

How to create brochures?

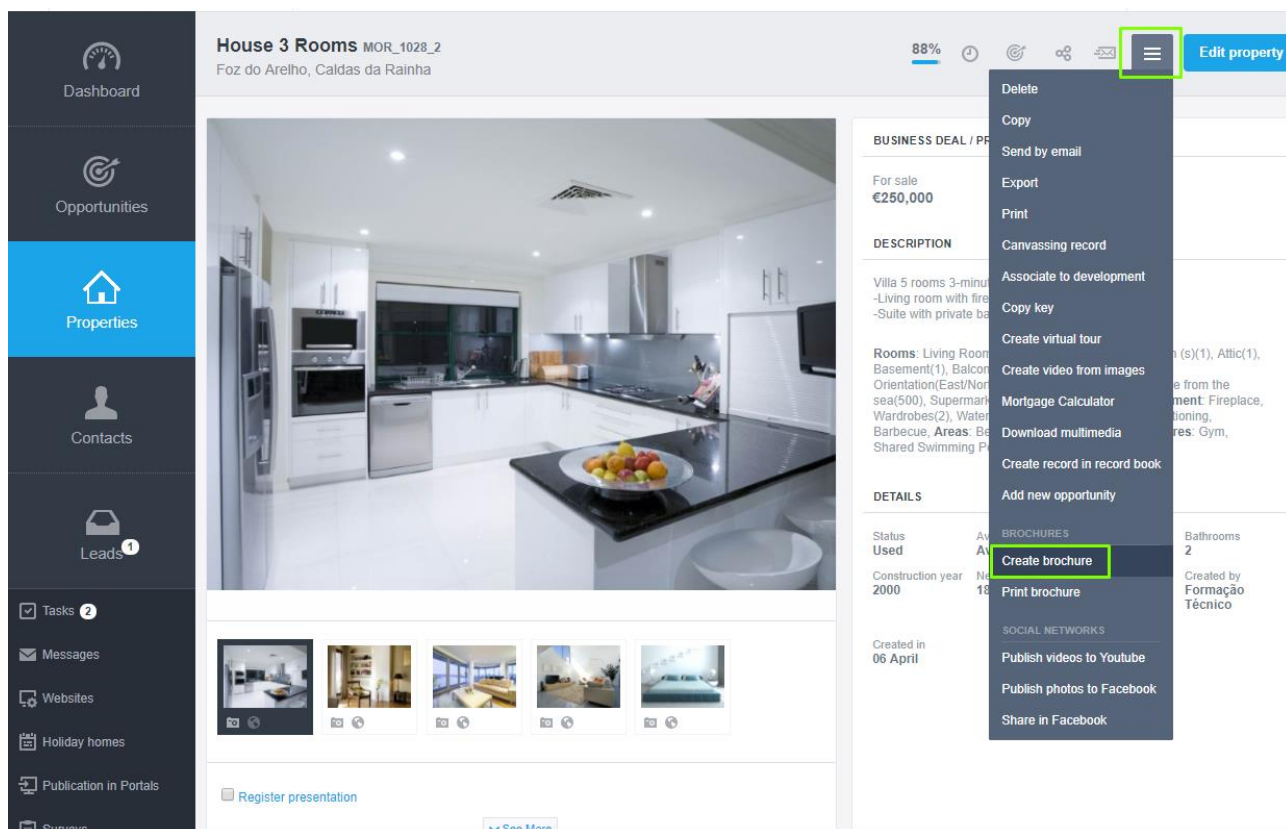
eGO users have the possibility of creating brochures from property pictures and publishing them on their websites.

To do that, you must follow these steps:

1. Go to the '**Properties**' tab and open the property file of which you want to create a brochure;

The screenshot shows the eGO software interface. On the left is a dark sidebar with navigation options: Dashboard, Opportunities, Properties (highlighted with a green box), Contacts, Leads, Tasks (2), Messages, Websites, and Holiday homes. The main content area is titled 'Properties' and shows a search bar with the placeholder '(Reference, Location, Address, Nature, Status, Availability, Description)'. Below the search bar, it indicates '270 Properties' and provides pagination controls. The first property listing is 'House 3 Rooms' (MOR_1028_2) in Foz do Arelho, Caldas da Rainha, for sale at €250,000. The second listing is 'Apartment 2 Rooms' (APT-885) in Califa, Benfica, for sale at €90,000 and rent at €700. Both listings include a photo, status, area, and various action buttons like 'Manage MLS', 'SLIDESHOW', and 'MOVEI COM CE'.

