Using the Press Room

- 1. Click Control Panel > Communication > Press Room
- 2. To enable the Press Room link, select Enable Press Room, and click Update.



- 3. To REMOVE AN EXISTING PRESS RELEASE, select the desired listing, and click Remove and Update.
- 4. To ACTIVATE OR DEACTIVATE AN EXISTING LISTING, select or deselect a desired listing with a check mark in the Active column and click Update.
- 5. To ADD A NEW PRESS RELEASE, click Add under either Property Press Releases or References Press Releases.
- 6. To EDIT AN EXISTING PRESS RELEASE, locate the desired listing, and click Edit.

Property Press Relea	ase Listings - 9 entri	ies			
Title	Date Created	Last Date Modified	Last Modified By	Activ	e
Sample Press Release	9/25/2008 5:58:11 PM	10/2/2008 2:20:02	Axis		Ed
BOMA Award Mention	2/5/2009 11:24:15 AM		Daisy Caster		Ec
BOMA AWARD	2/12/2009 12:25:47 PN	1	Daisy Caster		Ed
Press Room	- Reference	d Press Re	eleases A	dd Rem	ove
Press Room	- Reference	d Press Re	eleases 🔤	dd Rem	ove
Press Room Referenced Press Re	- Reference elease Listings - 2 e Date Of Publication	d Press Re ntries <u>URL</u>	eleases 🖣	dd Rem	ove
Press Room Referenced Press Re News Source Forbes: Choose a diet works!	- Reference elease Listings - 2 e Date Of Publication 10/2/2008 2:20:08 PM	d Press Re ntries <u>URL</u> http://www.forbes.com. cx_avd_1001health.ht	leases A	dd Remo	ove

7. If adding/editing a Property Press Release, enter/change the Release Date, Title, and Body content.

litie*	Sample Press Release
	● A →
	This is the body of the sample press release.
	Information about the press release can be stated here.
lody *	
lody *	100
lody * Upload Press Document	P 4> Q Browse
Upload Press Document	P <> Q Browse

- 8. Click Save.
- 9. If adding/editing a References Press Release, enter article Publication Date, News Source Name, and URL.

Publication Date *	2/12/2009		
News Source*	Buildings.com		
URL*	http://www.buildings.com		
* Required Information			
	Save Cancel		