

# Creating a Property Brochure in Adobe PDF Format



This guide offers a straightforward process for creating a professional property brochure in Adobe PDF format, ensuring your listings stand out.

It simplifies the steps involved, making it accessible even for those with minimal technical skills.

The process shown below is the same for creating any report or brochure in the CRM, the only difference may be the file type you export the document to.



**Alert!** Please note that YOUR COMPANY printer settings control the output of this document as much as the setup of the document. Please ensure that the printer settings are set correctly e.g. if you are printing a document that is in landscape format the printer **MUST** be set to print landscape.

## 1 Navigate to the property you are creating the brochure/window card for

The screenshot shows the 'iam property' CRM interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', and 'My account'. The left sidebar lists various modules: Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, Maintenance, Payment, and Marketing. The main content area displays a property listing for '7a Waldorf House, 3 Cooper Street, Manchester, M2 2AD' with a price of '£1350.00 pcm' and a status of 'Available'. It also shows 'Lead landlord: JTP Holdings LTD' and 'Lead tenant:'. Below this, there are fields for 'Reference: 12905', 'Negotiator: Kelly Davenport', and 'Branch: Julie Twist Properties'. The 'PROPERTY PICTURES' section is visible with an 'Upload' button. The right sidebar contains a list of actions: Book viewing, Create offer, View on map, Property pictures, Create brochure, report, Archive, Match applicant, Letters, E-sign, and Create sales version.

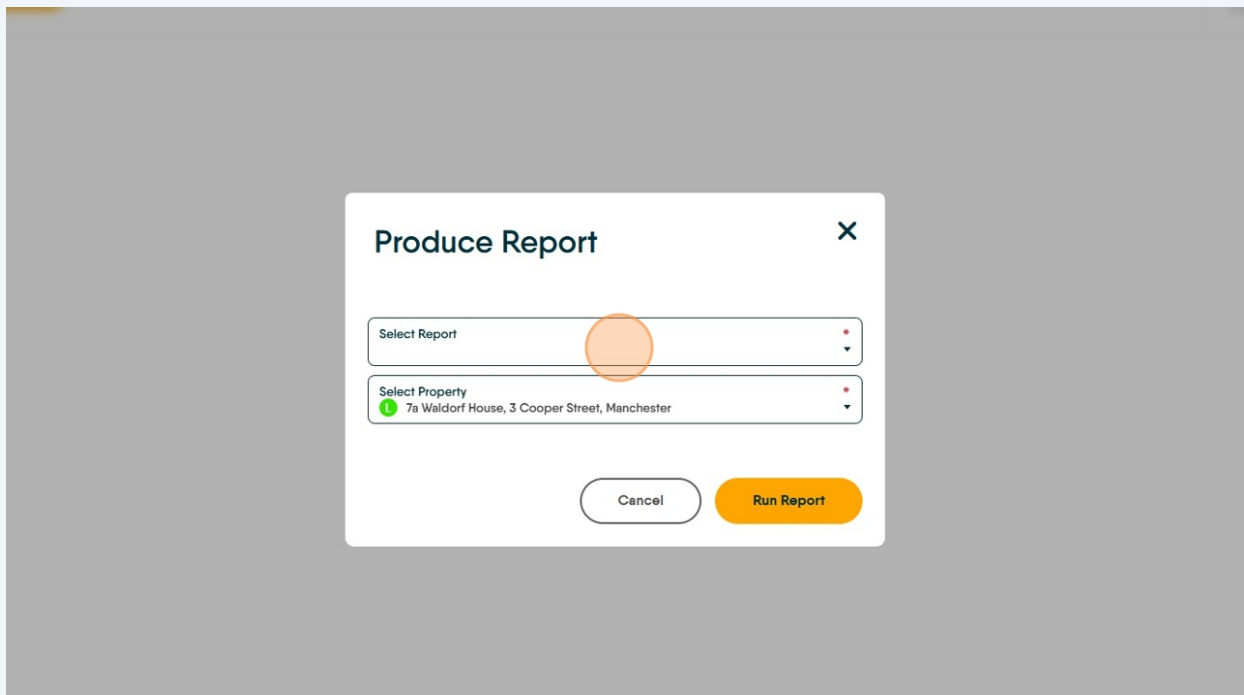
2 Click here.

