

### adcompose@fairfaxmedia.com.au

https://www.adcomposegreen.com.au

ofi.adcomposegreen.com.au

## INDEX

AdCompose Green	02
Promo Uploads	16
Agents Choice	18
Agent Choice guidelines	19
Open For Inspection	20

# ADCOMPOSE GREEN

### https://www.adcomposegreen.com.au

Recommended platforms:

• Google Chrome • Firefox • Safari

# LOGGING IN





#### adcompose

take control of your advertising from your computer and see the

able 24/7. Enter yo

on demand te your ads in y

erate instant PDF's of any listing or ad. Email the PDF to dor for approval or use it as a sales and listing tool.

quality Secure your branding profile with templates that keep your

Please enter your login details below. If you do not have a login, or have
forgotten your details please contact the AdCompose helpdesk.

Client Name	L	
Username		
Password	[	
	Login	

### **OFFICE LOGIN DETAILS**

SITE NAME:	
CLIENT NAME:	,
USERNAME:	
PASSWORD:	

### CREATING A PROPERTY

To begin, click on the Properties tab. Select the **New Property Wizard** button.





Enter the Street Number, Street Name and Suburb

Click on the **Next Step** button to create the property.

Street Number eg. Unit 1/120	17	
Street Name	Queen Street	
Suburb Name	Suburbia	



Select the **Upload Image** button to add images.

Click on the Browse or Choose File button to navigate to the image on your local computer or network. Once the image has been selected, choose the upload option for this group of images.

	5
Upload Images Please make sure your image is JPG/JPEG and is smaller than 2mb	× 2
Choose File No file chosen	
Choose File No file chosen	-
Choose File No file chosen	
Image Type:	
<ul> <li>Digital</li> <li>Professional</li> <li>Mono</li> <li>PDF</li> </ul>	94
Upload Image(s)	
pper.pgt	

#### Note:

The colour adjustment software will not fix very dark, shadowed images. The quality of the image loaded into AdCompose is the responsibility of the user. Over saturated images can print poorly.

#### **IMAGE TYPES**

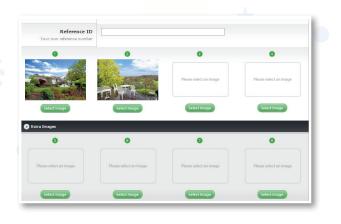
DIGITAL - The AdCompose colour enhancement system will optimise the image for printing.
 PROFESSIONAL - For images taken and supplied by a professional photographer
 MONO - To convert images to black and white
 PDF - For any PDF file



Enter the information required in each field that your Corporate branding uses. Please note: we have ONLY activated the fields you have requested.

#### SELECTING IMAGES

Select the order for the images to appear in the modules as well as any corner flags, banners or QR codes.



#### DETAILS

Enter the bed, bath and car information. Click to expand extra details to show further options.

Bedrooms		
Bathrooms		
Car Bays		
Agents Choice Editorial fields		
Extra Details		
() Excel Decans		

# HEADINGS, DESCRIPTION & BULLET POINTS

Add a heading, description and bullet points if required.

Heading 1 The main heading	Great Location
Heading 2 An alternate heading	
Description copy for this property	Ximus elest eos alignis milibus doloremodit <u>minum</u> que voluptatem volore ipsam <u>rerumqui doluptur</u> ? Qui unt endaest ionsenes ipis dolupti ullore, ullabor porrum que <u>simajo</u> ommolor eribus, officium <u>sime</u> asped eatatem <u>voloribus</u> dolupta temquis vid quae

# SALE TYPE, PRICE, AUCTION & OPEN HOME

Enter Sale Type (For Sale or Auction) and the Price or Auction Details.

Enter the open home date and time, or By Appointment.

Price	\$567,000
Sale Type	
Auction Date	
Auction Time	
Auction Terms	
Open Home Date	Sat
Open Home Time	1-1.30pm

#### AGENTS CHOICE EDITORIAL

Click to expand Agents Choice Editorial Fields. Please ensure the Fairfax Business Rules are adhered to for these modules.

