

alto user guide

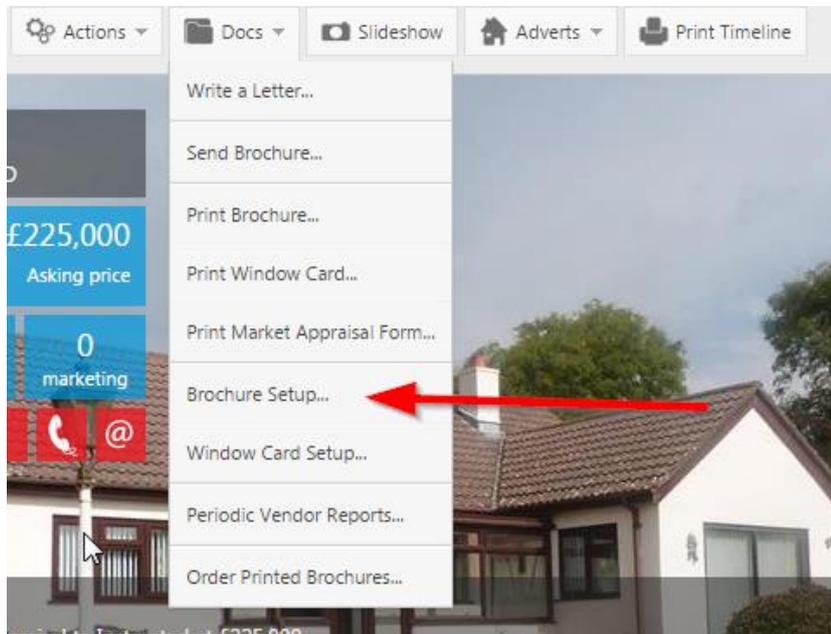
customise brochure tool



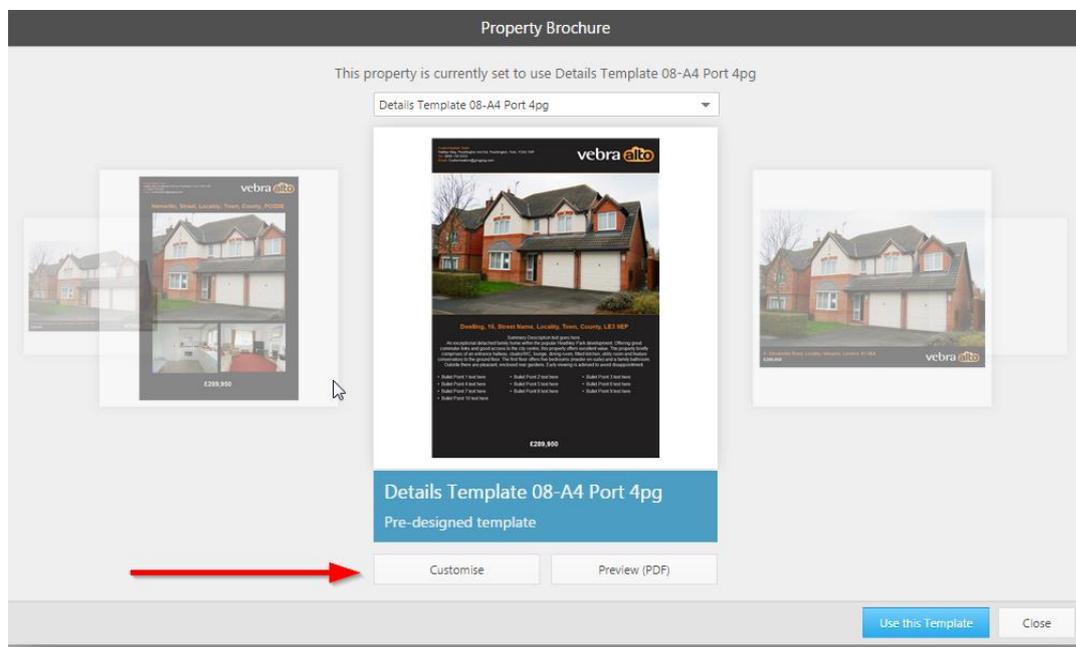
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Getting Started

- Navigate to the property you wish to create a customised brochure for, then select Docs> Brochure Setup.