2. On eGO's upper right corner's menu, select 'Create brochure';



There will be a new window for you to choose the format of your brochure: A3, A4, horizontal or vertical. You must also choose the template of your brochure. Some of them are available for two languages;

3. After selecting the template, you can customize the content of the brochure by clicking on '**Customize template**';

Create brochure

1. Choose print format

A3 landscape	A3 portrait	A4 landscape	A4 portrait
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Choose a template

Language: English (United Kingdom) Publish to internet

TemplateA4H1	TemplateA4H1CB	TemplateA4H1ML	TemplateA4H1SL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2

Customize template

3. Customize content of the brochure

Cancel Save

4. When you are customizing a brochure, you can edit these aspects. To edit the text, click on the pencil on the upper right corner. To edit the text's/image's position just drag them to the place you want them to be;

The screenshot shows a web interface for customizing a brochure. On the left is a dark sidebar with menu items: Newsletter, Commis, Paymen, Invoicing, Last Not, Latest e, Settings, eGO Ma. The main content area is titled "3. Customize content of the brochure". It features a house listing for "House Foz do Arelho, Caldas da Rainha, Leiria" with reference "MOR_1028_2" and price "€250,000". The listing includes detailed specifications: "Bedroom Area: 20m², Attic: 1, Balconies: 2, Basement: 1, Bathroom (s): 2, Living Room (s): 1, Storage room (s): 1, Suite (s): 1, Total bedroom (s): 3, Children's Playground, Distance from the sea: 500, Solar Orientation: East/North/South, Supermarket, View to Beach, Air Conditioning, Barbecue, Double Glazed, Fireplace, Wardrobes: 2, Water Boiler, Construction ended: 02/03/2000, Net Area: 180m², Garage: 2, Garden, Gym, Shared Swimming Pool. Covered". A large image of a modern kitchen is shown. A text box is overlaid on the image, containing the text: "Villa 5 rooms 3-minute walk from praia Foz do Arelho", "-Living room with fireplace", and "-Suite with private bathroom". Below the text box is an "Energy Certification: B+" logo, contact information "Contact us at Phone: 262840462", and the "Imosima" logo. A pencil icon is visible in the top right corner of the text box. At the bottom right of the interface are "Cancel" and "Save" buttons.

Then, just write the text – format it if you need to – and click on 'Save';

This screenshot shows the "Edit text" dialog box from the previous image. The dialog has a title "Edit text" and a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, and Indentation. The font is set to "Arial" and the size to "18". The text inside the editor is: "5 rooms Villa 3-minute walk from Foz do Arelho", "-Living room with fireplace", and "-Suite with private bathroom". The text is highlighted with a green border. Below the editor are "Cancel" and "Save" buttons. At the bottom of the main interface, "Preview" and "Cancel changes" buttons are visible.

To set up the size of the pictures, just click on its corner and drag it until it reaches the size you want;

3. Customize content of the brochure

House
Foz do Arelho, Caldas da Rainha, Leiria

Ref: MOR_1028_2

€250,000

Bedroom Area: 20m². Attic: 1, Balconies: 2, Basement: 1, Bathroom (s): 2, Living Room (s): 1, Storage room (s): 1, Suite (s): 1, Total bedroom (s): 3, Children's Playground, Distance from the sea: 500, Solar Orientation: East/North/South, Supermarket, View to Beach, Air Conditioning, Barbecue, Double Glazed, Fireplace, Wardrobes: 2, Water Boiler, Construction ended: 02/03/2000, Net Area: 180m², Garage: 2, Garden, Gym, Shared Swimming Pool. Covered

5 rooms Villa 3-minute walk from Foz do Arelho

- Living room with fireplace
- Suite with private bathroom

Energy Certification: 

Contact us at:
Phone: 262840462
Email: geral@imobiliaria.pt



Preview

Cancel changes

Cancel

Save

5. You can **'Preview'** your brochure before you click on **'Save'**. You can also cancel the changes you have made by clicking on **'Cancel changes'**;

3. Customize content of the brochure

House

Foz do Arelho, Caldas da Rainha, Leiria


Ref: MOR_1028_2

€250,000

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5 rooms Villa 3-minute walk from Foz do Arelho



