \ Quite a Box of Tricks and then click 'Apply'.
- You should then save this colour separated file. You may wish to give this a different filename and save in a different folder to show this is the file ready for delivery to the newspaper.
- This file can then be uploaded directly to your newspaper by logging onto the Adfast website at [www.adfast.co.uk](http://www.adfast.co.uk) and selecting 'Upload Artwork'.