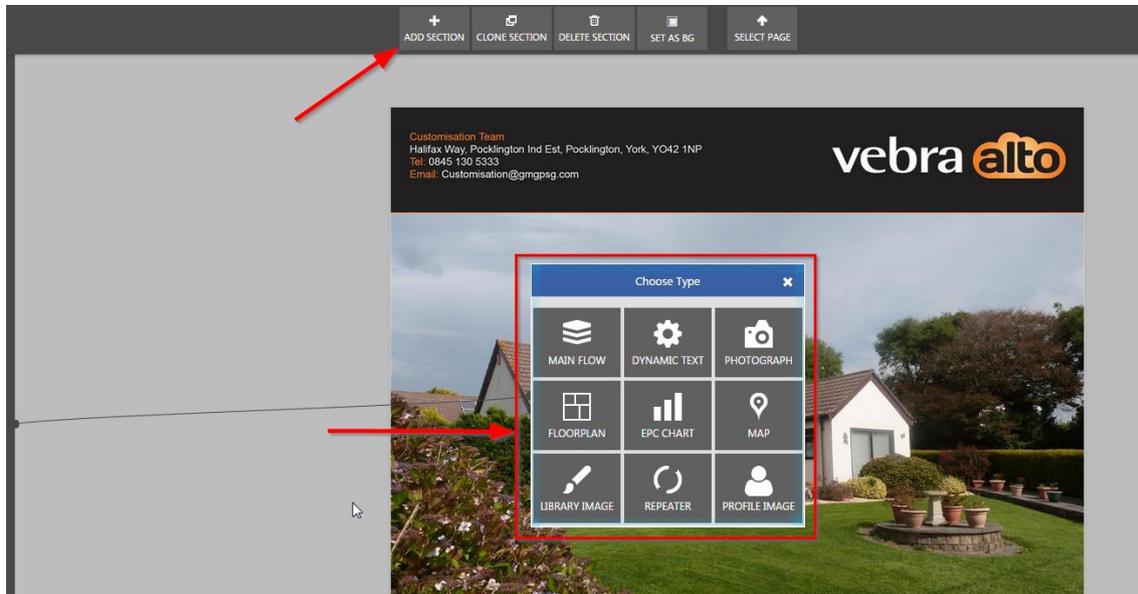
- Select which brochure you wish to amend from the carousel, then click 'Customise'



- The brochure editor screen will then open up. This will open in a new tab, therefore you may need to change your pop-up settings to allow this.

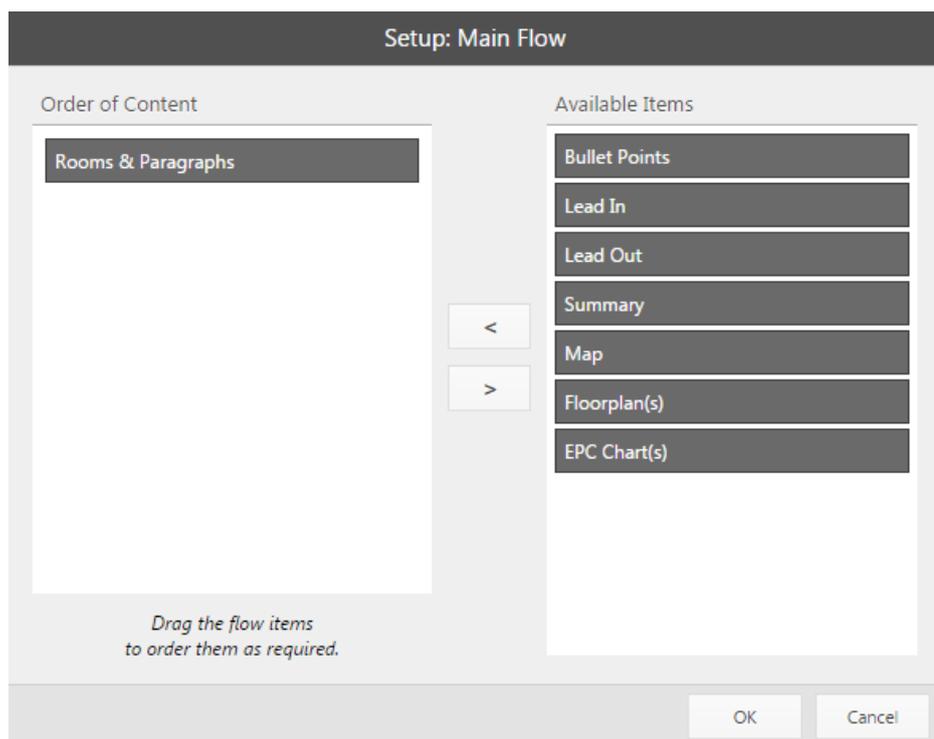
Adding, Editing and Deleting sections

- To activate the top menu click once on the template, all actions will be associated with the selected page.
- To add any new section you will need to click 'ADD SECTION' on the top tool bar. This will bring up a menu, highlighted in the image below.

