



Console®
GatewayLive

Gateway Online Training

Property Brochures using
MS Word



1300 131 311

my.Console.com.au



0508 641 199

my.Console.co.nz

Sydney • Melbourne • Brisbane • Auckland



CONTENTS

BROCHURES AND WINDOW CARDS USING GATEWAY LIVE 2

REPORT DESIGNER..... 4

MICROSOFT WORD..... 7

 PART A – CONFIGURING GATEWAY..... 7

 PART B – CONFIGURING WORD 8

 PART C – SAVING THE BLANK PROPERTY BROCHURE TEMPLATE 9

 PART D - CREATING \ CUSTOMISING WORD PROPERTY BROCHURE TEMPLATES 10

 PART E - MERGING FROM GATEWAY TO A PROPERTY BROCHURE..... 12

 CREATING A STRIP LIST 17


BROCHURES AND WINDOW CARDS USING GATEWAY LIVE

Gateway Live allows you to easily create attractive listing documents from a selection of properties; including images and details.


1. Highlight the required properties in the Rental Property or Sales Property view.
2. Right click, select Print.
3. Choose Property List.

Rental Properties - (Property For Rent)							
Property	Manager	Available	Rent	Type	Beds	Baths	
Macquarie Street, 22	Rebecca Walton	16/09/2008	\$1,386.67	Rural	0	0	
Warren Road, 19, Unit 1			0.00	Unit	2	2	
Figtree Road, 32			0.00	House	3	1	
Figtree Road, 36			0.00	Houses	3	1	
Grandview Grove, 56			0.00	House	3	2	
Windsor Crescent, 15			0.00	Townhouse	3	1	
Wills Street, 3			0.00	Houses	3	2	
Sandy Bay Road, 150			0.00	House	3	2	
David Street, 12, Unit 2			0.00	Unit	3	1	
David Street, 12, Unit 3			5.00	Unit	3	1	
David Street, 12, Unit 4			5.00	Unit	3	1	
David Street, 12, Unit 5			5.00	Houses	3	2	
David Street, 12, Unit 7			0.00	Unit	3	1	
David Street, 12, Unit 8			0.00	Unit	3	2	
Corlett Street, 1			0.00	House	4	2	

The Property List may be emailed directly to prospects or used by the sales team as a quick reference.



Rental Properties List




YOURTOWN **15 Windsor Crescent**

Capturing a leafy outlook over Royal Sydney Golf Course whilst enjoying a sunny north/east aspect, this light filled residence will appeal to the most discerning buyer looking for a quality abode in a secure...

\$780.00/month

Bedrooms: 3
Bathrooms: 1
Parkings: 1

Contact: Robyn Ironside 0415 354 841



YOURTOWN **3 Wills Street**

An entertainer's dream, this magnificent architect-designed award winning tri-level residence boasts vast in and outdoor living, with five terraces, billiards' room and expansive gardens, cabana and pool. Designed for comfortable modern living, this superb residence features state-of-the-art luxury appointments throughout.

\$820.00/month

Bedrooms: 3
Bathrooms: 2
Parkings: 2

Contact: Robyn Ironside 0415 354 841

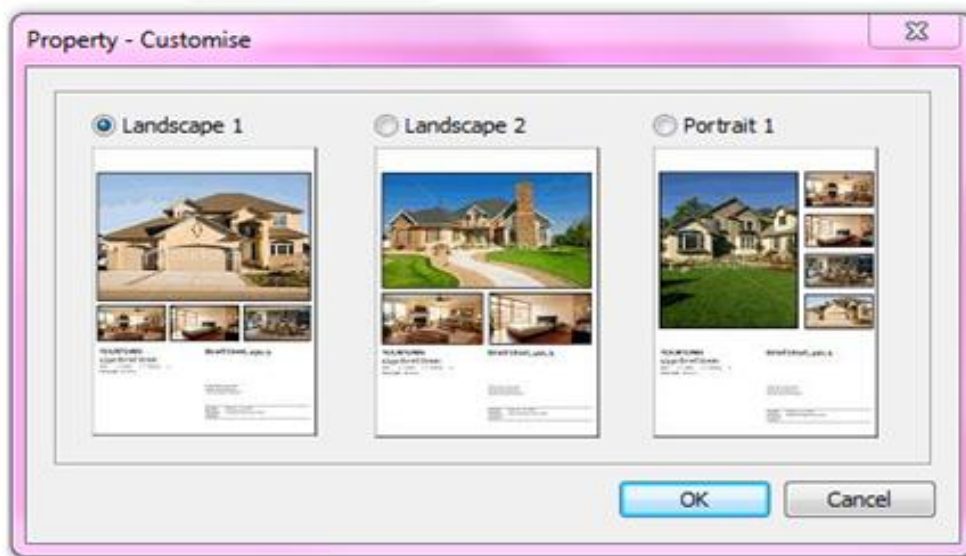
Gateway Live can also be used to generate simple window cards and brochures.

