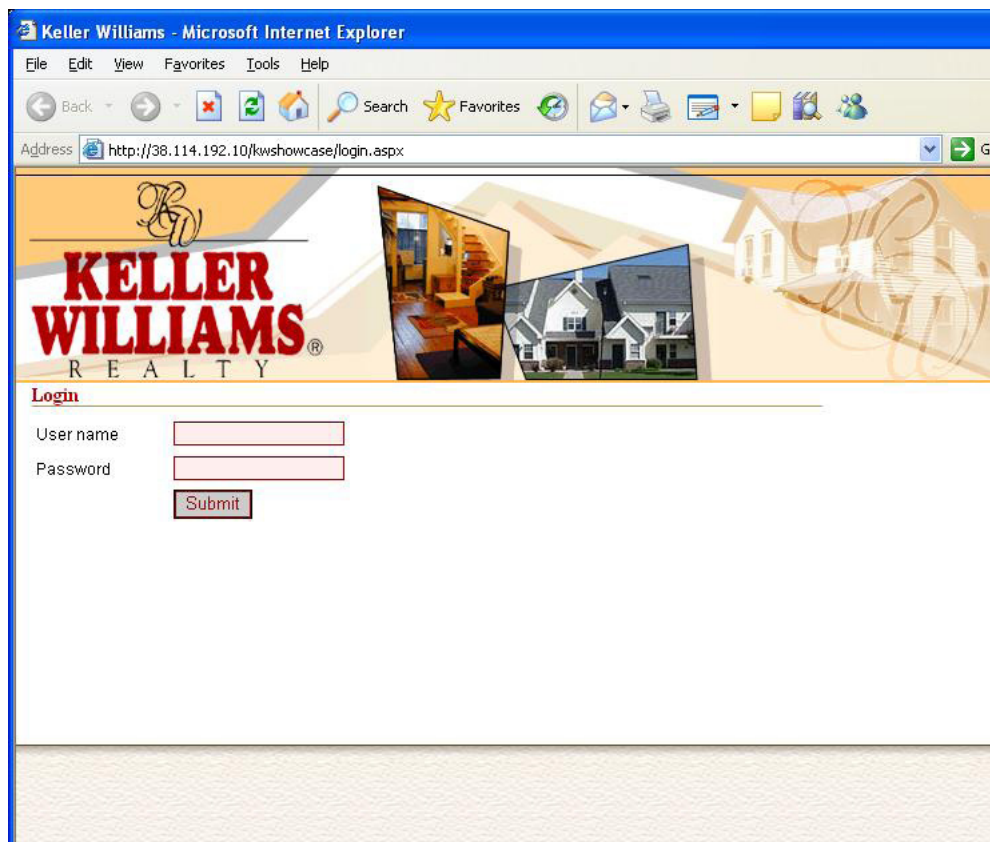


# KELLER WILLIAMS

## Showcase of Homes magazine

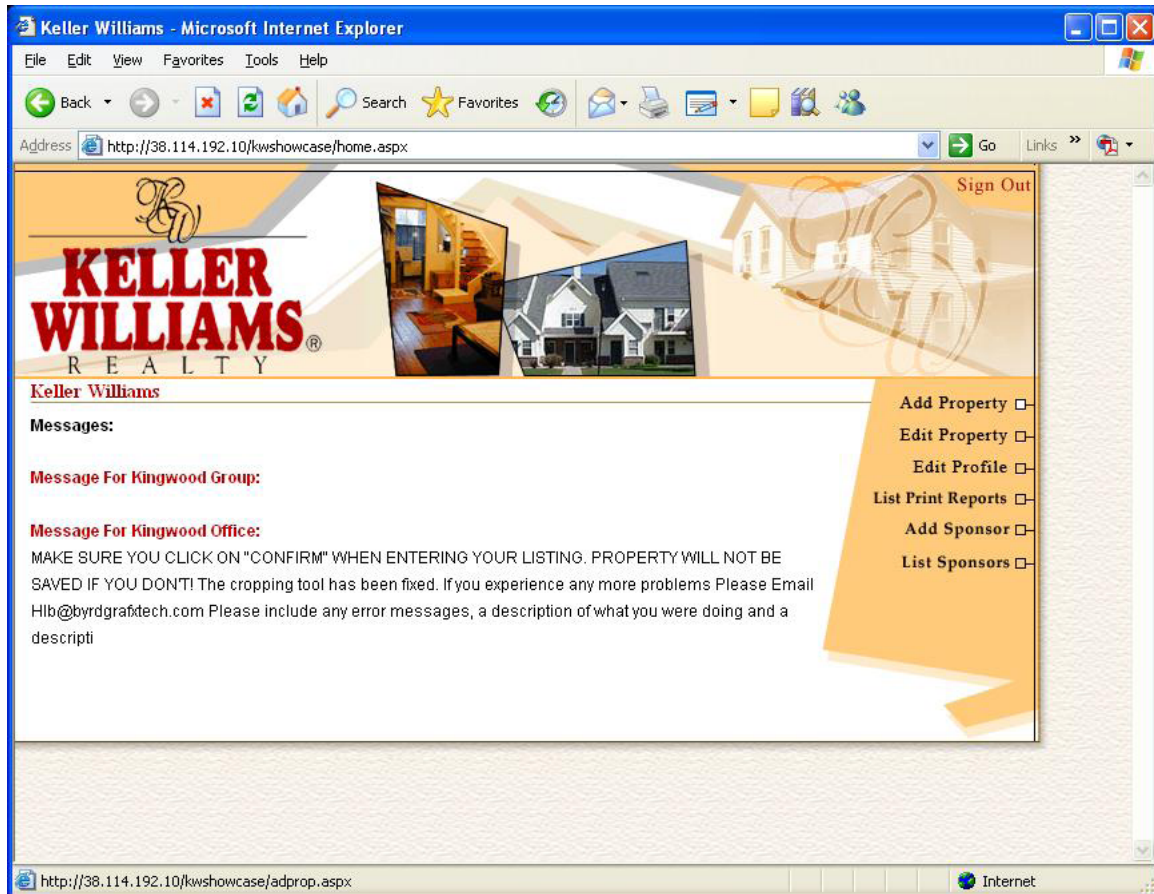
1. Using an Internet browser, go to <http://www.kw-showcase.com>.  
The web site is optimized for Microsoft Internet