



Create Txt Docs

Overview

Step Two

txt docs make posting onto the website easier.

TXT Docs

TXT Docs Templates

To create the txt docs on a new town section, follow the next steps for each page. Every town will have at least the 'Create New Town' & 'Create New Subdivisions' txt files for the town. Some towns also need the 'Create New Condo and Townhomes' & 'Create New Sub-Area' txt files as well.

If * at the beginning a link needs to be found for the line

If *** at the beginning this signals a new website page.

Create New Town txt Doc

Open 'Create New Town' template and Save As correct town. Next 'Pine' will need to be replaced (Ctrl+H). First, adjust the links by highlighting 'pine-' and replace all with the 'current town-'. This action should replace 'pine-' 39 times. ***If your town is 2 words like Wheat Ridge, make sure you change the links to 'wheat-ridge-'.* Next, highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 92 times.

You will need to find & enter the 3rd link: House Values in Pine. The office will provide you with the link to use.

Subdivisions txt Doc

Open 'Subdivision' template.

Next copy the Subdivision template at the bottom of the 'Create New Town' txt doc and replace the current template. Using information from the Excel Spreadsheet for the town complete a new subdivision template for each subdivision in town. Make sure to copy each new template from the 'Create New Town' txt doc. All subdivisions need to be in alphabetical order in the Excel Spreadsheet before creating this doc.

'Elk Falls' will need to be replaced (Ctrl+H) with the 'Current Subdivision'. This action should replace 'Elk Falls' 9 times.

Then paste the correct address right below the DIVI Template Line.

- **Neighborhood Center Address for Map:** Find on Excel Spreadsheet for the town.
- **iHomefinder Market ID#:** Leave Blank. We'll add when we create iHomefinder Markets



The last section of the template will be “*Paragraph about Subdivision”. You will need to write a detailed paragraph about the subdivision. Open the ‘Paragraph Examples’ txt doc. In this txt doc, you will find 5 subdivision paragraph examples. Select the one that best matches the current subdivision. Do a replace all, to replace Pine & the subdivision name with your current subdivision and town name. Then using the Town Research excel spreadsheet that you created earlier, change the facts in the paragraph to match the current subdivision. Here are some guidelines for writing the paragraph:

- Must Contain: House Styles, Lot Size, Finished or Above Square Feet, Year Built, Basement Info, and Garage Size.
- Optional Details: HOA, Builder, # of Homes, Schools, Gated, Major Intersections.
- Don’t include: Price or # of homes sold as these facts change frequently.

Condos and Townhomes txt Doc

If there are condos and/or townhomes follow the below steps. Otherwise, this template can be deleted for this town.

Open ‘Condos and Townhomes’ template.

Next copy the Condo/Townhome template at the bottom of the ‘Create New Town’ txt doc and replace the current template. Using information from the Excel Spreadsheet for the town complete a new condo/townhome template for each condo/townhome complex. Make sure to copy each new template from the ‘Create New Town’ txt doc. All condos/townhomes need to be in alphabetical order in the Excel Spreadsheet before creating this doc.

‘Shaffers Crossing’ will need to be replaced (Ctrl+H) with the ‘Current Condo/Townhome’. This action should replace ‘**Shaffers Crossing**’ 12 times. Next, highlight ‘(Condos or Townhomes)’ and replace with either ‘Condos’, ‘Townhomes’ or ‘Patio Homes’. This action should replace ‘**(Condos or Townhomes)**’ 11 times.

Then paste the correct address right below the DIVI Template Line.

- **Neighborhood Center Address for Map:** Find on Excel Spreadsheet for the town.
- **iHomefinder Market ID#:** Leave Blank. We’ll add when we create iHomefinder Markets

The last section of the template will be “*Paragraph about Complex”. You will need to write a detailed paragraph about the complex. Open the ‘Paragraph Examples’ txt doc. In this txt doc, you will find 4 condo & townhome paragraph examples. Select the one that best matches the current complex. Do a replace all, to replace Pine & the complex name with your current complex and town name. Then using the Town Research excel spreadsheet that you created earlier, change the facts in the paragraph to match the current subdivision. Here are some guidelines for writing the paragraph:

- Must Contain: Complex Style (condo/townhome/patio home), Finished Square Feet, Year Built, HOA, Basement Info, and Parking Info.
- Optional Details: Builder, # of Homes, Schools, Gated, Major Intersections.
- Don’t include: Price or # of homes sold as these facts change frequently.



Popular Search txt Doc

Open 'Popular Search' template. Next 'Pine' will need to be replaced (Ctrl+H). First, adjust the links by highlighting 'pine-' and replace all with the 'current town-'. This action should replace 'pine-' 159 times. Next, highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 191 times.

You will need to find & enter the 2nd link: House Values in Pine. (copy from the 'Create New Town' txt doc)

Under the DIVI Template Line, leave the **iHomefinder Market ID#** blank. We'll add when we create iHomefinder Markets

Scroll through all the popular search and delete any that don't pertain to that town. For example, if there are no golf courses and no condos & townhomes. You would delete the Golf Course Home search and you would delete the Condo and Townhomes search, Condos Only search, and Townhomes Only search.

Towards the bottom, you will see 2 sets of 'Homes by Price' searches. Use the price ranges per averages in that town and delete the other set of price ranges.

