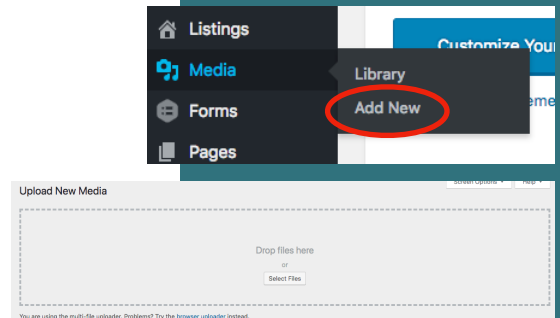


# Listing Properties

## //01

### UPLOAD LISTING FLYER, MAPS & IMAGES

1. From the Dashboard, hover over MEDIA and select ADD NEW.
2. Drag the selected files (including all photos (>1000pixels and file name that's relevant, not IMAGE2938z), flyers in pdf format and into the "Drop Files Here" box.




## //02



### ADD NEW Listing

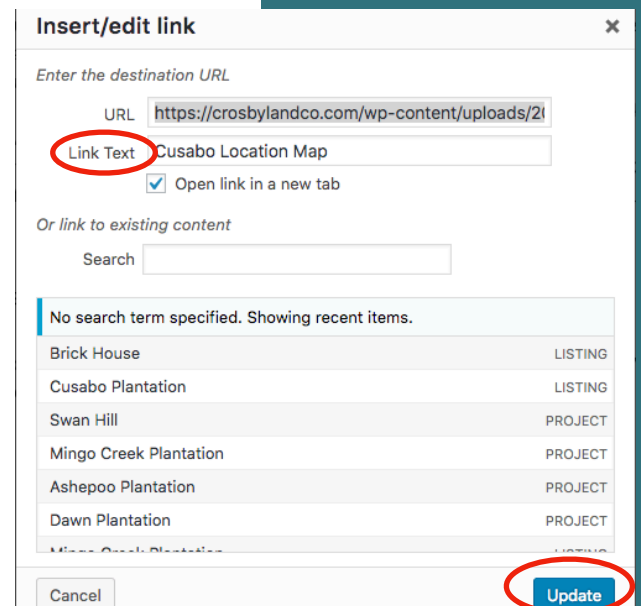
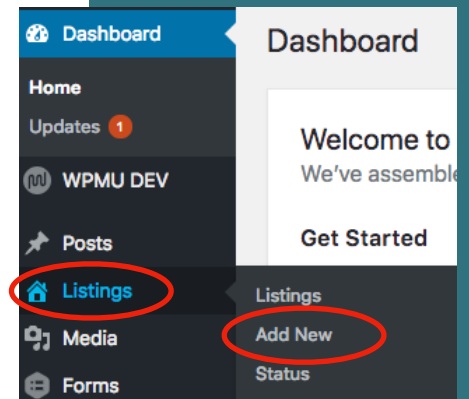
From the dashboard, hover over LISTINGS, and select ADD NEW.

<Middle Section of Admin>

1. In the large white box is where you will add your property description and Property Documents.

The button, containing the downloadable property flyer is generated by clicking this  in the "kitchen sink".

2. The other property documents are added by typing the name of the document, highlighting it, selecting "Add Media" and choose what file you want listed. You can modify the text that displays, by highlighting and selecting the  pencil button then the  cog. Modify text in the "Link Text box" and select "Update".



# Listing Properties<sup>(2)</sup>

## //03

### ADD NEW Listing Continued

3. In the Property Details section, add all information that's applicable. (Note: the dollar sign does need to be included in the price) Be sure to include all uses of the property in the "Extended Details" "Property Type" box.

4. Add Media for your Photo Gallery by selecting "Add Media" and choosing which photos you want displayed.

5. To Display videos, copy embed link from YouTube and paste in "Video or Virtual Tour Embed Code" box.

6. To add Map, copy embed code from [MapRight.com](http://MapRight.com) and paste in the "Map Embed Code" box.

#### Property Details

Price:

\$4,195,000

Extended Details:

Property Type:

Residential, Plantation/Estate, Recreational

Photo Gallery (use Add Media button to insert Gallery):

Add Media

Add Form

Enter Video or Virtual Tour Embed Code ([Jetpack](#) offers several [video shortcodes](#)):

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/PLVzTOcP_NM"
frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

Or enter Map Embed Code or shortcode from Map plugin (such as [Jetpack Shortcodes](#), [Simple Google Maps Short Code](#) or [MapPress](#)):

Recommend size: 660x300 (if possible, use 100% width, or your themes content width)

```
<iframe frameBorder="0" height="520px" width="100%"
src="https://mapright.com/ranching/maps/5aa4bec6f0e3b66acd307a43c41762c8/embed">
</iframe>
```

# Listing Properties<sup>(3)</sup>

## //04

### FINAL Listing Details

<Top of the Page>

1. Add property Title

<Right Sidebar of the Page>

2. **Status:** select all applicable.
3. **Property Types:** select all applicable.
4. **Features:** select from most used or create new ones, you can't have to many.
5. **Prices:** select applicable price range.
6. **Acreage:** select applicable range.
7. **Counties:** select city and state.
8. **Agents:** select one.
9. **Featured Image:** upload the best property photo.

<Top Right of the Page>

#### CRITICAL STEP

10. "SAVE YOUR WORK" by selecting **SAVE DRAFT** or **PUBLISH**

### Add New Listing

**Add Property Title HERE.**

70 characters left

### Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Disable lightbox

Publish