

ADVERTISING MANAGEMENT SYSTEM

Real Estate
Book

<http://ams.treb.com>

AMS

Quick & Easy!

- Listings are online within 24 hours!
- You control your listings 24 hours per day, 7 days per week!
- One easy system for book and online!

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LivingChoices.com

Expose your listings to over 25 million Internet users through RealEstateBook.com and its distribution partners...**Now That's Exposure!**

**As of 2/1/04, subject to change*

Entering a listing

1. Log in at <http://ams.treb.com>.
2. Click Continue to AMS Main Menu.
3. Click Enter New Listing.
4. Enter the Address and click Save & Continue. (Below)

5. Complete the Listing Information.

Photo Requirements

- Format: RGB JPG
- Minimum Size: 540 x 360 pixels
Consult your camera's user guide for more information on quality settings.
- When taking photos, step back and frame an extra 20% around the subject for flexibility in your ad layout.
- When scanning prints, set your scanner to 300dpi for best reproduction.

Photo Instructions

Uploading a Photo

Please read the **Photo Requirements** section.

1. Select Upload Photo on the Listing screen.
2. Click Save & Continue.
3. Click Browse to select your photo. (Right)
4. Click Upload Photo.
5. The Listing Information screen will display.
6. Check your work and click Save & Continue.

Other Photo Options

1. If you prefer not to upload a photo, choose another photo option on the Listing screen.
2. Click Save & Continue.
3. If you selected 'Take Photo For Me', provide Map Coordinates and/or Driving Directions for the photographer. (Right)
4. Click Save & Continue.
5. The Listing Information screen will display.
6. Check your work and click Save & Continue.

Have you changed your phone number or email address?

Click Contact Information on the AMS Main Page to update your information.

Do you need to edit or delete a listing?

Search for the listing by MLS/ID# or Address 1 from the AMS Main Page.