Explorer, but should work with most web browsers.



2. Enter your user name and password

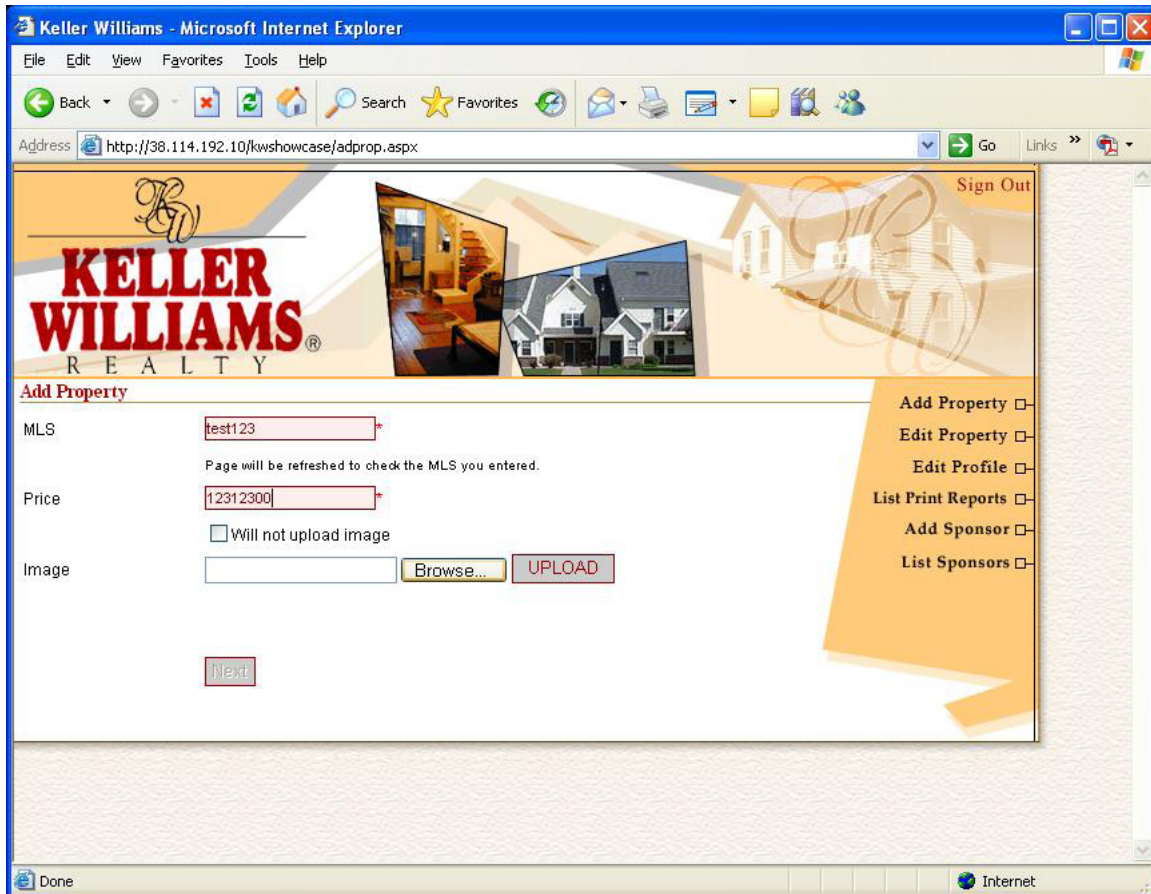
The next screen gives you messages from your office administrator and any messages from the web site sys-admin