The screenshot shows the iamproperty CRM interface. At the top, there's a navigation bar with links for iamproperty, CRM, movebutler, and iamsold. Below this is a main navigation bar with tabs for My day, Lettings, Sales, Accounts, Reporting, and Communications. The main content area displays a property listing for 7a Waldorf House, 3 Cooper Street, Manchester, M2 2AD, with 1 bedroom and 1 bathroom, priced at £1350.00 pcm. The property is marked as 'Available'. Below the listing, there are buttons for 'View Landlords' and 'View Tenants'. A dropdown menu is open on the right side, showing options like 'Book viewing', 'Create offer', 'View on map', 'Property pictures', 'Create brochure, report', 'Archive', 'Match applicant', and 'Letters'. The 'Create brochure, report' option is highlighted with a red circle.

3 Click "Create Brochure, Report"

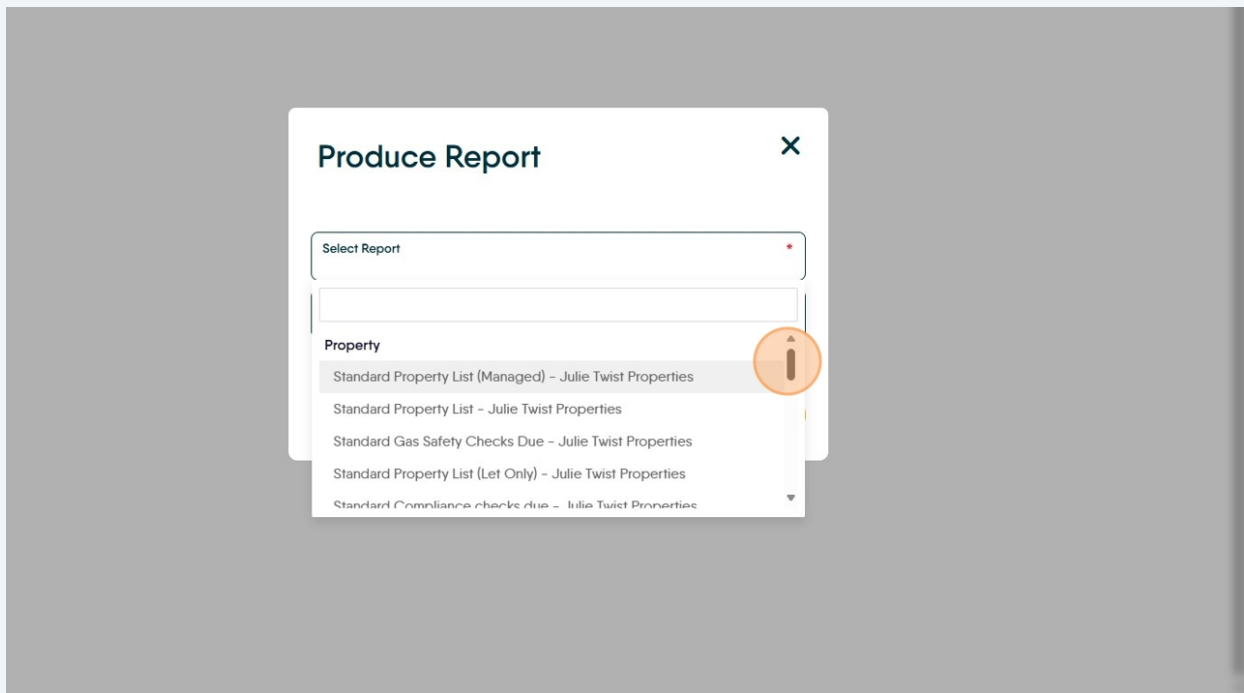
This screenshot is similar to the one above, but it shows the 'Create brochure, report' option in the dropdown menu highlighted with a red circle. The property listing details remain the same: 7a Waldorf House, 3 Cooper Street, Manchester, M2 2AD, 1 bedroom, 1 bathroom, £1350.00 pcm, 'Available' status. The 'Create brochure, report' option is the fourth item in the dropdown menu, below 'Property pictures' and above 'Archive'.