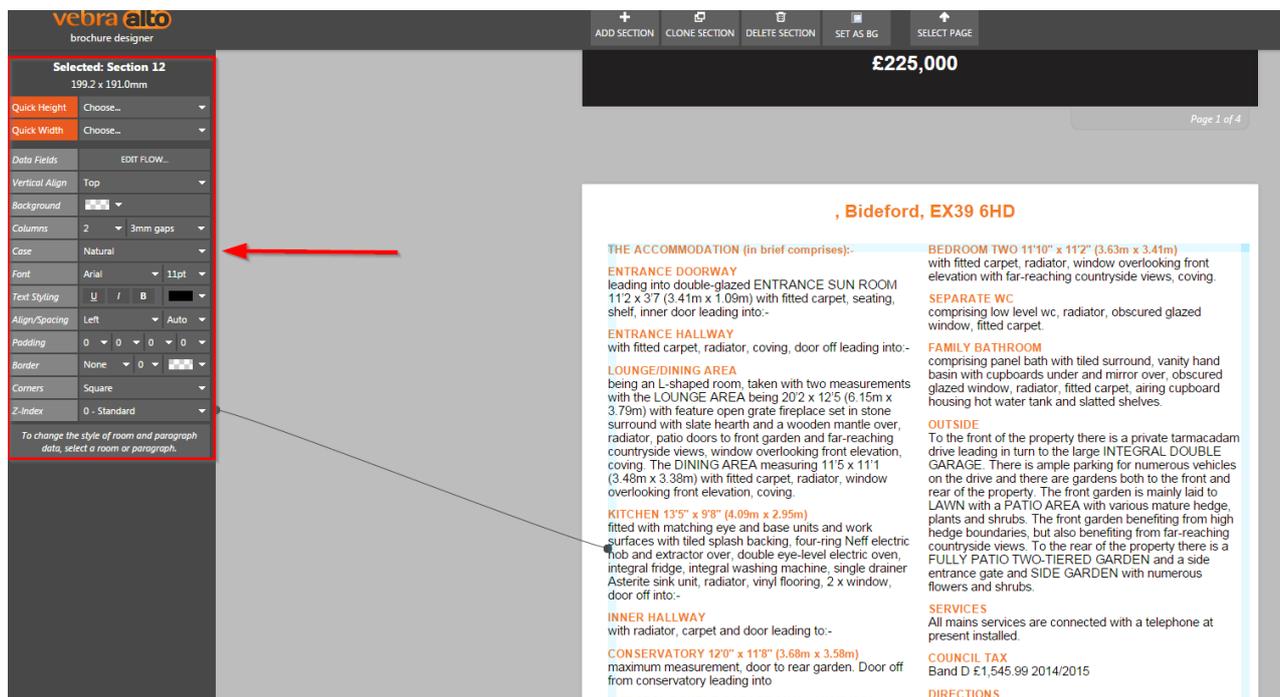


MAIN FLOW

- Main Flow allows you to add one, or a selection of fields, from the list below. When you double click on an item in the right column (available Items), it will move into the left column (order of content).
- Anything in the left column will be what appears on the brochure. You can change the order of items in this list by clicking and dragging.
- Click OK to complete.



- Once you have added the main flow, you will need to resize the box, then position it on the page.
- You will now be able to edit the colours, sizes and spacing.
- Select the box that you wish to edit and a new toolbar will appear on the left.



- This tool bar will have functions so you can make changes to the appearance of your new field. Below is a list on how each option works.

DATA FIELDS - If you double click on 'edit flow' this will bring the Main Flow box back up so you can edit the content of the field.

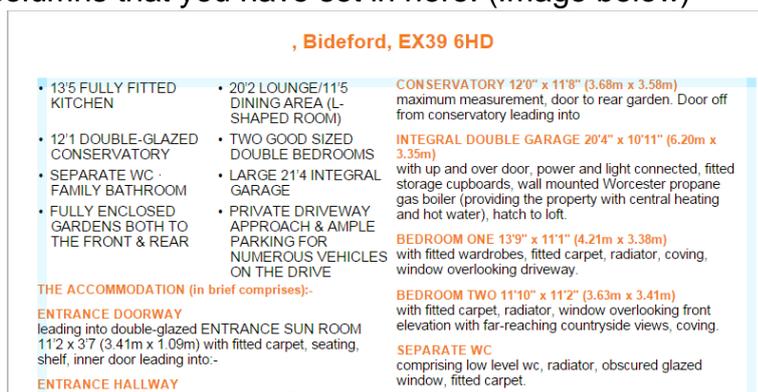
VERTICAL ALIGN – Changes where the field vertically aligns to.