- SET 1
Homes under \$300,000
Homes from \$300,000 to \$500,000
Homes over \$500,000

OR

- SET 2
Homes under \$500,000
Homes from \$500,000 to \$750,000
Homes from \$750,000 to \$1,000,000
Homes over \$1,000,000

Next, the bottom 2 templates are for the local school districts. Highlight 'Jefferson R-1' and replace with the current school district. You will need to manually fix the school district and county in the listing report link on the very bottom template. Duplicate both templates for each school district in that town.

****However, the very bottom template 'Homes in Jefferson R-1 School District' only needs to be completed 1 time for that school district, since it relates to the county not that specific town. For example, Jefferson R-1 has already been created when we did the town of Littleton, so for future towns with Jefferson R-1 school district, you can delete the very bottom template since the page has already been created on the website. If**



you aren't sure just enter the listing report link in a new google tab and see if that page is already created.

Schools in Town txt Doc

Open 'Schools in Town' template. Next 'Pine' will need to be replaced (Ctrl+H). First adjust the links by highlighting 'pine-' and replace all with the 'current town-'. This action should replace 'pine-' 6 times. Next, highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 7 times.

You will be pulling a list of schools from the excel document for schools in the current town, found in Google Drive > Website > Schools > Schools in Area Towns excel spreadsheet. Only use schools that have an address in the current town.

If there is more than one school district in a town, duplicate & save the txt doc for each district.

If the school district is different than 'Jefferson R-1'. Adjust the top 2 links & school district names.

Find the Home Value in Town link & paste it next to: '*Home Value in Pine'.

Using information from the Excel Spreadsheets complete a new school template for each school in town. All schools need to be in order by elementary, K-8, middle, high, and charter schools. Each type of school will need to be in alphabetical order on this doc.

'Platte Canyon High School' will need to be replaced (Ctrl+H) with the 'Current School'. This action should replace 'Platte Canyon High School' 8 times.

Copy each new template from the bottom of the 'Create New Town' txt doc.

Repeat for all schools in that school district. And repeat for any additional school districts.

Homes in Town Intro txt Doc

Open 'Homes in Town Intro' txt doc. Next 'Pine' will need to be replaced (Ctrl+H). Highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 18 times.



On the template, you will see that there are 2 paragraphs. The first one is the one that you need to write for the town. The text needs to be generic about the overall town and nearby attractions. You need to use the keywords 2-3 times each:

- Homes in Town CO
- Town CO Homes

Also, link 3-4 attractions, you can paste the links at the bottom on the text doc.

The 2nd paragraph you can leave as is. In the first sentence, link the text 'Town Home Value Instantly Online' with the correct Home Values link.

Homes For Sale in Town Intro txt Doc

Open 'Homes For Sale in Town Intro' txt doc. Next 'Pine' will need to be replaced (Ctrl+H). Highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 22 times.

On the template, you will see that there are 2 paragraphs. The first one is the one that you need to write for the town. The text needs to be different than what you created for the previous intro. You can write about the main features in specific subdivisions, the local schools, and other nearby attractions that were different than what you used in the other intro. You need to use the keywords 2-3 times each:

- Homes For Sale in Town CO
- Town Homes For Sale Homes
-

On the 2nd paragraph reword a few of the sentences, but overall it can be kept very similar. No links are needed for this intro.

Things To Do Links txt Doc

Open 'Things To Do Links Town' txt doc. Next 'Pine' will need to be replaced (Ctrl+H). Highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 8 times.

There are 11 <h3> heading categories that you will need to research and find attractions that fit these categories.

- **Government Centers:** Include a State link, County link, City Link & Library
- **Lakes, Parks, Trails, Open Space and National Forest:** 5-8 links
- **Recreation Centers:** 2-3 links
- **Golf Clubs and Country Clubs:** 2-4 links
- **Museums:** 1-2 links
- **Landmarks and Historical Sites:** 1-2 links
- **Dog Park:** 1-3 links
- **Community and Shopping:** 3-4 links
- **Medical Centers, ER and Hospitals:** Include nearest hospital, ER, & 1 medical center
- **Newspapers, Media Publications, Magazines and Local Links:** 3-4 links
- **Groups and Clubs:** 5-8 links (Include clubs like Rotary, Kiwanis & Lions. Also, include recreational type of groups. Don't use meetup.com.)



The links should be in the below format. Replace the link in red & the club name in red.

```
<strong><a href="http://www.rotaryconifer.org/" target="_blank"><span style="color:
#800000;">Rotary Club</span></a></strong>
```

The text at the very beginning of the txt doc before the first <h3> tag & the txt in the very last paragraph on the txt doc can stay as-is. Any code adjustments to these parts will be done when creating the web page.

Bullet Point Links txt Doc

Open 'Bullet Point Links' template. Next 'Pine' will need to be replaced (Ctrl+H). First adjust the links by highlighting 'pine-' and replace all with the 'current town-'. This action should replace 'pine-' 6 times. Next, highlight 'Pine' and replace all with the 'Current Town'. This action should replace 'Pine' 4 times.

This template is created for the West Metro area. If you are doing a different part of town, you will also need to replace 'West Metro' and the links 'west-metro-denver' with the current area of town.