Lifestyle		
The main Lifestyle		
	ai	
Features		
The main Features		
	.11	
Location		
The main Location		

Once you have entered all the text in the fields, select the **Next Step** button.



Click the required template in the options.

Select the modules required by placing a tick next to the template. Click on the **Next Step** button to create the modules and see the preview.

) 666 Test, Testville	Property Creation Wizard Step 4: Create Modules	0 0	0 0
Choose your templates: Modules	Features O		Next Step 🔿
Promo T32 Qtr		Copy Details From:	✓ □Create Module
129mm × 120mm		Copy Details From:	Create Module
Promo T34 Qtr 130mm × 117mm		Copy Details From: Copy Details From:	Create Module
Promo T64B Full 280mm × 306mm		Copy Details From:	↓ Create Module
Promo T64B Half 280mm × 127mm		Copy Details From:	✓ □Create Module
Promo T64B Mod 280mm × 254mm		Copy Details From:	Create Modul
140mm × 127mm			

A larger proof of the module can be seen by clicking in the centre of the thumbnail. Please note PDFs are low resolution for viewing and emailing purposes only.

) 33 Bigge Street, Suburbia		
Suburbia           Prior: Start/Call           The start of start           The start of start	• •	
<b>16th Page Mod</b> 63mm × 82mm		
(i) Info Edit (V Rebuild)	Note: Please ensure pop up blocker is not activated on your browser.	

## CREATING ADS

AD

The Documents tab shows all the current ads. New documents can be created here. Once the ad has been approved and delivered, it is removed from view and can be seen from the "View Archived Documents" button.

		adcompos
Documents Properties Shared in	ages	
Average of the fourth of the f		(Store Archived Docume
	AW3037110	AW308925
() Info	() Info (Edit) ( Copy)	() Info

### NEW DOCUMENT

Click on the New Document button to create a new Document or Ad. Select the template that matches your ad booking.

Click on the Create Document button.

			adcomp
Documents	Properties	Shared Images	
-	Full Page Te	mplato	
	run Paye Te	nprace	
	Create Documen		
-	Half Page Te	mplate	
	AdCompose Rea		

#### NAMING THE FILE

Click on the Information button below the preview () to display the document properties. The name of this file should be the advertisement ID or booking number supplied by your publication. Multiple documents will have different booking numbers. Type in the new name for the document and click on the Close button.

It is VITAL that you place your booking number on the document to ensure it reaches the correct newspaper and appears in print as scheduled.

Document Name	5876547
Properties	11 Blue Street, Suburbia

# ADDING MODULES TO A DOCUMENT

Click on the Edit Button below the preview.

Select the property from the drop down menu on the top right hand side of your screen.

Click the Import button.

Drag the module into place and it will automatically snap to the guides that appear on your page.

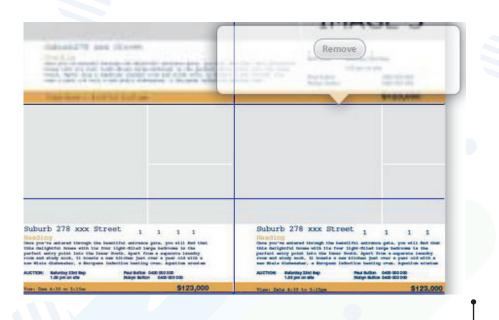
Repeat the process until the page is complete. Modules can be added and removed at any time.

Click on the Save button to rebuild the page.



#### DELETING MODULES FROM A DOCUMENT

To delete a module you don't wish to use, double click on the module and a **Remove button** will appear.



# BOOKING VALIDATION & SENDING

For some customers there will be a Booking Validation button located under the info menu for a document or editorial feature. Before an ad can be sent, the booking number must be checked to ensure the ad has been created to the correct size. Click on the Booking No. button and a message will return.

Size Match: the ad created matches the booking ad size

Booked Publication: The publication the ad is booked in

Account Name: Your account name

Delivered size: The size of the ad you have create

If the booking number matches, a green PASSED is shown. If the number and size do not match, a red FAILED will appear, The file cannot be sent until rectified.

Document Name

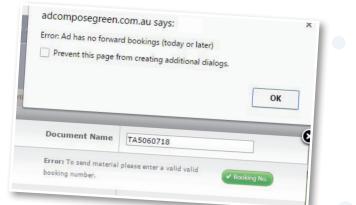
Size Match: FAILED

#### RM2736281 **Document** Name Size Match: PASSED Booking No. Booked Publication: Fairfield City Champion Account Name: CANLEY HEIGHTS RSL & SPORTIN Booked Size: 130mm × 186mm Material Size: 129.0mm × 186.0mm Properties

For customers who do not have a Booking No. button, please simply use the green send button located at the bottom of the screen to submit your advertising.

### **INVALID BOOKING NUMBER**

If the booking number has expired or it is incorrect, the following message will appear. Check with your sales representative for the correct number.



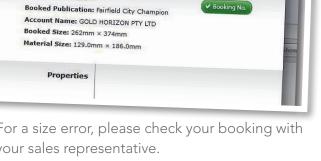
### SEND BUTTON

The send button will appear if your booking number is validated.

### SEND CONFIRMATION

Click on the OK button to approve the ad. It will now be released for publishing and disappear from view

I have checked the information in this document and approve it for publishing.



Booking No

Cancel

OK

For a size error, please check your booking with your sales representative.

RM2743889

## MANAGING PROPERTIES

### **PROPERTIES LIST**

The Properties tab displays all the properties currently stored in AdCompose.



### SEARCH FOR A PROPERTY

When you have a lot of properties stored use the Filter Properties option to find a property quickly.

Example: Type in suburb, this will display all the properties listed in that suburb.

Documents	Properties	Shared Images		
New Property W	lizard		Filter Properties:	

# ARCHIVING A PROPERTY

Once a property has been sold or removed from sale it can be archived. To archive a property, click on the property address which will take you to the Details tab. The Archive button is at the top right of this screen.

ocuments	Properties	Images	Details	Modules	Brochures	Signboards	Features
) 33 Bigge	Street Suburbia						
y oo bigge	Street Suburbia						

To recover an archived property, email adcompose@fairfaxmedia.com.au for the team to reactivate the property. If properties have been archived for more than 100 days then it will be deleted from the system and cannot be retrieved.

# MODULE EDIT PAGE

uments Prope	rties Images	Details Modules Features	mpose	
33 Bigge Street S			Advanced Edit	
	Property Details	Module Details	0.0	Suburbia 4 🖭 2 🛱 2 😓
Street Number	33	33		Price: \$567,000
Street Name	Bigge Street	Bigge Street		voluptatien volore (paan rerunqui doluptur' du uni ensues. Time) Ionsiene ipis dolupti ulone, utalos portun que almaio 33 Bigge Street ommére añoux, officium aine apped estativo voloribus commére añoux, officium ante activitées qu'uni e adrest
Suburb Name	Suburbia	Suburbia		dokpta tempada vol djake vol klabor pomun gas elmako Ionenens bij o dokpti vol vlabor pomun gas elmako ommolor elbus, officium sime sepel setatem voloribus
Bedrooms	4	4	1	
Bathrooms	2	2		
Car Bays	2	2	8	° 8th Page Mod
Price	\$567,000	\$567,000	8	128mm × 82mm
Heading	Great Location	Great Location	•	The following errors were found: • OpenHorn#Tmermstring metaders
Description	Ximus elest eos alignis milibus doloremodit minum 	Ximus elect eos alignis militus doloremodit minum que volucateme viore ipsam rerumqui doluptar? Qui un dealect ionenes ipis dolupta ullore, ullabor porrum que estatem volus, dificum que que un dealect dolupta ullore, ullabor porrum que innaio omnolor enbus, dificum sine asped veite fugitimus,		<ul> <li>Decretion is served.</li> <li>Encage 2 quality warming</li> </ul>

### UPDATING TEXT

There are two options for updating modules. For further details please see page 14.

**Details Tab** - This information will populate on any new module created unless the 'copy from' feature is used. **Module Tab** - This information update will affect this module only.

### **ERROR PANEL**

#### **IMAGE ERRORS**

Image errors occur if the resolution in the image is not sufficient for the size of the box it is placed in. If an image error occurs, upload a higher resolution image. Web images are usually not large enough.

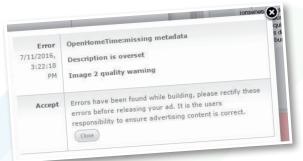
#### **TEXT ERRORS**

If there is too much text placed in a text box an overset error will occur. Delete some of the text to fit in the text box. Please always ensure your cursor is at the end of your text, not on the next line.

#### **METADATA ERRORS**

If a field has been left blank a metadata error will occur. Either fill in the field or apply the \_None Style if it is not required through the Advanced Edit panel.





# MANAGING IMAGES

### **IMAGE CROPPING**

To crop or move an image within the image frame, select the module and click on the Edit button.

Click on the Select Image button to display all the images for this property. Choose the image and click on the Select Image button to accept the change. Image cropping can be done here.

Click the Build & Save button for the module to update.

Cropping can be applied to each image in each module if required.

If the image is too low quality for this size module, the background will turn red and the crop size will be displayed.

Click on the Select Image button to accept the changes.

To close without changes, click the Close button .



#### SHARED IMAGES

Shared images are images or graphics that are related to all properties such as agents photos, corner flags and banners.

### UPLOAD A SHARED IMAGE

Shared Images can be uploaded by clicking on the Shared Images tab and selecting Upload Image.

Only Jpeg or high resolution PDF files created to the precise size can be uploaded. The AdCompose support team can create these for you upon request.

#### Note:

Email your request to adcompose@fairfaxmedia.com.au prior to your publication deadline.



### EDITING MODULE IMAGES

First, upload the images required into the Images tab.

To replace an image within a module, edit the module by clicking on the Edit button and scroll down to the images section of the module information as shown.

Click on the Select Image button located below the image to be altered. The screen displays the images available for this property. Choose the image by clicking on the Select Image button and apply cropping if required.

#### INSERTING A CORNER FLAG OR BANNER

To add or change a corner flag or banner on a module, click on the Edit button below the module preview. Scroll down to the section displaying the flags and banner.

Click on the Select Image button and select the flag or banner required from the Shared Image

To remove a banner or flag, please use the \_NoBanner.PDF file available from your shared images folder.

# MANAGING DOCUMENTS

### DOCUMENT INFO

Click on the Info button below the document preview to display the contents of this document.

The document info also displays the document name which can be altered here. Click on the Close Button it to accept the change.

#### PROPERTIES

Click on the info button leave below the document. A list of property modules that are placed on this page are displayed here. Modules that have been updated can be seen here

### **OUT OF DATE MODULES**

If a module has been altered after being placed in a Document, the Document is said to be Out of Date. A warning with the module information is displayed under the Document preview. Rebuild the document to refresh the preview.









### **UPDATE MODULE** on the document

When viewing the Document this error will show which module has been updated

Close the Info window and click on the Rebuild button underneath your document to update.

#### SHARED MODULES

Shared modules are modules that are not specific to one property or listing. These could be module-sized staff footers, or duty banners. Select the Shared folder from the properties drop-down menu.

Import and drag the module in the same way as placing a property module. 34 King Street, Suburbia Qtr Page Mod 3 Pic Updated ()



### MANAGING MODULES

#### **EDITING MODULE TEXT**

AdCompose has the ability to store multiple versions of descriptions. The initial input from your New Property Wizard is contained under your Details Tab, however, once a module is created the link to the Details Tab is severed and you are able to edit modules on an individual basis.

If you want to edit anything on a module that is already created, please always select the edit button underneath your module.

ments Propert	ies Images	Details	Modules Features	(Advanced Edit
3 Bigge Street St	ıburbia		Module Details	
p	roperty Details			
reet Number	33	33		
Street Name	Bigge Street	Bigge Street		1
				1
Suburb Name	Suburbia	Suburbia		<b>a</b>
Bedrooms	4	4		2
Bathrooms	2	2		<u></u>
Car Bays	2	2		<u></u>
Price	\$567,000	\$567,000		
Heading	Great Location	Great Loca	tion	10
	n Ximus elest eos	Ximus elec	st eos alignis milibus dolo e voluptatem volore ipsa	remodit 🔲 🌐

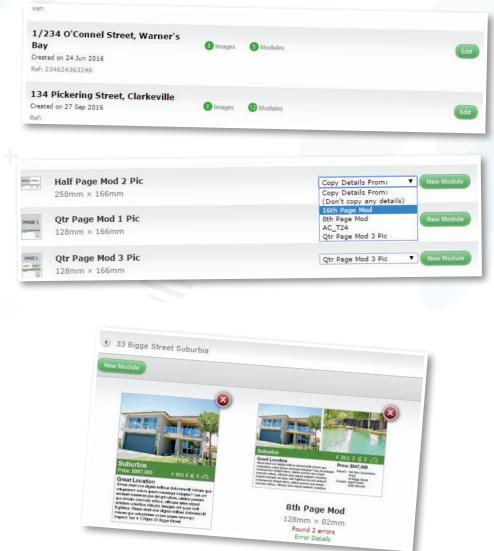
adcomposegreen.com.du

### **CREATING ADDITIONAL MODULES**

Click on the Modules button Modules for the property to display any modules that have been created.

To create a new module, click on the New Module button to show the list of templates available. To fill the module with your original data, click on the Create Module button. To fill the module with the same information as another module use the Copy Details From drop down box to select the module you want to copy from.

The module will now build with the information and build the new module, ready to be placed on a document.



#### ADVANCED MODULE EDITOR

AdCompose has an advanced module editing function. Lines of text or graphics can be deleted or turned off when they are not required for that particular property.

In this example the same module can be used either for Sale or Auction just by deleting the unwanted text. The difference being Sale has the Price and no Auction Details and the Auction has Auction Details and no Price.

Remove the lines that are not required by clicking on the delete symbol  $\bigcirc$  to delete them permanently. Alternatively select the NONE style from the drop down menu to turn them off

	{queue.AuctionDate} {queue.AuctionTime}	None 🔻 🖨
For Sale - remove Auction details	, {queue.AuctionVenue}	None 🔻 🖨 1
Auction - remove Price details	{queue.Price}	Details_Light 🔻 🖨

### CHANGING THE STYLE OF TEXT

To change the style of text, for example the description may have 3 different sizes available, in this example Description 9pt, 10pt and 12pt. If the text does not fit at 12pt the size can be changed to 10pt by selecting the style as shown. If text is not needed then the style can be changed to NONE to make it invisible on the module as shown above.

Heading	Line Text	
	{doc.Heading1}	Line Style
Details	Line Text	Heading 🔻
	{doc.SaleType}:	Admin BBC_Icons
	{doc.Price}	BBC_Text default Details_Bold
	Idea Austine Datal Idea Austine Timel	Details_Light Heading
	AustanTimal	Heading_Cond

#### **OBJECT DELETE FUNCTION**

Select the module and click on the Edit button, then click on the Advanced Edit button.

In some templates there is an option to remove boxes to suit particular listings. This could be to remove bed, bath and car icons that are not required on land for sale modules or removing banners that are not required on some modules.

If this option is available, a Delete button will appear on the left. Click on this button and the whole box will be deleted.

ons	Line Text	Line Style
ete	{queue.Bedrooms}	BBC
	A	BBCIcons
	{queue.Bathrooms}	BBC
	В	BBCIcons
	{queue.CarBays}	BBC V
	C	BBCIcons

#### **INSERT IMAGES**

For multiple locations of inset images in a template as shown, the position that is not required can be deleted. In some cases the inset may cover an important part of the property.

In this case, the image covering the garage door on the left is the best position for the inset picture. Choose the image on the right to delete and click on the Advanced Edit button to save the changes.

If objects or text are inadvertently deleted, create a new module and start again.



Click on the Properties Tab and then scroll to the bottom of the page and click on the New Property button (New Property).

Click on the Properties Tab and then scroll to the bottom of the page and click on the New	789 Street Street, Suburb Created on 02 Dec 2015 Refs 89067685	C Images	🕽 Modules 🖨 Brochures 🌍 Signboards 🖨 Features 🚺
Property button New Property .		Ne	w Property
		Street Number eg. Unit 1/120	0
Enter the Street Number "0", Stree		Street Name	0
Suburb Name "Promo Ads" and the Save button. This will ensure easy a		Suburb Name	Promo Ads
promo modules. You only need to Ads folder once.	,		Upload images after creating this property

**SPECIFICATIONS** 

### ADCOMPOSE PROMOS

Promo ads that have been created for you by the AdCompose team are print ready for uploading. They are PDFs generated out of InDesign that have all fonts embedded and colours converted to CMYK. They will also be the correct size to suit your documents.

### YOUR IN-HOUSE DESIGNED PROMOS

If you are creating your own promo ads or they are created by a designer for you, they may be suitable to upload. Promo ads created from InDesign are best. Please ensure they are created to the correct size in order to fit into your module template correctly. DO NOT upload promo ads created from Word, Powerpoint or Publisher. These may cause your ad to fail preflight or appear incorrectly. These promo ads are the clients responsibility to ensure they print correctly.

### CHOOSING THE CORRECT SIZE

The size of each module in mm can be found from the Module Templates list. This is displayed when choosing a new module.

ocuments Proper	ies Images	Details	Modules	Brochures	Signboards	Features
0 0 Promo Ads						
o o mono nuo						
o o monto noo						
<ul> <li>0 0 Promo Ads</li> <li>16th Page I</li> <li>63mm × 82m</li> </ul>						

### **UPLOADING**

Use the same method for uploading images for a property.

Select the Images for your 0,0 Promo Ads folder, then click on the Upload Image button.

Choose your image and select the PDF option. This will allow a PDF to be uploaded.

All of your uploaded Promo Ads will be stored here.



### SELECTING THE MODULE TEMPLATE

#### Click on the New Module button.

100 m	8th Page Mod 128mm × 82mm	Copy Details From: View Module
PROMO	8th Page Promo Template 128mm × 82mm	Copy Details From:
MADE 1	Full Page Mod 3 Pic 258mm × 335mm	Copy Details From:

🕑 0 0 Promo Ads

PROMO

8th Page Promo Template 128mm × 82mm Found 1 error Error Detais

(j) Info Edt () Rebuild

iew Module

From your 0,0 Promo Ads folder, create a new module from the Promo Templates available.

This example shows an 8th Page Promo template. Note that it is the same size as the 8th page Mod. These templates will fit to your current grid.

Click on the Edit button.

Only the image for FloorPlan will be shown.

#### Promo Ads Module Templates:

If the size you require is not available, please email the helpdesk and the size will be created for you. This will now be in your module templates library.



Click on Select Image and choose the promo ad PDF you have uploaded. If the crop box does not fit the entire promo, drag the top right crop box corner to include the entire promo. Click on the build & Save button.

### RENAMING THE PROMO AD MODULE

Click on the Info button below the Promo Ad module.

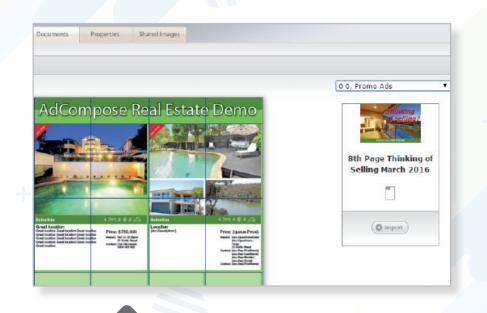
Type in the new name for the module, including the size, for easy reference. Click on the close button.



### PLACING THE PROMO ON THE DOCUMENT

Now the promo ad is ready to be placed on the document.

Use the same process as you would for placing a property module.



# AGENTS CHOICE

Each editorial will require around 150 words and up to four images, depending on the space available. The copy should be entered under three sub-headings:

LIFESTYLE (50 words - what does the property offer the buyer/young family/older couple etc)
 FEATURES (50 words - what makes this property special)
 LOCATION (50 words - the best aspects of living here - close to schools, shops, parks etc)

Copy should be factual and comply to editorial standards. It should be written in full sentences, avoiding common real estate abbreviations eg spell out walk-in wardrobe, don't say WIR.