- Living room with fireplace
- Suite with private bathroom

Energy Certification: 

Contact us at

Phone: 262840462

Email: geral@imobiliaria.pt



[Preview](#) [Cancel changes](#)

[Cancel](#) [Save](#)

6. When you are ready, click on 'Save';

3. Customize content of the brochure

House

Foz do Arelho, Caldas da Rainha, Leiria


Ref: MOR_1028_2

€250,000



Bedroom Area: 20m², Attic: 1, Balconies: 2, Basement: 1, Bathroom (s): 2, Living Room (s): 1, Storage room (s): 1, Suite (s): 1, Total bedroom (s): 3, Children's Playground, Distance from the sea: 500, Solar Orientation: East/North/South, Supermarket, View to Beach, Air Conditioning, Barbecue, Double Glazed, Fireplace, Wardrobes: 2, Water Boiler, Construction ended: 02/03/2000, Net Area: 180m², Garage: 2, Garden, Gym, Shared Swimming Pool, Covered

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- Suite with private bathroom

Energy Certification: 

Contact us at
Phone:
262840462
Email:
geral@imobiliaria.pt



[Preview](#) [Cancel changes](#)

[Cancel](#) [Save](#)

7. The brochure will automatically be saved to your property's file;

3. Customize content of the brochure

House

Foz do Arelho, Caldas da Rainha, Leiria

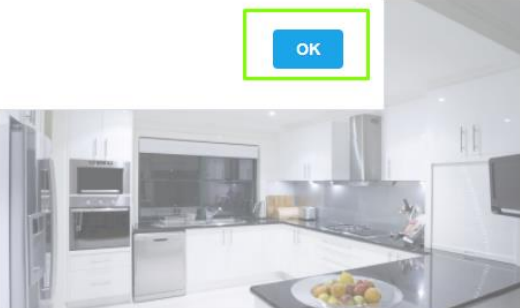
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€250,000

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5 rooms Villa 3-minute walk from Foz do Arelho

- Living room with fireplace
- Suite with private bathroom



The brochure was successfully save with the available properties

[OK](#)

Dashboard

Opportunities

Properties

Contacts

Leads 1

Tasks 2

Messages

Websites

Holiday homes

Publication in Portals

Surveys

House 3 Rooms MOR_1028_2
Foz do Arelho, Caldas da Rainha

88%

Edit property

See More

BUSINESS DEAL / PRICES

For sale
€250,000

DESCRIPTION

Villa 5 rooms 3-minute walk from praia Foz do Arelho
-Living room with fireplace
-Suite with private bathroom

Rooms: Attic(1), Balconies(2), Suite (s)(1), Living Room (s)(1), Storage room (s)(1), Basement(1), **Surroundings:** Supermarket, View to Beach, Distance from the sea(500), Solar Orientation(East/North/South), Children's Playground, **Equipment:** Fireplace, Wardrobes(2), Double Glazed, Water Boiler, Air Conditioning, Barbecue, **Areas:** Bedroom Area(20 m²), **Infrastructures:** Garden, Shared Swimming Pool(Covered), Garage(2), Gym

DETAILS

Status Used	Availability Available	Rooms 3	Bathrooms 2
Construction year 2000	Net area 180 m²	Energy Performance Certificate B-	Created by Formação Técnico

Created in 06 April

Dashboard

Opportunities

Properties

Contacts

Leads 1

Tasks 2

Messages

Websites

Holiday homes

Publication in Portals

Surveys

File archive

Prospecting for properties

Records book

Newsletters

Commissions management

Payments Management

House 3 Rooms MOR_1028_2
Foz do Arelho, Caldas da Rainha

88%

Edit property

House
Foz do Arelho, Caldas da Rainha, Leiria

Ref. MOR_1028_2

€250,000

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3 rooms Villa 3-minute walk from Foz do Arelho
Living room with fireplace
Suite with private bathroom

Energy Certification: B-

Contact us at
Phone: 262840462
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Register presentation

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DETAILS

Status Used	Availability Available	Rooms 3	Bathrooms 2
Construction year 2000	Net area 180 m²	Energy Performance Certificate B-	Created by Formação Técnico

Created in 06 April

Learn more about this on our website: <http://academy.egorealestate.com>

For any questions contact us at: support@egorealestate.com