BACKGROUND – Changes the background colour of the field you have selected. You can either use the colour selector or type the RGB values in for a specific colour.

Please note: When you first open the box you will see the colour values are set as RGBA. The A refers to the transparency.

COLUMNS – Change the amount of columns that the field is split into and the spacing that is between each column.

Please note: if you include bullet points in the flow, they will split into the same amount of columns that you have set in here. (Image below)



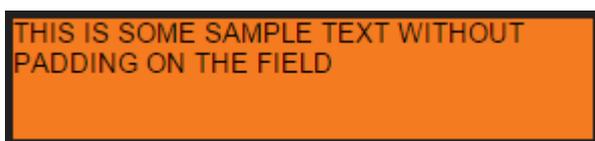
CASE – Change the case (upper case, lower case, natural) of the text.

FONT – Change the font used for the select section, the font size can also be adjusted here.

TEXT STYLING – Clicking on the U will underline the text, I will make it italic and B will make your text bold. The coloured box next to these is where you can edit the colour of the text, in the same way as the background colour.

ALIGN / SPACING – Changes the alignment of your text (left, right, centre or justified) and the spacing alters the distance between the lines of your text.

PADDING – Adjusting this will add an invisible border on each side of the field so that the contents will start in from the edge.



BORDER – Adds a border around the whole field, you can change the style, thickness and the colour of the border here.

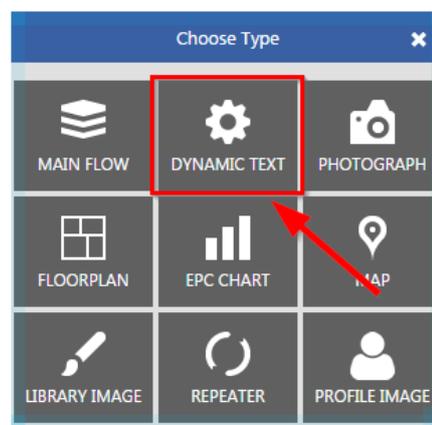
CORNERS – Changes the corners of the field, to be square or rounded.

Z-INDEX – Choose the order that the fields are layered on the page. 0 is the bottom and 3 is the top.

DYNAMIC TEXT

Selecting 'DYNAMIC TEXT' will bring up the dynamic text editor.

This allows us to add one, or multiple merge fields, to create useful combinations of text, such as addresses, price and branch information. Double clicking on the field once you have created it will bring the dynamic text editor back up so you can make further changes. You can also write any additional text in this box.



The following list is all of the merge fields available and a small description of what is pulled through if it isn't self explanatory.

PROPERTY MERGE FIELDS – these will pull information from the property

#P-REFERENCECODE#

#P-BATHROOMS#

#P-BEDROOMS#

#P-PRICE# - **This is JUST the price**

#P-QUALIFIED-PRICE# - **This is the price AND the qualifier**

#P-TYPE# - **e.g detached, terrace, flat**

#P-RECEPTIONS#

#P-FLOORAREA#

#P-LANDACRES#

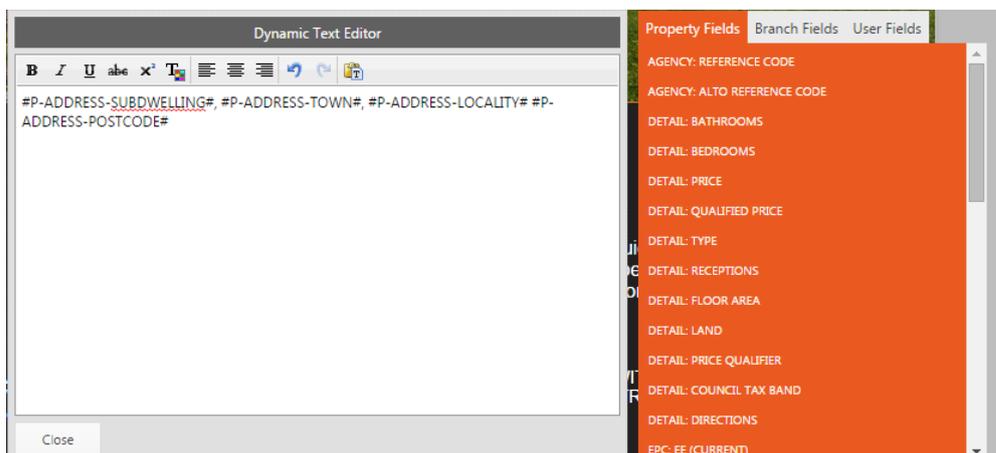
#P-PRICEQUALIFIER#

#P-TAXBAND#

#P-DIRECTIONS#
 #P-EE-CURRENT#
 #P-EE-BAND#
 #P-EE-POTENTIAL#
 #P-EE-POTENTIAL-BAND#
 #P-EI-CURRENT#
 #P-EI-BAND#
 #P-EI-POTENTIAL#
 #P-EI-POTENTIAL-BAND#
 #P-ADDRESS-AUTO# - **This will pull through the full address**
 #P-ADDRESS-AUTO-MULTILINE# - **This will pull in the full address but on separate lines**
 #P-ADDRESS-DISPLAY-ADDRESS# - **This will pull in the display address field**
 #P-ADDRESS-SUBDWELLING#
 #P-ADDRESS-NAMENO#
 #P-ADDRESS-STREET#
 #P-ADDRESS-LOCALITY#
 #P-ADDRESS-TOWN#
 #P-ADDRESS-COUNTY#
 #P-ADDRESS-POSTCODE#
 #P-ADDRESS-POSTCODEDISTRICT# - **The first part of the postcode**
 #P-SALE-TENURE#
 #P-SALE-STATUS#
 #P-RENT-FURNISHING#
 #P-RENT-DEPOSIT-REQUIRED#
 #P-RENT-FEESUMMARY#
 #P-RENT-STATUS#

BRANCH MERGE FIELDS – these will pull information from the branch you are logged into.

#B-NAME#
 #B-ADDRESS-AUTO#
 #B-ADDRESS-AUTO-MULTILINE#
 #B-ADDRESS-SUBDWELLING#
 #B-ADDRESS-NAMENO#
 #B-ADDRESS-STREET#
 #B-ADDRESS-LOCALITY#
 #B-ADDRESS-TOWN#
 #B-ADDRESS-COUNTY#
 #B-ADDRESS-POSTCODE#
 #B-ADDRESS-POSTCODEDISTRICT#
 #B-COMMS-TEL1#
 #B-COMMS-TEL2#
 #B-COMMS-EMAIL#



PHOTOGRAPHS

photographs can be added from the 'ADD SECTION' menu.

When you have a photograph selected a new toolbar will appear on the left hand side. Below are details on each option on this menu.

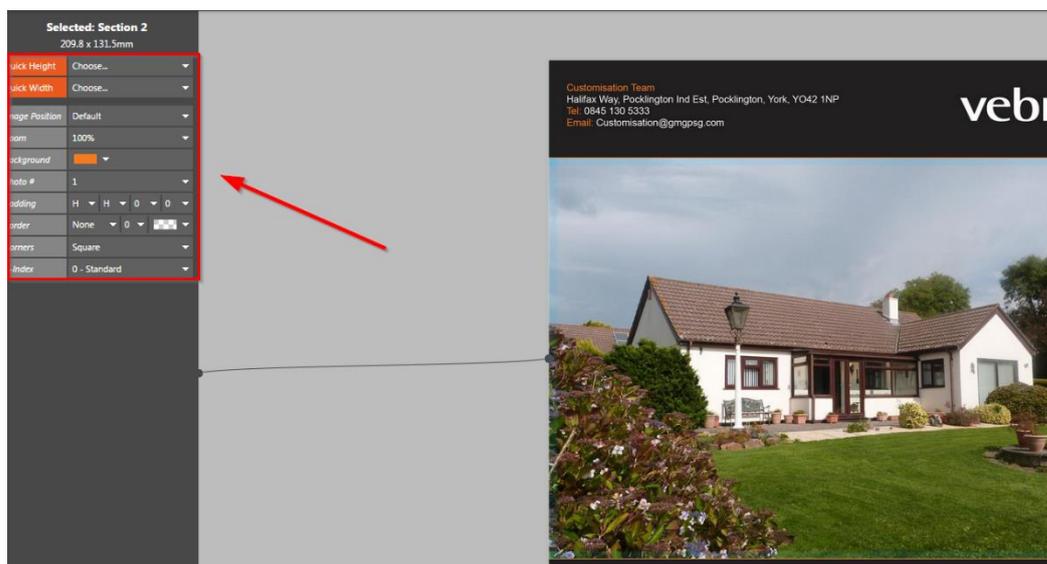


IMAGE POSITION – Here you can choose how your photograph will fill the box you have created for it.

