



Update Links on Town Webpages

Town Homes For Sale Page

Update Links on Homes For Sale Page

Under the title 'Use Our Easy One-Click Pine Home Searches', update all the popular searches, neighborhood searches, homes by price, and nearby towns links.

- If there are any towns on the nearby town list that we have not yet created, leave it as text only & we will link later. Add the towns without current links to our 'Town Homes For Sale Pages to Update Links' google word doc. This doc is found under Google Drive > Website > Website Check Forms > Town Homes For Sale Pages to Update Links doc. This will be our running reminder on which pages to update when adding new towns.

Main Subdivision, Complex Pages

Update Links on Town Subdivision & Condo/Townhome Pages

Update the links for each subdivision. Click on the first subdivision module. In the content area, highlight the maroon subdivision name, then type 'control C' to copy the text and while still highlighted type 'control K' to link. Click on the gear icon. Under search, type 'control V' to paste the subdivision name. Click once on the correct subdivision name. The URL field will auto-populate. Highlight the URL and type 'control C' to copy. Then click the blue Add Link button.

Scroll to the top of the module. In the URL field, type 'control V' to paste the subdivision URL. Then select the green Save & Exit button.

Repeat for all subdivisions and condos/townhomes.

Neighborhood Maps Page

Update Links on Interactive Neighborhood Maps Page

Option #1: If you have the subdivision images

Update the links for each map pin. Click on the first map module. Then click on the first pin (aka subdivision or complex name). Highlight the title name, type 'control C' to copy it. Scroll down to the content area and click once on the subdivision image. Type 'control K' to link it. Click on the gear icon. Under search, type 'control V' to paste the subdivision name. Click once on the correct subdivision name. The URL field will auto-populate. Then click the blue Add Link button. Then select the green Save button.



Option #2: If you don't have the subdivision images

Update the links for each map pin. Click on the first map module. Then click on the first pin (aka subdivision or complex name). Highlight the title name, type 'control C' to copy it and then delete it. Scroll down to the blank content area. Type 'control V' to paste the subdivision name. Center the text, change to H3 heading, make bold, and change the color to maroon. Highlight the text and type 'control K' to link it. Click on the gear icon. Under search, type 'control V' to paste the subdivision name. Click once on the correct subdivision name. The URL field will auto-populate. Then click the blue Add Link button. Then select the green Save button.

Repeat for all pins and all maps.

Main Schools Page

Update Links on Town Schools Page

Update all the school links in the 2nd text module. Highlight the first school name, type 'control C' to copy it, while still highlighted type 'control K' to link it. Click on the gear icon. Under search, type 'control V' to paste the school name. Click once on the correct school name. The URL field will auto-populate. Then click the blue Add Link button.

Repeat for all schools.

In the first paragraph update the school district links following the same method as above. These links will be for the Town's school district page. (Example: Pine CO Homes in Jefferson R-1 School District)

Then select the green Save & Exit button.

Main Website Pages

Update Link on Home Page

Update the town link on the home page (www.coloradohomeblog.com). This link will need to point to: <http://coloradohomeblog.com/homes-in-wheat-ridge-co/>



Search Homes for Sale in Colorado by Area

			
Foothills and Mountains	West Metro Denver	South Metro Denver	Central Denver Areas
<small>Search Homes in Bailey, Black Hawk, Conifer, Evergreen, Genesee, Golden Mountain, Indian Hills, Kittredge, Morrison & Pine</small>	<small>Search Homes in Arvada, Golden, Lakewood, Littleton 80120, Littleton 80123, Littleton 80125, Littleton 80127, Littleton 80128 & Wheat Ridge</small>	<small>Search Homes in Castle Pines, Centennial, Cherry Hills Village, Englewood, Greenwood Village, Highlands Ranch, Lone Tree, Parker & Sedalia</small>	<small>Search Homes in Belcaro, Bonnie Brae, Capitol Hill, Cherry Creek, Cheesman Park, Cory-Merrill, