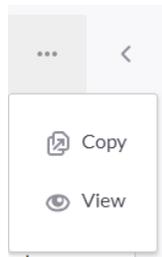
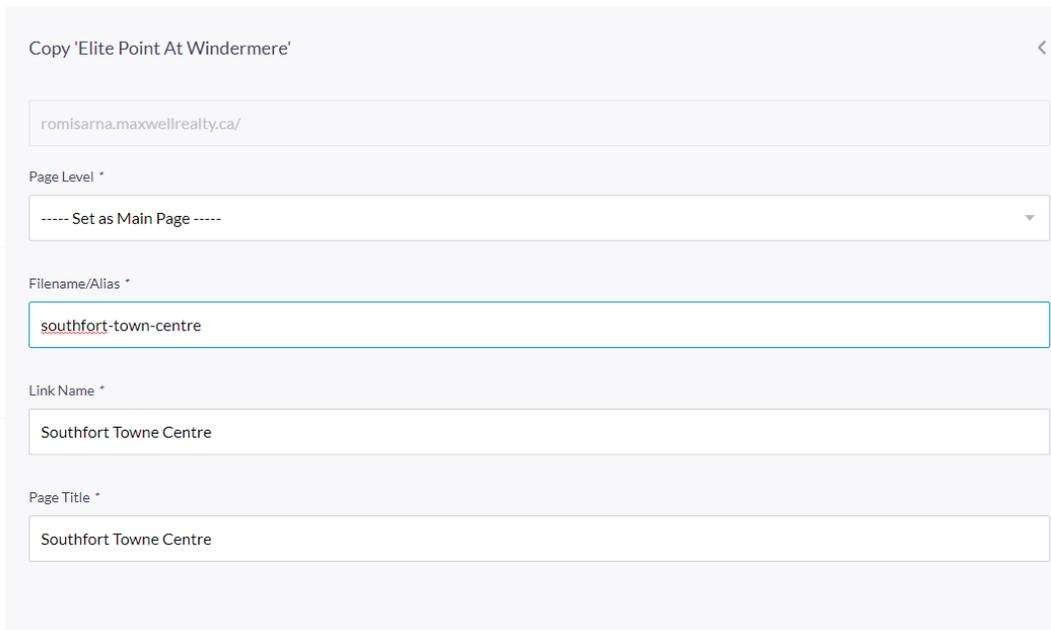


Adding a commercial listing Page

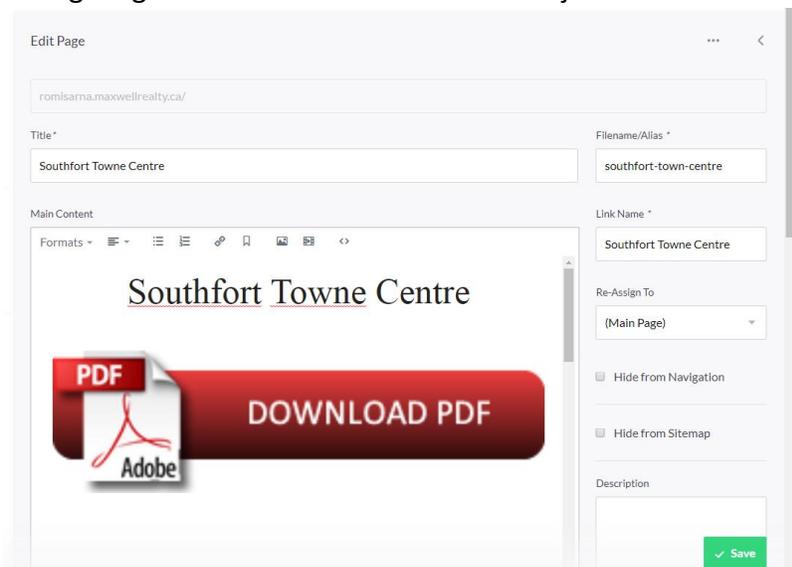
1. Click hamburger bar  and go to content 
2. On left hand side, select “Pages”  Pages
3. Scroll down and select a project, for example “Elite Point at Windermere”



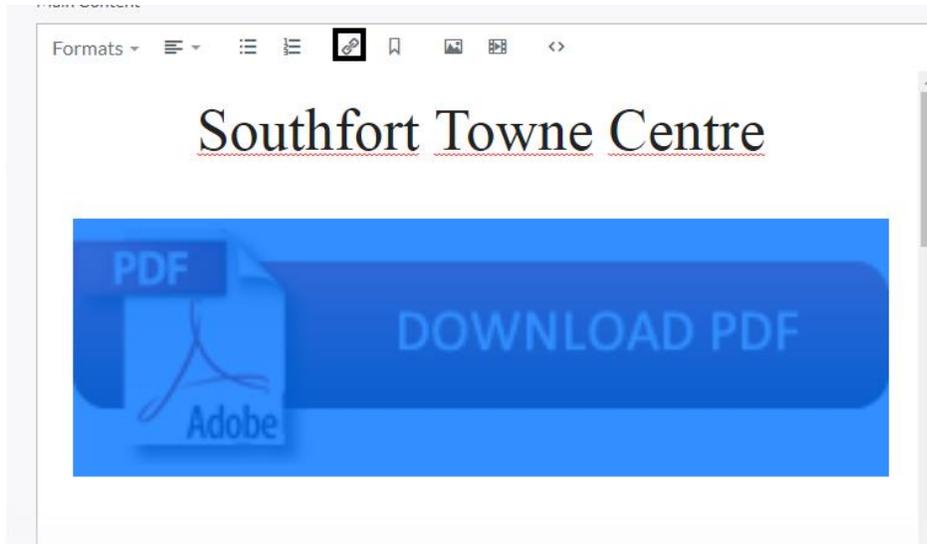
4. Click the 3 dots on top right and choose “copy”
5. Enter info on all 3 boxes (File name, Link Name, Page Title) see example:

A screenshot of a form titled 'Copy 'Elite Point At Windermere''. The form has several input fields: a URL field containing 'romisarna.maxwellrealty.ca/', a 'Page Level' dropdown menu set to '----- Set as Main Page -----', a 'Filename/Alias' field containing 'southfort-town-centre', a 'Link Name' field containing 'Southfort Towne Centre', and a 'Page Title' field containing 'Southfort Towne Centre'. There is a back arrow in the top right corner.

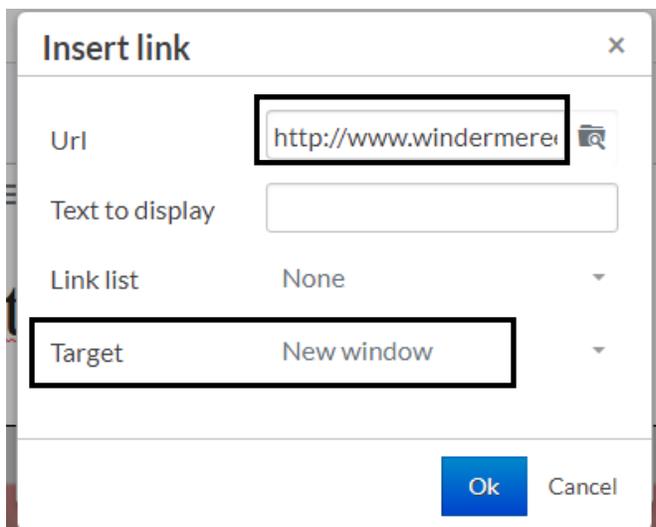
6. Click “Save”
7. Change Big Header title to the Name of Project



8. If you are linking to another website for a pdf, select the image “Download PDF” until it is blue and select the hyperlink icon



9. Enter website name with the “http: and set target to “new window.



10. Scroll down and select image in the table and replace it with project image with size of 450x200
11. Fill out table of information: Address, city, property details, and description.
12. “Save”
13. Click 3 dots and select “View” and it will open up a tab with the page
14. Click on link above until all is highlighted and select “Copy”
15. Click tab to go to backend and select “Pages” on the left
16. Scroll down to “Commercial Projects”
17. Scroll down to project and highlight name of project
18. Click Hyperlink chain”
19. Paste URL and set Target to “new window”
20. Change any information to the table: sqft, price, etc.

To add another listing on the “Commercial Listings” Page

1. Scroll down until you see empty boxes.
2. There are 3 columns
 - a. 1st is a big space
 - b. 2nd is small space
 - c. 3rd is where you input image, project, size, and price
 - d. Hit “Save”