Size to fit – This will stretch the photo so that it will fill the box exactly, if the box and photograph are different aspect ratios, then there may be some cropping, see below.



Size to fill – This will reduce the size of the photo until it is small enough for all of it to fit into the frame, with no cropping. If the box and photograph are different aspects, rather than cropping the photo, it will leave blank space at the sides. This is most noticeable on photos with a border. See below.



Manual – If you double click on the picture this will allow you to manually move the photo around the frame so that if cropping has occurred, you can fine tune it here.

BACKGROUND –Changes the colour of the background of the photo. If you have your photo set to size to fit this is the colour that will occupy any blank space you have on there.

PHOTO # - Select which number photograph will pull into that box. The numbers correspond to the photos under the Media>Photos>'Brochure' tab on the property.

PADDING – Adjusting this will add an invisible border on each side of the field so that the contents will start in from the edge. Please see previous section on padding for example.

BORDER –Adds a border around the whole field, you can change the style, thickness and the colour of the border here.

CORNERS – Changes the corners of the field, to be square or rounded.

Z-INDEX –Choose the order that the fields are layered on the page. 0 is the bottom and 3 is the top.

FLOORPLANS

Floorplans can be added from the 'ADD SECTION' menu.

When you have a floorplan selected a new toolbar will appear on the left hand side.

This looks identical to the menu for the photographs, as explained above.

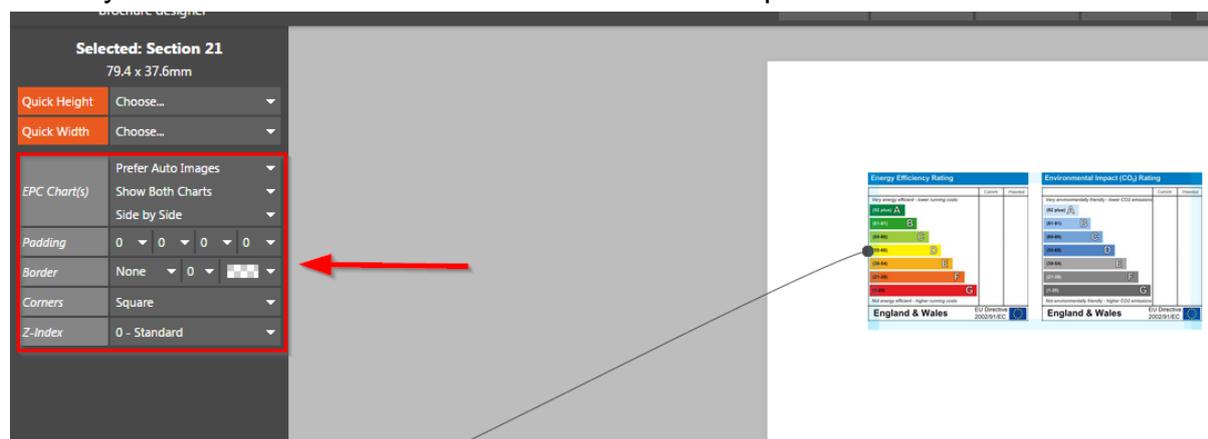
Please note: The 'Photo #' on the floorplan menu refers to the order you have uploaded your floorplans to the property.

Please note: We recommend that all floorplans are set to 'size to fit' as this will stop any cropping.

EPC'S

EPC's can be added from the 'ADD SECTION' menu.

When you have an EPC selected a new toolbar will appear on the left hand side.



EPC CHART – There are 3 drop down menus. The first one gives us the option of:

Prefer Auto Image – This will pull the EPC from the sliders that are found on the EPC tab of the property.

Prefer Uploaded Image – This will pull in any EPC that you upload to the EPC tab on the property.

The next menu is for:

Show Both Charts – This will show both the EE and EI graphs

Energy Efficiency Only – This will show just the EE graph

Env. Impact Only – This will show just the EI Graph

The final menu is:

Side by side – This will show the graphs next to each other

Stacked – This will show the graphs stacked on top of each other

PADDING - Adjusting this will add an invisible border on each side of the field so that the contents will start in from the edge. Please see previous section on padding for example.

BORDER – Adds a border around the whole field, you can change the style, thickness and the colour of the border here.