4 Click here.



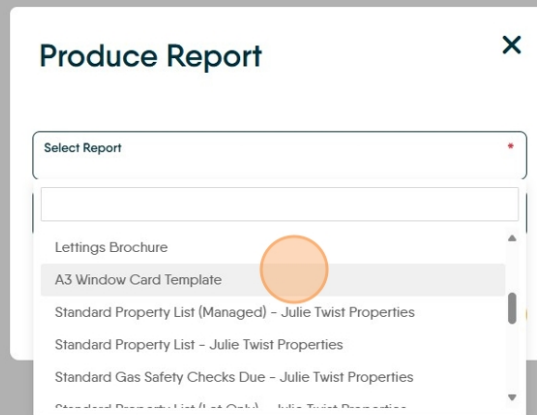
The screenshot shows a 'Produce Report' dialog box with a close button (X) in the top right corner. It contains two dropdown menus: 'Select Report' and 'Select Property'. The 'Select Property' menu is currently open, showing a list of properties, with the first item '7a Waldorf House, 3 Cooper Street, Manchester' selected. Below the dropdowns are two buttons: 'Cancel' and 'Run Report'. An orange circle is placed over the 'Run Report' button, indicating it should be clicked.

5 From the drop down menu, select the document you are creating.



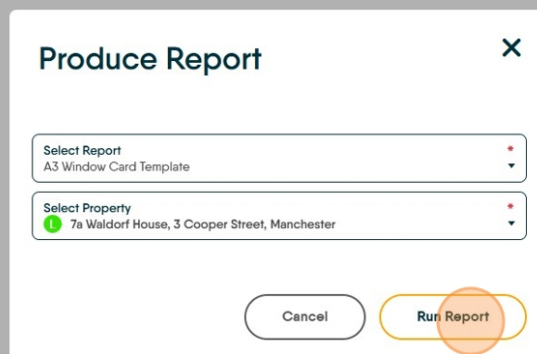
The screenshot shows the 'Produce Report' dialog box with the 'Select Report' dropdown menu open. The dropdown menu displays a list of report types under the heading 'Property'. The first option, 'Standard Property List (Managed) - Julie Twist Properties', is highlighted. An orange circle is placed over this first option, indicating it should be selected.

- 6 In this case we will use "A3 Window Card Template" click that.



The screenshot shows a 'Produce Report' dialog box with a close button (X) in the top right corner. Below the title bar is a 'Select Report' dropdown menu. The dropdown is open, showing a list of report templates. The 'A3 Window Card Template' is highlighted with an orange circle. Other visible options include 'Lettings Brochure', 'Standard Property List (Managed) - Julie Twist Properties', 'Standard Property List - Julie Twist Properties', and 'Standard Gas Safety Checks Due - Julie Twist Properties'.