This is also the start page for adding or editing a listing.



Select ad property or edit property. See page 7 for edit procedures.

Select "Add property"



1. Enter your MLS number, there will be a slight pause and the screen will flicker while the system checks to be sure there are no duplicate MLS numbers.

2. Enter the price, use whole numbers. No decimal point nor \$.

If you do not have your image ready you can check the box “Will not upload image” you can upload it later.

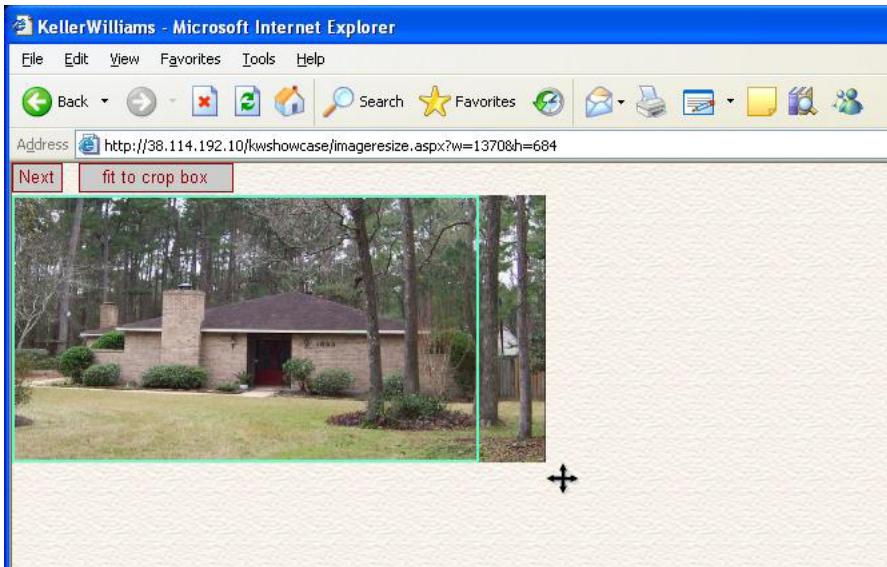
3. If your image is ready and on your local system click “Browse” and navigate to the picture on your local system.

4. click “Upload” the system will upload your image. When the image is uploaded you will receive a message “File uploaded successfully” and you will get a thumbnail image of the file that uploaded. Please wait, depending on your internet speed it may take a few minutes.

5. If it is the correct image click “Next”

You will be taken to the cropping tool, page

The first image on the cropping tool will be the image cropped to the controlling dimension



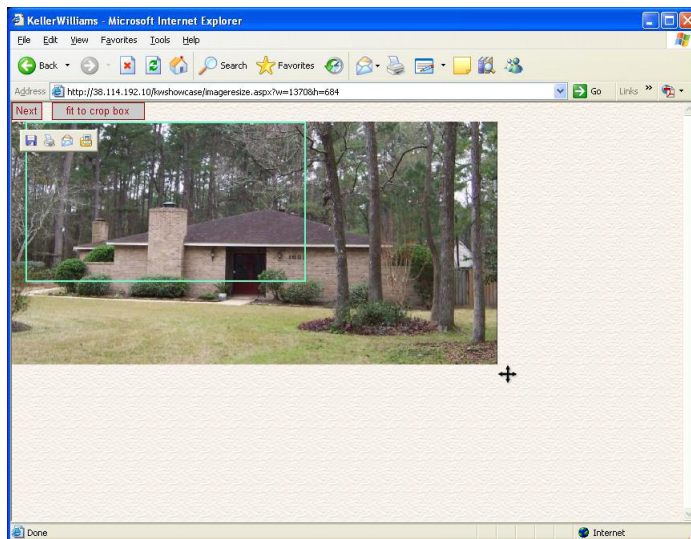
The controlling dimension is the smallest percent of change either horizontal or vertical.