Selecting the print option.

Under type choose Property Brochure

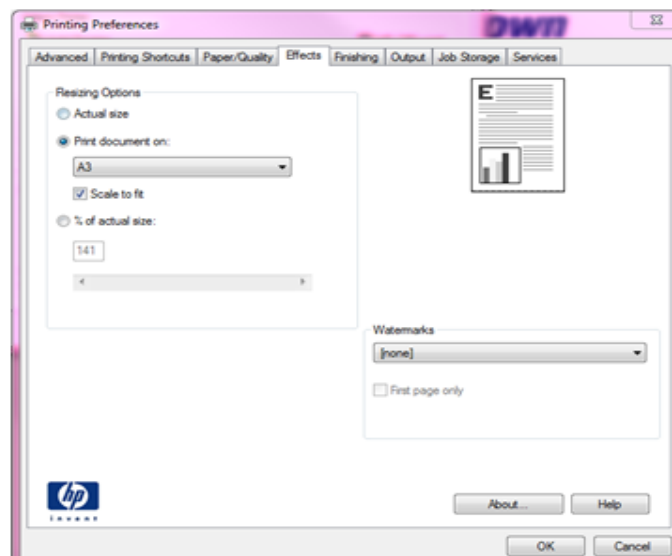
Select the customise button. You will find 3 standard property brochure styles to choose from.

- Landscape 1 – a portrait brochure with 4 landscape photos
- Landscape 2 – a portrait brochure with 3 landscape photos
- Portrait 1 – a portrait brochure with 1 portrait photo and 4 landscape photos



These brochures are pre-designed and are not able to be modified. All the information (i.e. photos, text and heading) is imported from the property file. If you require customizable brochures see the instructions for Report Designer or Microsoft Word.

Depending on your Printer Driver brochures may then be printed to either A3 or A4:



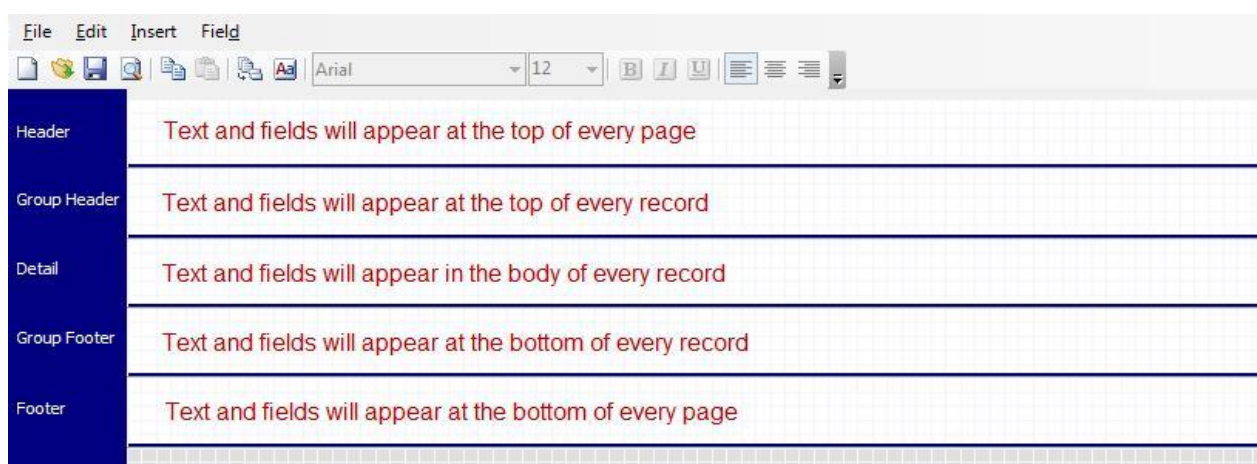
REPORT DESIGNER

Report designer is an alternative to the pre designed Property Brochures which enables you to create your own property reports. These reports are simple in layout and design, intended as a complimentary, straightforward and functional brochure package for offices without document publishing software.

To create a report using Report Designer

1. Select Report Designer from the Tools menu in Gateway - the Report Designer displays.
2. Select New from the File menu - the Report type dialogue box displays.
3. Select a Report type - Sale Properties or Properties (for Rental Property)
4. Place your cursor over the line separating each section of the report designer grid - the cursor changes from the normal select cursor to the move cursor.
5. To create more space particularly in the Header area, Click (and hold) on the line and drag it to the position you require.
6. Release the hold to drop the line into position.

The information entered into the Header, Group Header, Detail, Group Footer and Footer will show on the following records:



7. Select Page Setup from the File menu - the page Setup dialogue box displays.
8. Enter Width and Height
9. Select Portrait or Landscape
10. Select Show File Header and File Footer if applicable.

Header: File name or heading of the report, Date and time the report was created, Page numbers.