In addition each editorial will include a factbox:

This information will already be in your property details



**12 Smith Street** \$480,000 - \$500,000

Agent: AdCompose Real Estate Phone: Bob Jones 0542 587 524 Open for inspection: Saturday 1 - 1.30pm Domain ID: 2012146328



Lifestyle: Presenting a surprising sense of space and myriad quality appointments. Lisi impressively refurbished residence will suit any buyer's lifestyle, from families to execute couples. **Features:** The immaculately presented house is the perfect combination of contemporary style and heritage. A classic Victorian, it has been freshly painted outside and generously renovated throughout. The result is a free-flowing, functional layout that seamlessly blends old-world beauty and

modern style. Original fireplaces and high ceilings are among the charming period features. Gas central heating and evaporative cooling maintain the elimetet

climate. Location: The centrally located property is a short walk from Ballarat's central business district, shopping, schools and public transport options. Parklands are also nearby giving the whole family the opportunity to get outside with nature.

#### SUBURB STREET ADDRESS

18

PRICE - Auction properties can replace the price with the word Auction.
BED, BATH AND CAR SPACES
AGENT NAME AND PHONE NUMBER
DOMAIN ID (REFERENCE NUMBER FOR DOMAIN ONLINE SEARCH)
OPEN FOR INSPECTION TIME - If no open time scheduled, insert By Appointment

In the same way that a property module is created, an Agent's Choice editorial can be created.

Select the property for the Agent's Choice and select the Feature Tab.

Click on the New Feature button and a list of the available sizes will be displayed.

Select the size that was provided by your sales rep and create the feature.

11

Smith Road

Parkerville

123548

4

1

2

\$734,000

estyle. Info about e. Info about the le. Info about the in Info about the

11 Smith Road Parkerville

Street Number

Suburb Name

Reference ID

Bedrooms

Car Bays

Lifestyle

Price

11

Smith Road

Parkerville

123548

Bathrooms 1

\$734,000

	uments Properties Images Details	Addules Brochures Signboards Feeture
max Training	AC_T24 Agents Choice 260mm × 78mm	Copy Details From: View Mod
	AC_T32 Agents Choice	Copy Details From:
PMGE 1	AC_T34 Agents Choice 260mm × 126mm AC_T42 Agents Choice	Copy Details From:   New Module
	129mm × 173mm	Copy Details From: V New Module

Edit the feature in the same way that modules are edited.

When complete, rename the Agent's Choice with the number provided.

From the Info button click the green Booking Number button. If the ad number and size match, a green PASSED and Send button will appear. Press send to deliver the feature.

Det	Document Name	These Reason for Oceanors (See Only and These of the Contract	
	bocument Name	VR1234567	<b>S</b>
L	Options	O Send	× 1. 1 er Detr
	AC	T32 Agents Choice	

### AGENTS CHOICE GUIDELINES

adcompose

Agents Choice modules are a complimentary editorial space that is allocated to our valued customers. They are set up with guidelines that need to be followed by all agents, all content must be filled out correctly, no additional information will be accepted. Please find below an outline of the requirements for Agents Choice:

SUBURB & STREET ADDRESS TO BE PLACED ON THESE LINES NO HEADINGS

PRICE / AUCTION DETAILS ONLY NO HEADINGS OR OFI TIMES TO BE PLACED HERE

BODY COPY (Lifestyle, Features, Location) NO BULLET POINTS, LISTS, DASHES OR OTHER CHARACTERS. MUST BE FULL FLOWING SENTENCES WITH NO ABBREVIATIONS AND ALL THREE SUBHEADINGS MUST BE VISIBLE.

OFFICE INFORMATION NO OTHER INFORMATION OTHER THAN SALES REP AND CONTACT DETAILS.