Please note the pictures are landscape (wider than tall). Photos should be taken at your cameras maximum quality in landscape mode.

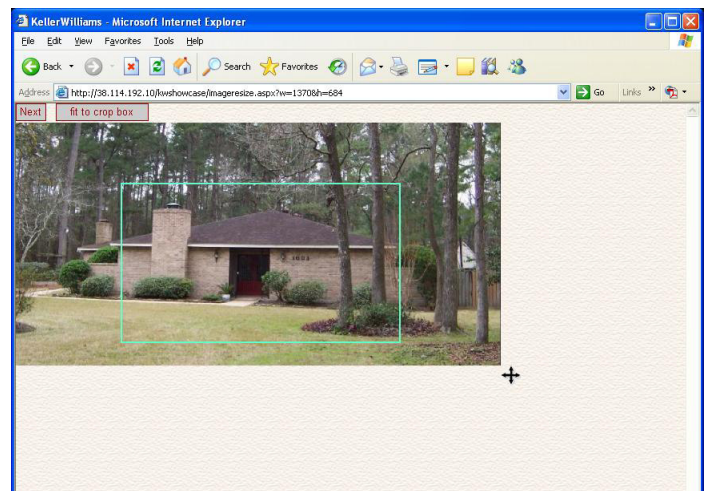
The green box represents the area of your picture that will be displayed in the magazine. You can place your cursor in the crop-box and drag it to best display your listing.

At the bottom right corner of your picture is a “plus” sign if you click it and drag it you can enlarge the picture to better display your listing.

You can return to how it was when you first opened it by clicking “Fit to crop box”



Enlarge



Then redrag the green crop-box to best display your image.

You cannot reduce the image size so that any dimension becomes smaller than the crop-box

Once you have the image as you like it click “Next”

The next page is your data entry page. Fill this out as thoroughly as possible. Fields marked with an “\*” are required and the site will not progress unless they are filled completed.

When you have completed this page click “Next” at the bottom of the page you will be taken to a proof of your listing for the magazine and newspaper proof.

**Keller Williams - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://38.114.192.10/kwshowcase/adpropform.aspx> Go Links

# WILLIAMS REALTY

**Add Property**

- Add Property
- Edit Property
- Edit Profile
- List Print Reports
- Add Sponsor
- List Sponsors

MLS:

Agent:

Keymap:

Lots Land Lease:

Caption:   
50 characters left.

Description:   
250 characters left.

Address:

City:

State:

Office:

Print Group:

Group:

Location:

**Owner Info**

Owner First Name:

Owner Last Name:

Owner Address:

Owner City:

Owner State:

Owner Zip:

Owner Phone (555)555-5555:

**Newspaper**

Newspaper Title:   
22 characters left.

Newspaper Description:   
133 characters left.


Keller Williams - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://38.114.192.10/kwshowcase/propsummary.aspx>


**Add Property**

Showcase Ad Preview:



**NEW Home**  
great place to raise kids  
\$ 12312300 **test123**

Newspaper Ad Preview:



Office IH10  
Group San Antonio  
Location Highlands  
Print Group

**Owner Info**

Owner First Name	Joe
Owner Last Name	Smith
Owner Address	456 IH10 N
Owner City	San Antonio
Owner State	TX
Owner Zip	75488
Owner Phone	(555)555-5555

**Newspaper**

Newspaper Title  
Newspaper Description

Date Created 2/5/2007  
Date Modified 2/5/2007  
Item Created By aackman  
Item Modified By aackman

Done Internet

If you need to make changes click the edit button.