Footer: The database name and user, Client company details, Gateway Version and Copyright details.

11. Select Field or Image from the Insert menu. NOTE: The insert field dialogue box displays all the tables available for the selected report type only.
12. Click the plus (+) sign beside a table name to expand a table.
13. Select the field you wish to insert and click Insert.



The first row will automatically include a text label in the Header Section. The text label displays in **White** and the Merge field displays in **Blue**. The text label can be modified to a different font and size or can be deleted if required. If you right click on the Merge field and select 'Can Grow' this will result in the report field growing in size to accommodate all the text.

14. Once all the images, fields and labels have been entered, preview the report.
15. Once satisfied, select Save As from the File menu, enter the report title and click OK.

The report can now be printed by highlighting the property file, right click and select Print, from the drop down menu select User Report.

Note: If your office presently uses Microsoft Publisher or another media application you may find the Report Designer quality and design has some limitations. Please consider using Word Brochure Templates as outlined in the next section.

- Fonts are restricted by what Windows Fonts are installed on the PC (you will find the list in your control panel in the FONTS folder, bearing in mind you can add more by downloading them.)
- Bullet points will not pull through from property text description to the report; which is in the process of revising for future versions
- There is currently no border functionality available for the brochures
- The bottom of the property report has a large blank space; this is something that we are in the process of revising for future versions. (see sample at the end of this document)
- A total of 5 pictures can be imported, plus the floor plan (landscape format only) portrait photos pulled through to a square template box which will show blank spaces either side of the image when it displays on the report

Example of portrait photo loaded with blank space around the landscape photos:



- These reports can be exported to Microsoft Word. It will however remove the connection to the database fields, meaning no additional fields can be added. Exporting to Word makes

Training



precise modification possible but is cumbersome and will allow you to put your dot/bullet points into the description field.

- By exporting this report to word, the function of email to your Gateway contact can no longer be executed as the file becomes solely a word document without a link to your database.

MICROSOFT WORD

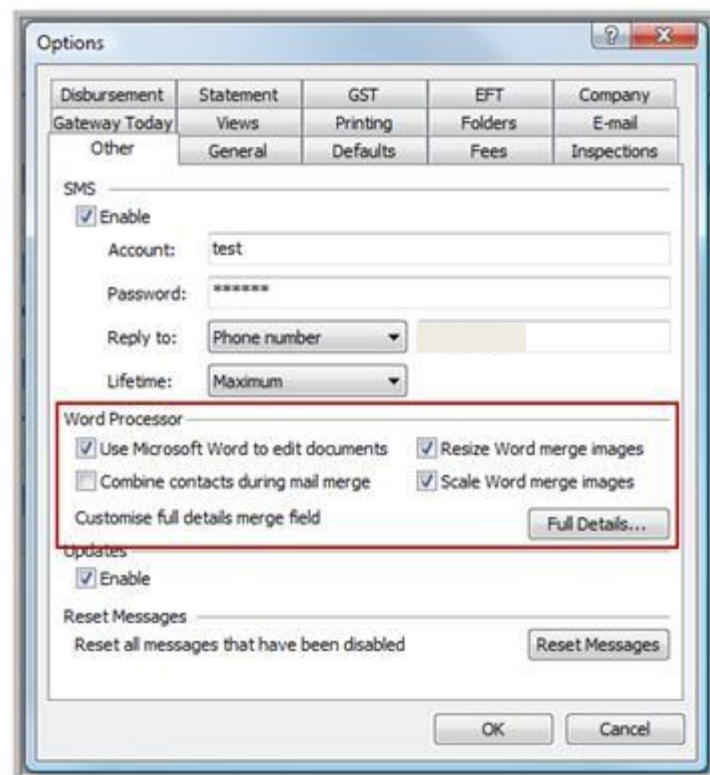
Note: Microsoft Word 2007 or later is required to complete these instructions.

Parts A - C are required to be run only once.

PART A – CONFIGURING GATEWAY

To use Microsoft® Word instead of WordPro for your merged documents and property brochures you will need to have a retail version of Microsoft® Word 2007 or later installed on your computer. Changing your default document editor will only affect your workstation. Other users in your office may continue to use WordPro even though you have changed to Microsoft® Word. You may also change back to WordPro at any time in the future and access your WordPro documents.

1. To change your word processor to Microsoft® Word, in Gateway, select Tools and then Options from the main menu.
2. Select the Other tab.
3. Tick the option Use Microsoft® Word to edit documents.
4. Click Ok.