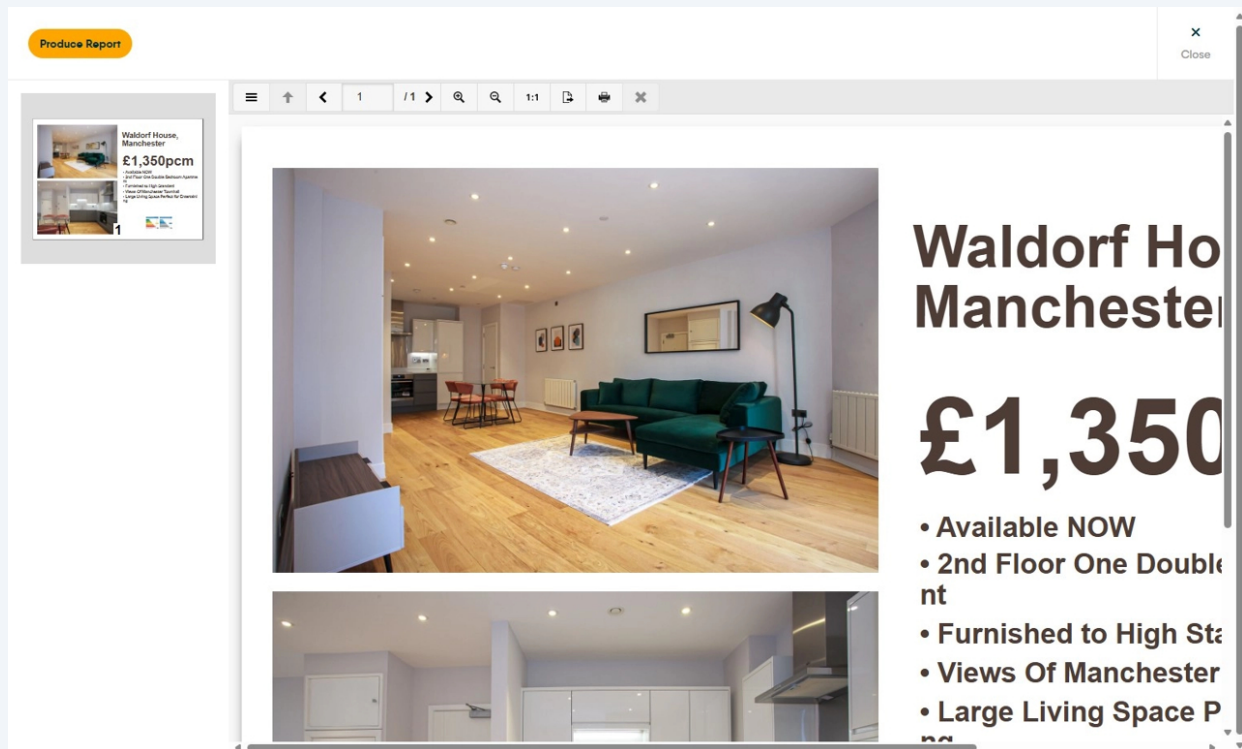
- 7 Click "Run Report"



The screenshot shows the 'Produce Report' dialog box. The 'Select Report' dropdown is now closed and displays 'A3 Window Card Template'. Below it, the 'Select Property' dropdown is open, showing '7a Waldorf House, 3 Cooper Street, Manchester' with a green location pin icon. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Run Report'. The 'Run Report' button is highlighted with an orange circle.

8

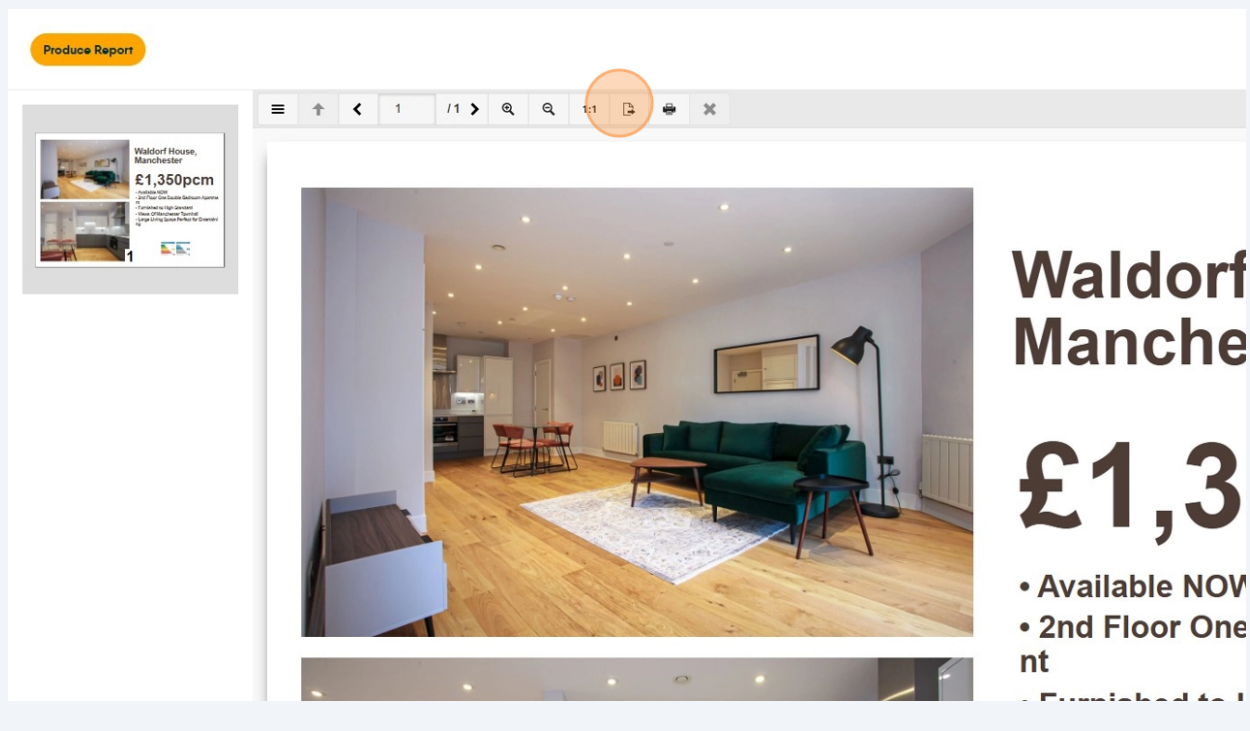
This will create the report and show it as a Proof version on screen. To get the finalised print version export the document.