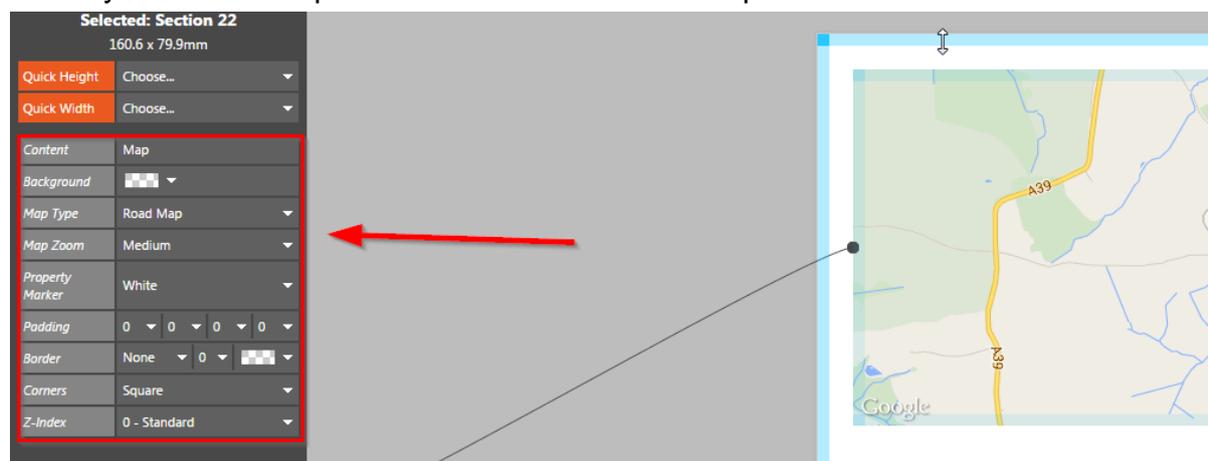
CORNERS – Change the corners of the field, to be square or rounded.

Z-INDEX – Choose the order that the fields are layered on the page. 0 is the bottom and 3 is the top.

MAPS

Maps can be added from the 'ADD SECTION' menu.

When you have a map selected a new toolbar will appear on the left hand side.



CONTENT – This cannot be changed

BACKGROUND –Changes the background colour of the map

MAP TYPE – Choose from Road Map, Satellite, Hybrid and Terrain. These all pull from google maps.

MAP ZOOM – Changes the level of zoom on the map. The options are Furthest, Further, Medium, Closer, and Closest.

PROPERTY MARKER –Changes the colour of the pin on the map.

PADDING - Adjusting this will add an invisible border on each side of the field so that the contents will start in from the edge. Please see previous section on padding for example.

BORDER – Adds a border around the whole field, you can change the style, thickness and the colour of the border here.

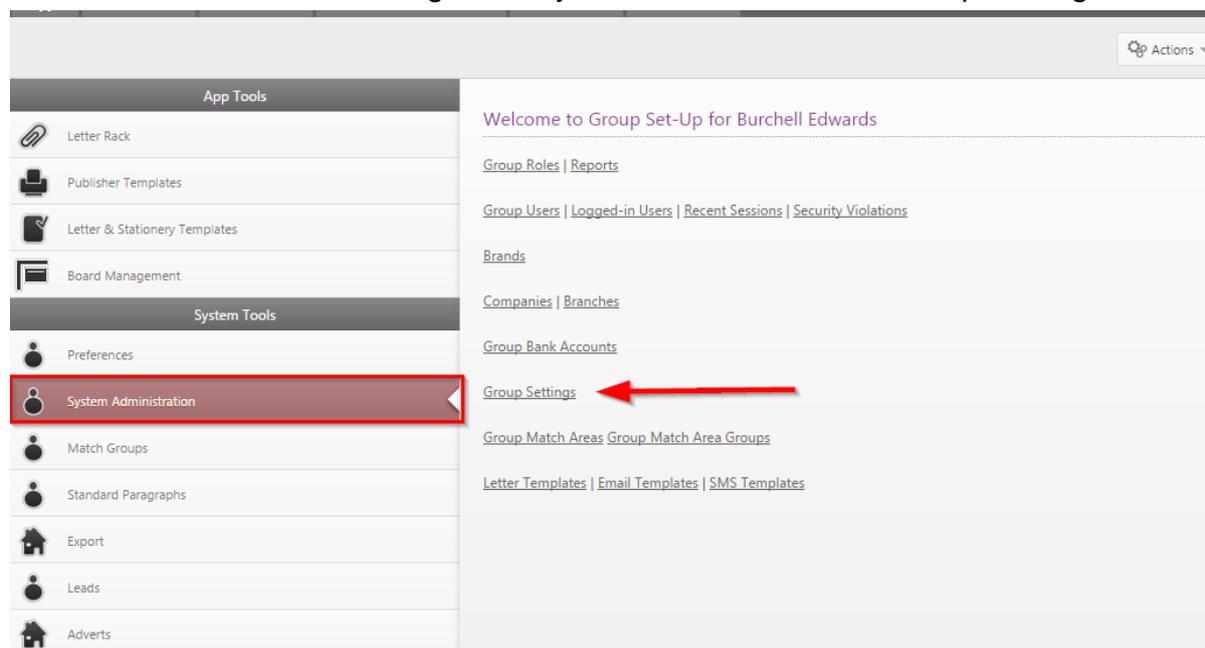
CORNERS – Changes the corners of the field, to be square or rounded.