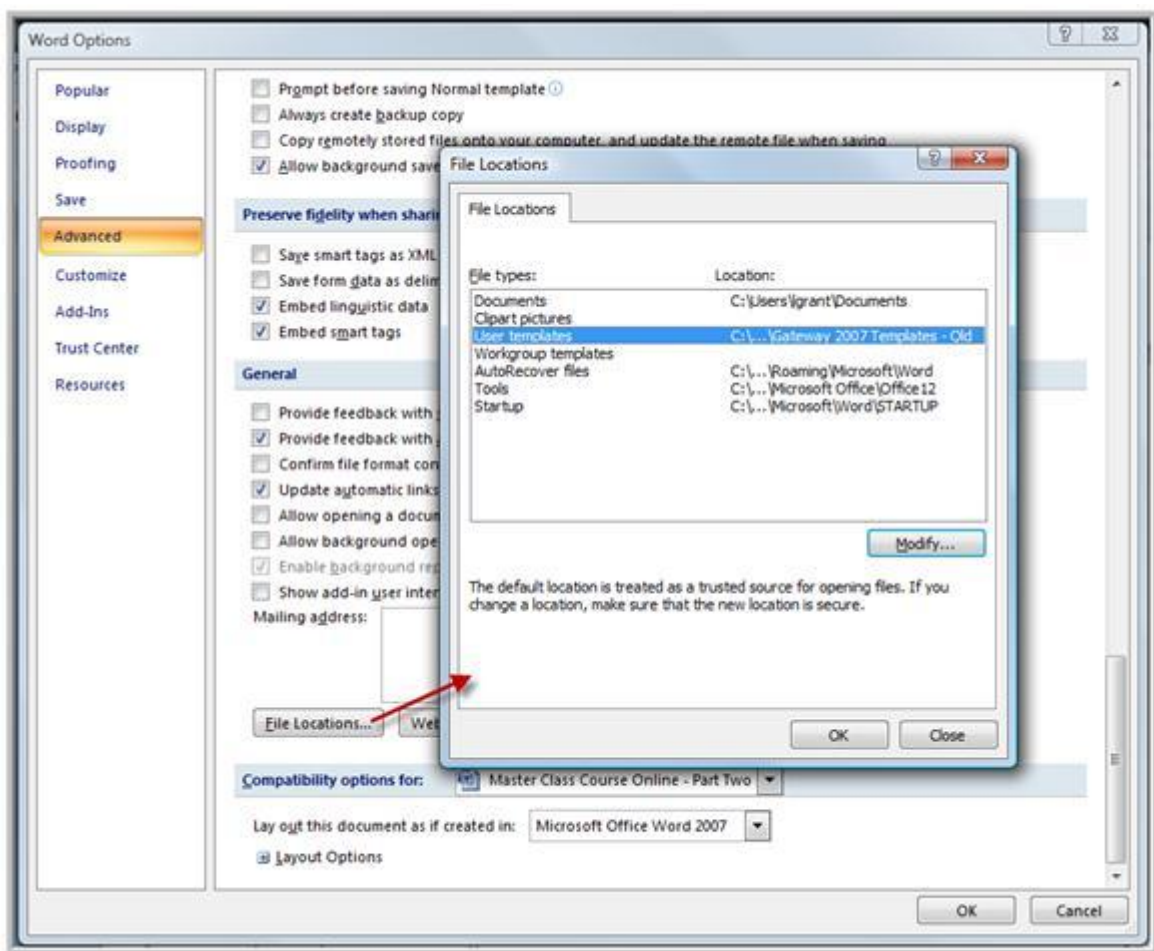


PART B – CONFIGURING WORD

Microsoft® Word must be configured to store all of your shared templates in a single location.

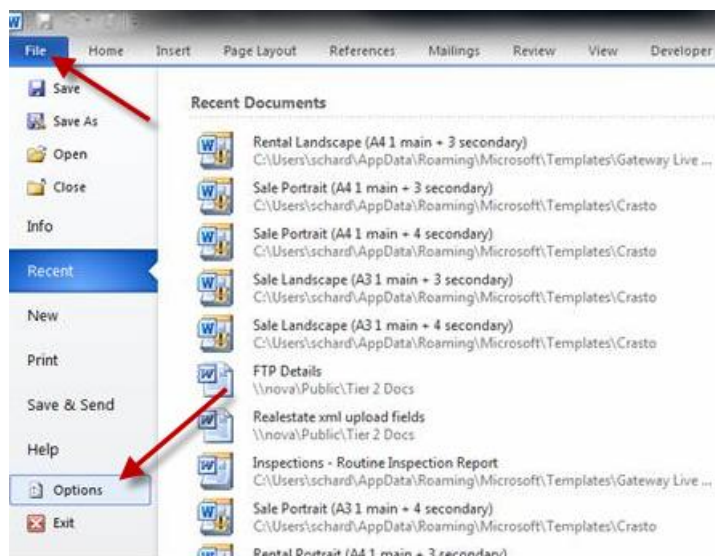
Word 2007:

1. Open Microsoft® Word.
2. Select Word Options from the Office Button, and then select the Advanced Tab.
3. Scroll down and click the File locations button.
4. Highlight Workgroup templates.
5. Click the Modify button and choose the folder location for your shared Word documents.
6. Click OK.