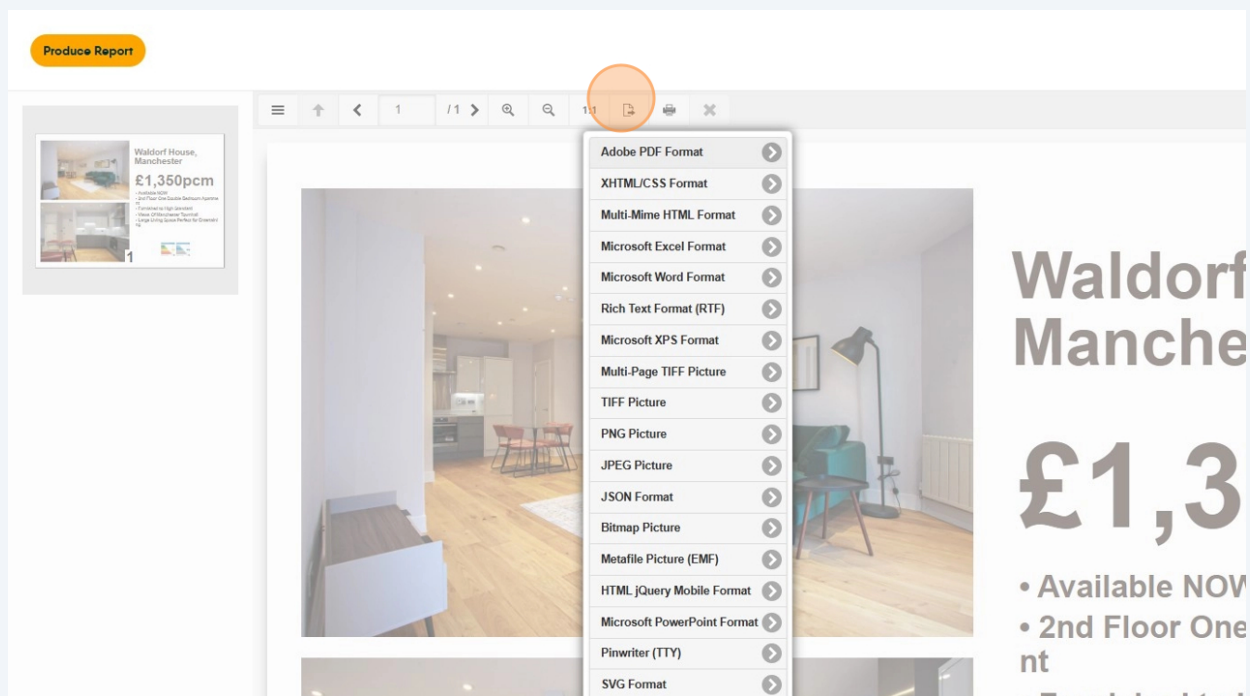
Tip! We find that you get far better results on a print out if the Brochure is exported to PDF.

N.B. If you have created a report then save as word or excel to be able to edit the data.

## 9 Click "Export"



## 10 Click "Adobe PDF" This will save the finalised document as a PDF into the 'Downloads' folder on your computer. The PDF is the document you will print.



**11**

Ensure your printer settings are correctly set to print the type of document you are creating.