Z-INDEX –Choose the order that the fields are layered on the page. 0 is the bottom and 3 is the top.

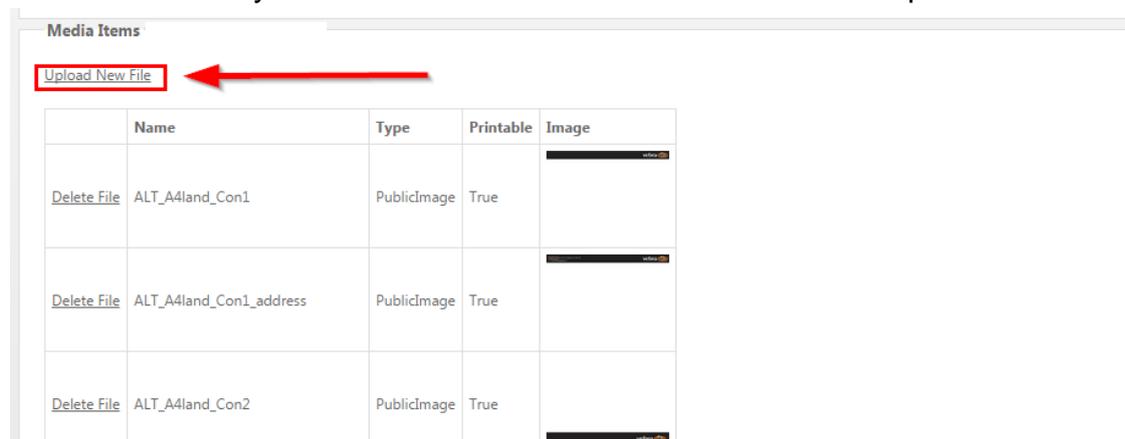
LIBRARY IMAGE

This allows you to add in any artwork that you have previously uploaded to the group or branch.

UPLOAD TO GROUP – Navigate to System Administration > Group Settings.



Scroll down until you see the 'Media Items' Section and click 'Upload new file'



This will open up the file upload page. Use the Choose file button to navigate to the file you wish to upload, then fill out the fields as follows.

Caption - Name of the file you upload. We recommend that you use the file name that you have it saved as on your computer. This way if you need to update it you remember exactly what it was called.

Media Type – Always set to 'public image' unless you are uploading a new font, in which case please select font.

Sub Type – Always set to 'publisher template image' unless it is a font and then you would choose the relevant one.

Printable Library Image – **PLEASE ENSURE THIS BOX IS TICKED. IF IT ISN'T THEN YOUR IMAGE WILL NOT SHOW ON YOUR TEMPLATES!**

Once you have completed this, click the 'upload' button.

UPLOAD TO BRANCH – This is the best place to add any artwork that is branch specific.

Navigate to System Administration > Group Settings > Branches. Find the branch that you would like to upload to and click 'Edit'.

Again scroll down to 'Media Items' and click 'upload new file' fill out the form as above.

To add library artwork to the template return to the 'ADD SECTION' menu within the template designer and select 'Library Artwork'. This will bring up a new 'Library Image Browser' box.

From here select which level you would like to pull the artwork from Group, Branch or Brand, then find the artwork you would like to add for this section.

The artwork will be inserted into the template for you to resize and position. When you have a piece of artwork selected a new toolbar will appear on the left hand side. This is the same as the Photograph menu as explained above.

Please note: We recommend that artwork is set to size to fit to ensure that the aspect ratio remains correct.