Word 2010:

1. Open Microsoft® Word.
2. Select Options from the File Button, and then select the Advanced Tab.
3. Scroll down and click the File locations button.
4. Highlight Workgroup templates.
5. Click the Modify button and choose the folder location for your shared Word documents.
6. Click OK.



PART C – SAVING THE BLANK PROPERTY BROCHURE TEMPLATE

We have a variety of brochure templates available for download from myConsole.

Note: If you prefer to create your own design, continue to Part D: Creating \ Customising Word property brochure templates.

If you prefer to use a pre-designed brochure follow these steps:

1. Download the installer from here:

http://my.console.com.au/_resources/support/Console.Gateway.MergeTemplateInstaller.exe

This will:

- Install templates in to a *Gateway Live - Brochure Templates* folder so that the templates show in their own tab
- Supports 32bit/64bit Windows
- Supports Office 2007 and 2010 (32 and 64bit)

Training

If the installer completes successfully, it will display *“The Gateway Live merge templates have been successfully installed.”*

If it fails, it will display *“There was an error while trying to install the Gateway Live merge templates or Microsoft Office is not installed.”*

Reasons for failing include:

- No permission to read registry
- No permission to write to the templates directory
- Office not installed or too old

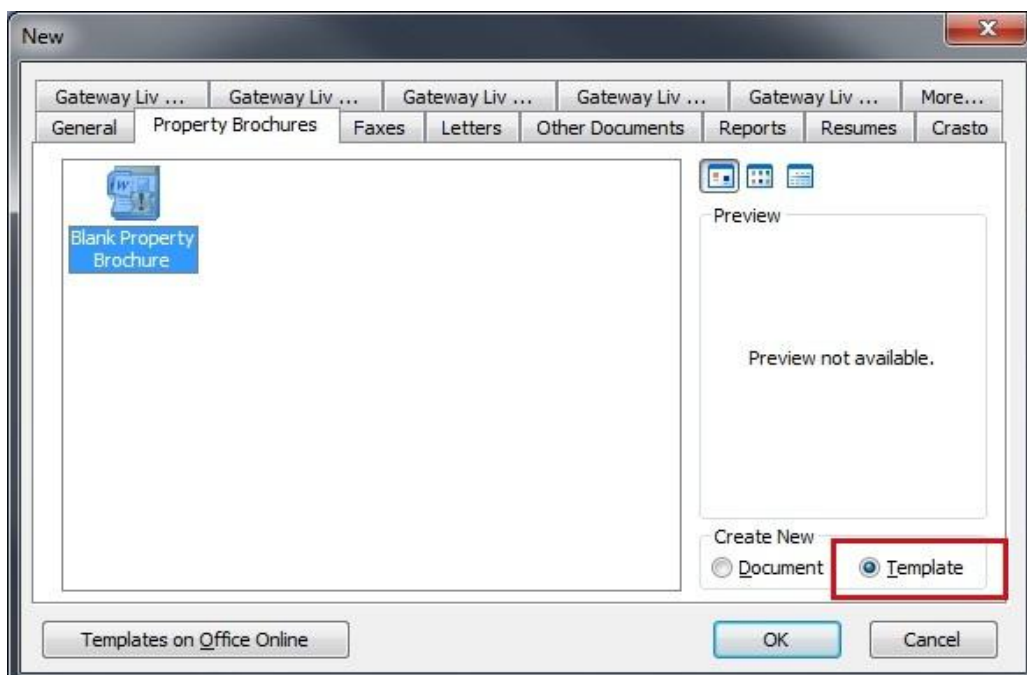
To avoid permissions issues, always run as Administrator.

PART D - CREATING \ CUSTOMISING WORD PROPERTY BROCHURE TEMPLATES

1. Select Word from the Tools menu in Gateway.

Note: If you do not have the option to select Word run through the steps above titled 'Part A: Changing your document editor from WordPro to Microsoft Word'.

2. Change the template type to either Rental Property or Sale Property.
3. Click to highlight the blank property brochure (or a pre-configured brochure if you are editing an existing brochure).
4. Click the template option at the bottom right hand corner and press OK.

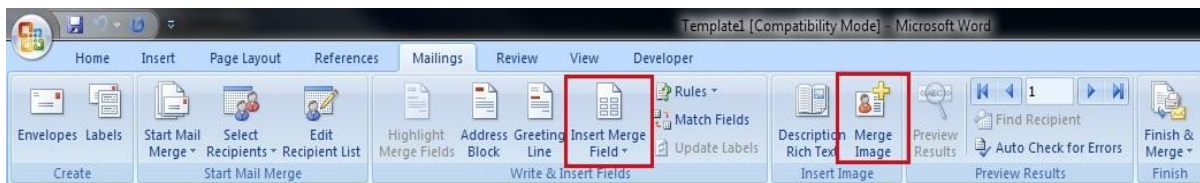


4. You will be prompted to press F9 to merge images - ignore this message at this stage and press OK.



5. Once the template is open, create your custom brochure template by inserting **merge images** and **merge fields**.
6. If you have selected a pre-designed template you may change any formatting options, add or remove merge images and fields.