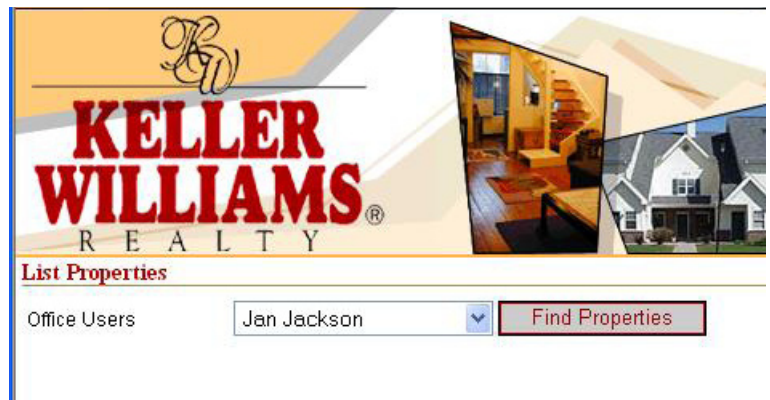
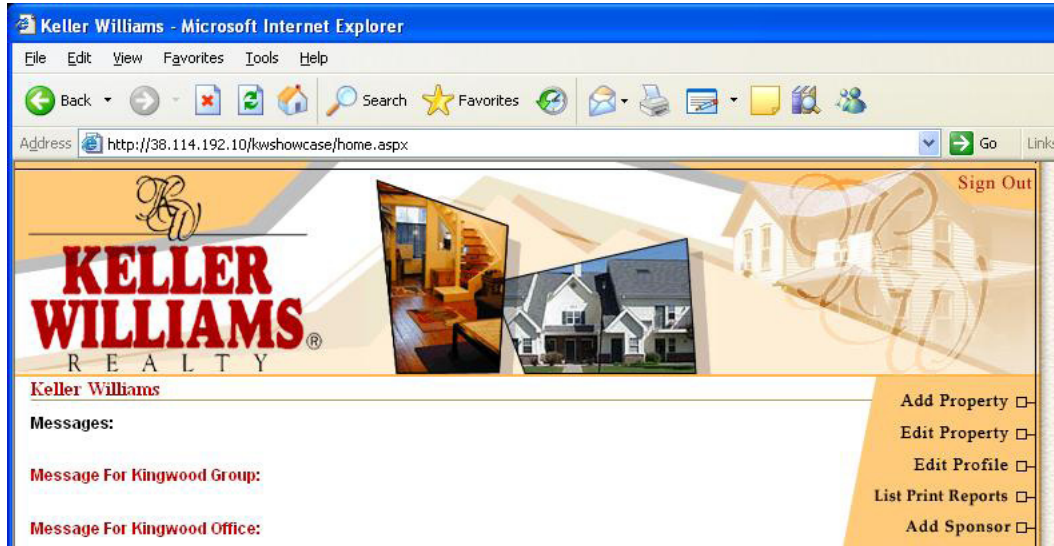
If you want a printout of this “confirmation” page click “Open print page” your computers print dialog page will open and you can print this page to your local printer.

Once you click “Confirm” your listing will be written to the web site data base.

IF you do not click “Confirm” the listing will not be in the magazine.

## EDIT A LISTING

Select "Edit Property"



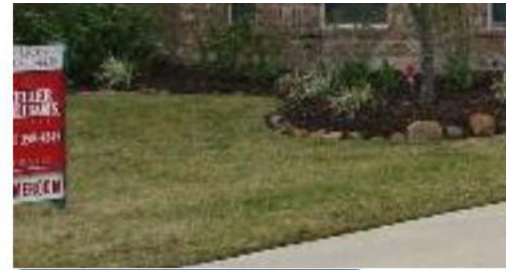
You will be taken to a find listings page, your name will already be in the search bar. You can click the down arrow beside your name and display all the agents from your office select find properties and you will be able to view a list of all properties belonging to the agent you select. But you can only edit your own listings.

Jan Jackson's properties:

No	MLS	Address	Price	Created by	Modified By	Edit	Delete
1	<a href="#">1071066</a>	18334 Enchanted Rock	299,900	jacksjan	jacksjan	<a href="#">Edit</a>	<a href="#">Delete</a>
2	<a href="#">181240</a>	19315 Belleau Wood Drive	399,000	jacksjan	jacksjan	<a href="#">Edit</a>	<a href="#">Delete</a>
3	<a href="#">2016240</a>	3707 Scenic Valley Drive	149,900	jacksjan	jacksjan	<a href="#">Edit</a>	<a href="#">Delete</a>
4	<a href="#">5275069</a>	25 Artesian Way	224,875	jacksjan	jacksjan	<a href="#">Edit</a>	<a href="#">Delete</a>
5	<a href="#">5523249</a>	3807 Haven Pines	139,900	jacksjan	jacksjan	<a href="#">Edit</a>	<a href="#">Delete</a>
6	5762117	12110 English Brook Circle	118,899	iacksian	iacksian	<a href="#">Edit</a>	<a href="#">Delete</a>

Select the listing you wish to edit and click the blue "Edit"

Please note by selecting "Delete" you can also delete listings from this page, . But you can only delete your own listings.



[Change Image & MLS & Price](#)

[List Print Reports by MLS](#)

If you want to edit the Price, change the Image or MLS number click the Change image & MLS & Price button

Other than the MLS, Price, Image this page works just like the add property data page.