IMAGES NO INSET IMAGES, INCLUDING INSET IMAGES ON AERIAL SHOTS. NO LOGOS OR WATER MARKS. MAKE SURE IMAGES ARE HIGH RESOLUTION. IF YOU DO NOT HAVE HIGH RES IMAGES, PLEASE SELECT AN ALTERNATE PROPERTY

#### REFERENCE ID THIS IS FOR THE DOMAIN REFERENCE ID AND NO OTHER

IF THE PROPERTY IS NOT ON THE DOMAIN WEBSITE THEN REPLACE WITH A SPACE BAR FROM YOUR KEYBOARD TO REMOVE THE INFORMATION. IF YOU DO NOT USE DOMAIN.COM, PLEASE ALERT THE HELPDESK AND THEY WILL ADJUST THE TEMPLATE TO SUIT THIS FIELD.

BED / BATH / CAR IF THE LISTING IS LAND PLEASE USE A - OR 0 IN THE FIELDS

Agent's Choice modules that are submitted that are non-compliant with these rules will not be sent to print.

Domain Agent's Choice





# OPEN FOR INSPECTION

Open a new browser window and go to: ofi.adcomposegreen.com.au

Enter the username and password that has been provided and select your publication.

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$\bigcirc$	OPEN F	OR	
WELCON	INSPECT	ION	
WELCOP			
Please Log	In		
Please Log Username:	In		
	) In		
Username: Password:	Bathurst Western	Ad v	

### ENTERING AN OFI LISTING

On the home page, select the suburb from the dropdown menu.

OPEN FOR INSPECTION			ser	ver time: Thu Aug 27 1	6:51:05 EST 2015	
est  anne   [Edit Profile ] [Log Out ] anne will appear as "AMMerz" in the listing. ap Advertiser listings deadline: Thursday 2000PH  andigo Advertiser  SUBUR ADDRESS  [Edit ] California Gully 12 Smith St (select all)	PRICE \$567,000	BEDS BATHS CARS 4 2 2	PHONE 0418199856	DATE (D/M/Y) 31/8/2015	TIME 1:00PH - 1:30PM	-+-
eev entries Ascot Ascot Ascot Bagshot Bendigo California Gully Canpbells Creek Eaglehank Eaglehank	\$445,000	3 2 2 2	0418199856	3 • Sep • 2015 •	00 V to 11AM V 30 V	

Enter the property address and if space is tight use abbreviations for St, Rd, Pl

The price field is limited to 20 characters.

ACCEPTABLE ENTRIES: \$679,000 Auction Tender EOI POA \$345,000 - \$355,000

Enter a mobile number if required. The default office number will be used if no mobile number is entered here.

Select the date, start and finish times from the drop down menus.

Then click on the Add Entry button.

## EDITING AN ENTRY

Click on the edit button next to the OFI listing.

Make the alterations for the next open home. Price alterations can also be done here.

Click on the update entry button when all the edits have been make.

#### Important:

Make sure the open time you edit is for the current week, do not alter the time for the following week before the export deadline time.

Export deadline time is displayed in the top left corner of the home screen.

MMtest		ľ
Logged in as XX		
Bendigo	Advertiser	1
Update O	FI Entry	
SUBURB	California Gully	
ADDRESS	12 Smith St	
PRICE	\$567,000	
BEDS	4	
BATHS	2	
CARS	0418199856	
PHONE	2015	
DATE (D/		
START TI	30 1	
FINISH T	Update entry	

OPEN FOR

## SUBURB NOT LISTED

Click on the Suggest suburb button and type in the Suburb.

It will take a a few minutes for the newly suggested suburb to appear in the drop down box.

INSPECTION MMtest
[ Home ] [ Edit Profile ] [ Log Out ] Logged in as xxmalcolmtestxx
Bendigo Advertiser
Suggest a suburb
Suburb name Kickatinalong Suggest suburb

### EDIT PROFILE

You can update your details at any time. Click on the Edit Profile link, make the alterations required and click on the Update Profile Button.

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USERNAME DISPLAY NAME		current password

### COMPLETING YOUR OPEN TIMES

Once you've entered or edited all of your open for inspection times for the coming week (you will see them listed on your screen), there is no need to submit or send. All times will be imported into the AdCompose system and the OFI pages will be generated automatically. No manual changes or alterations can be done to these pages.