For merge fields, you may format the font settings of data imported from Gateway (such as the price, description, etc) by formatting the field.

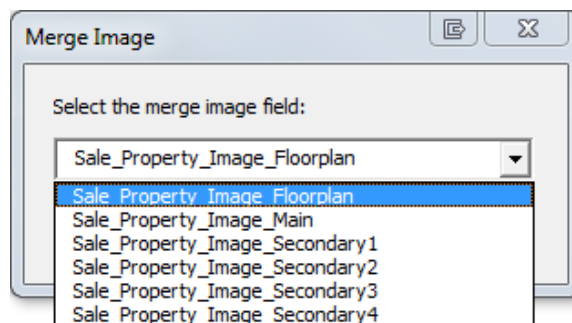
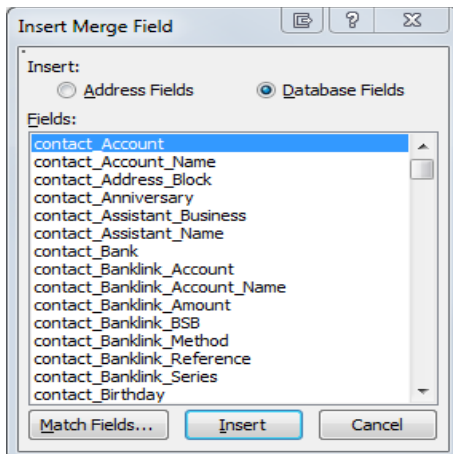


For an even greater level of customisation, go to the Insert Tab and select the Table button.

Select a 1x1, 2x3 or other sized grid. Then stretch, resize and arrange the fields as required.

The grid acts as an effective border for your information and allows you to move the table around by dragging the small square in the top left of the table.

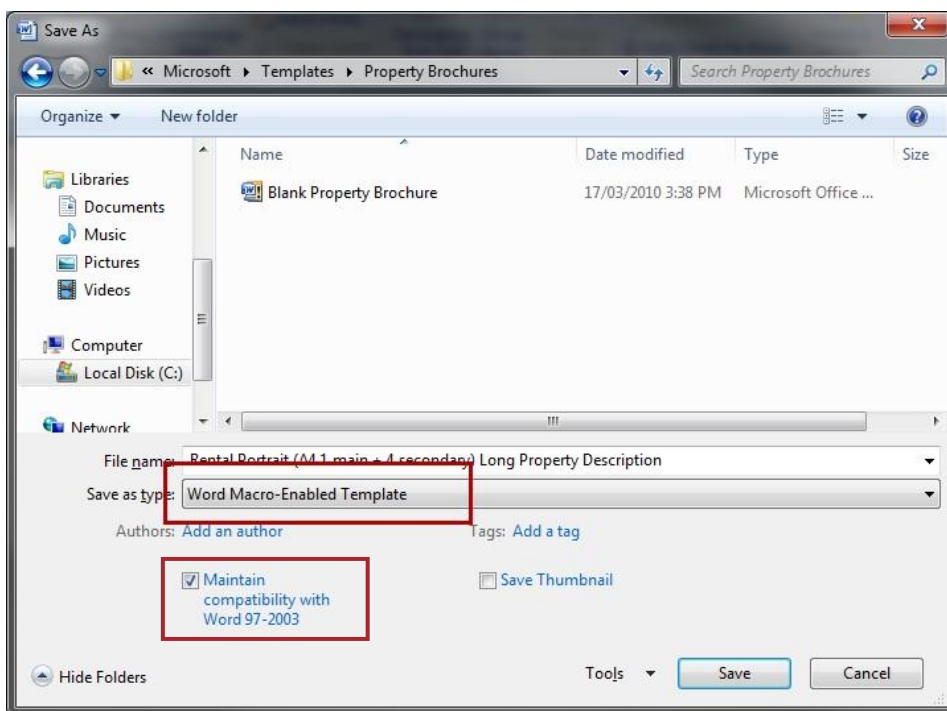
Inserting a merge image is just as simple - press the Merge Image button and select which image you wish to display (Main Image, Floor Plan, etc). Then resize and move the image to the position you require.



You may also insert your business logo or other images into the document using this method.

*Note: Merge images in Microsoft® Word are formatted as **inline** shapes. These shapes move around the document in the same way text does ie. left to right by using spaces and tabs, up and down by using enter or backspace. To make images easier to move try creating a table (from the Insert menu) and inserting the images into each table square. This may take some practice to perfect but will make for a more professional final result.*

6. Once your new template is complete, select the Office button in the top left hand corner of Word and choose Save As Word Macro-Enabled Template.

