

READ FIRST

- THE LISTINGS FOLDER ON YOUR DESKTOP OR YOUR COMMON DRIVE IS THE FOLDER YOU USE EACH WEEK TO TEMPORARILY "PARK" YOUR LISTING FOLDERS, PHOTOS, TEXT FILES AND PDF FILES. EACH WEEK, BEFORE YOU START DOWNLOADING THE LISTINGS FOR THE COMING WEEK, YOU WILL DELETE THE INDIVIDUAL LISTING FOLDERS THAT HAVE THE PHOTOS AND TEXT FILES FOR THE PREVIOUS WEEK, AND YOU WILL DELETE THE PDF FILES FOR THE LISTINGS OF THE PREVIOUS WEEK.
- NOTE: YOU SHOULD NEVER DELETE THE EXCEL FILE ENTITLED NEW LISTINGS, NOR SHOULD YOU EVER DELETE THE BOCA, BROWARD, CORAL SPRINGS, DDGH, PEMBROKE OR WESTON FOLDERS, OR THE END TEXT WITHIN EACH. YOU SHOULD ALSO NEVER DELETE THE ALL BASIC INFORMATION FOLDER, OR THE CONTENTS WITHIN THAT FOLDER. ADD ANY ADDITIONAL TRAINING FILES YOU DEVELOP TO THAT FOLDER SO ALL REFERENCE MATERIAL WILL BE IN ONE PLACE.
- THE LISTING INFORMATION FILE CAN ALSO BE FOUND ONLINE, BUT THE ORIGINAL COPY IS IN YOUR ALL BASIC INFORMATION FOLDER. THE LISTING INFORMATION FILE GIVES YOU ALL THE WEBSITE ADDRESSES AND CITIES AND COUNTIES FOR EACH WEBSITE, AS WELL AS KEYWORDS YOU SHOULD USE FOR THE LISTINGS.
- YOU WILL ALSO FIND LISTING INSTRUCTIONS FOR BOTH THE BEST IMAGE WEBSITES AND THE DROP DEAD GORGEOUS WEBSITES. ALL LISTINGS UNDER \$900,000 SHOULD BE UPLOADED TO THE BEST IMAGE WEBSITES - ALL LISTINGS \$900,000 AND ABOVE WOULD BE UPLOADED TO THE DROP DEAD GORGEOUS HOMES WEBSITE. AGAIN, THESE LISTING INSTRUCTIONS ARE ALSO ON THE TRAINING WEBSITE OF: <http://www.findahomewithme.com/training.htm>
- ALSO ON THE TRAINING WEBSITE, YOU'LL FIND THE TRAINING VIDEOS AND DOCUMENTS TO USE FOR EACH VIDEO.