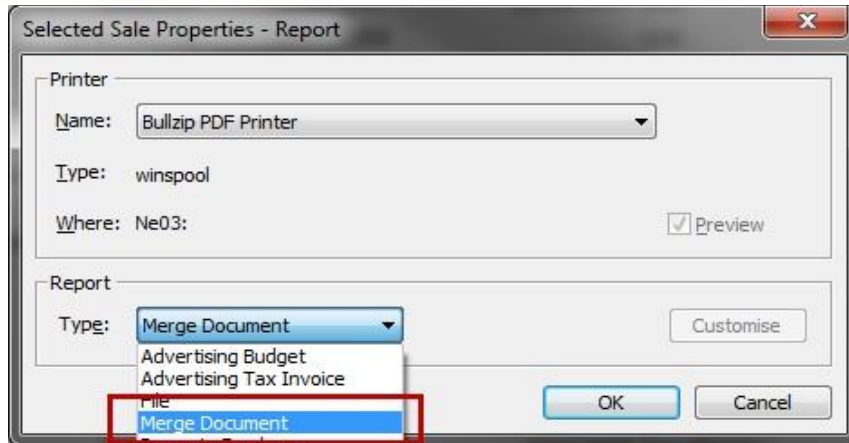


PART E - MERGING FROM GATEWAY TO A PROPERTY BROCHURE

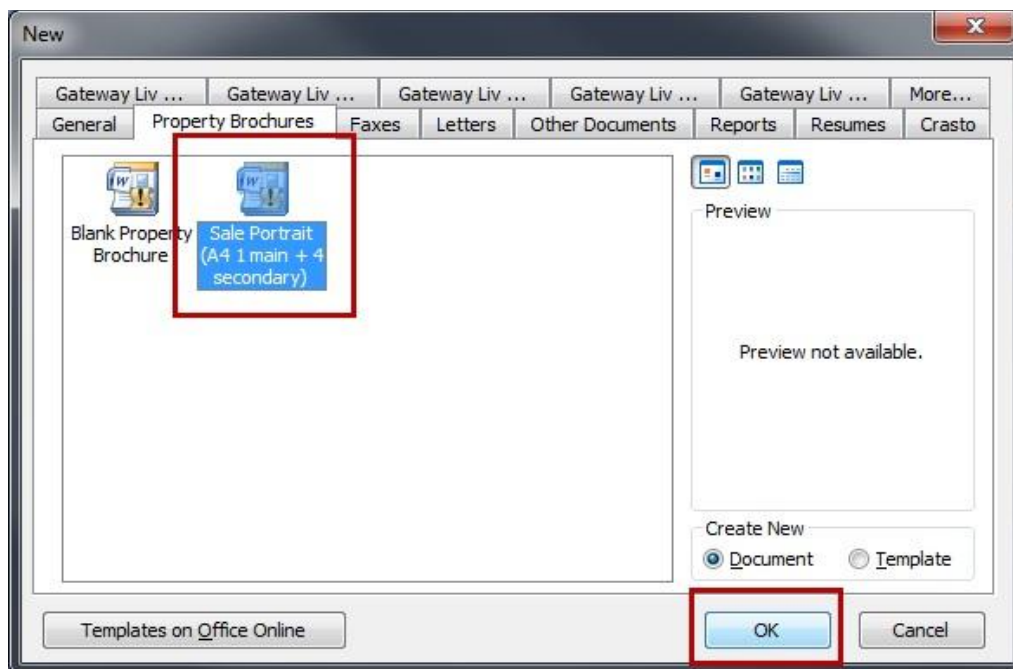
1. Right click on the property you would like to create the property brochure for.

Note: Only one property may be merged at a time.

2. Select Print, Merge Document.



3. Leave combine contacts **unticked** and press Ok.
4. When Microsoft Word opens select the template you want to use.
5. Click Ok.



6. The merge images prompt will appear.
7. Select OK.
8. When the document has loaded fully, press the F9 button on your keyboard to merge the database images.

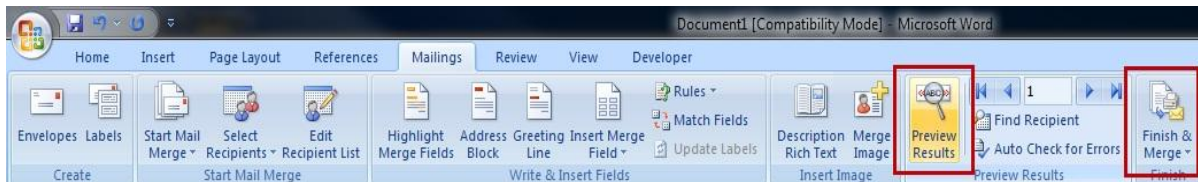


Training

9. In the Mailings tab, click on the Preview Results button to view the merged data. You may make changes to the brochure before printing.

*Note: Any changes made here will **not** affect the template- permanent changes will need to be made on the template document.*

10. Select the Finish and Merge button in the mailing tab.
11. Select Print Documents.



12. The following prompt will appear. Select Current record then press OK.



13. Select your preferred Printer, number of copies etc and press OK.



Examples:

Yourtown 
Real Estate



YOURTOWN

12 Hill Street

Beds 3 | Baths 2 | Parking 1

Price Guide Bidders from \$610,000

Stunning Views

Nestled prestigiously on one of Sydney's most coveted streets, this grand residence built only 3.5 years ago, is in an extremely private position set well back from the road & other homes.

Offering cutting edge design coupled with a smooth contemporary style, incorporating massive floor to ceiling glass windows, wide blackbutt timber floors, high ceilings & state-of-the-art inclusions, this home is perfect for large scale entertaining.



Contact Administrator
 Phone: 9444 5555



Yourtown

Real Estate



YOURTOWN

12 Hill Street

Beds 3 | Baths 2 | Parking 1

Price Guide: Bidders from \$610,000

Contact Administrator

Phone: 9444 5555

Stunning Views

Nestled prestigiously on one of Sydney's most coveted streets, this grand residence built only 3.5 years ago, is in an extremely private position set well back from the road & other homes.

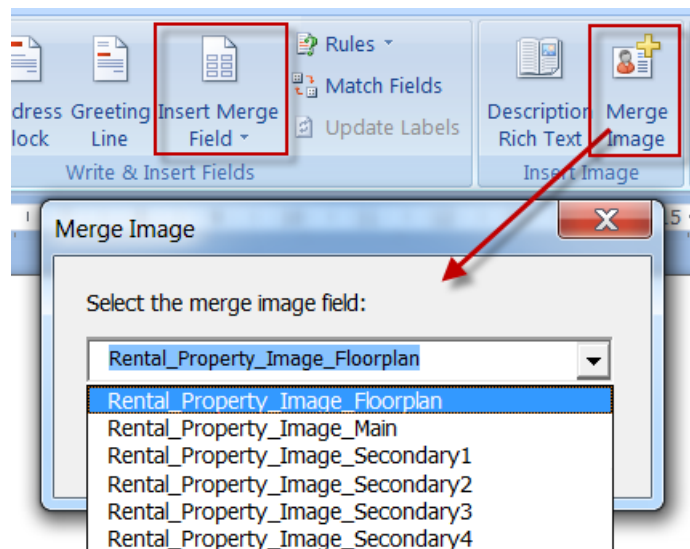
Offering cutting edge design coupled with a smooth contemporary style, incorporating massive floor to ceiling glass windows, wide blackbutt timber floors, high ceilings & state-of-the-art inclusions, this home is perfect for large scale entertaining.

CREATING A STRIP LIST

Using tables in Word it is possible to create your own strip lists for sales or rental properties. This method may be used to create a stock list for agents or a vacancies report.

Note: *If used frequently you may prefer to use a blank property brochure template to create this report (see previous topic) and save the layout as a template.*

1. Right click on list of properties and select New Letter.
2. Tick Combine contacts and click Ok.
3. Select Blank Document and click Ok.
4. Click on Start Mail Merge in the toolbar and then click Directory.
5. Insert a two-column table.
6. Enter the required merge fields into the table using the Insert Merge Image and Insert Merge Field Buttons.



7. Under the table insert a { NEXT } field. To get the { NEXT } field, press Ctrl+F9 and then type NEXT.

{ INCLUDEPICTURE "{ MERGEFIELD "Sale_Property_Image_Main" * MERGEFORMAT }" * MERGEFORMAT }	{ MERGEFIELD "sale_property_Headline" }
{ NEXT }	{ MERGEFIELD "sale_property_Description_Text" }
	{ MERGEFIELD "sale_property_Price_Display_As" }

8. Select the Step By Step Mail Merge Wizard (the wizard will show on the right hand side of your screen).
9. Click Next (bottom right) until you get to Step 6 of 6.
10. Select 'To New Document'.
11. Select All and click Ok.
12. If required apply a table style before printing.

You will end up with something like this:



Expansive Family Residence

Cascading over four expansive levels, this superb wide fronted (6.1m) terrace sets a new standard in contemporary living and offers a lifestyle of comfort and convenience.

\$790,000



Grand Character Home with Tennis Court & Pool

Grand character home positioned on approx 1,800 square metres of manicured gardens, in one of Yourtown's most desirable streets, only 600 metres stroll to rail, shops and leading schools.

\$980,000



STATELY SPENDOUR

This magnificent stateley brand new residence consists of four large bedrooms 3 stunning bathrooms, spa, open plan living and dining and rumpus room, sun drenched terraces for entertaining air conditioning (reverse cycle) Security and intercom.

\$750,000



Quality and Style

Located in what is to be the districts finest and most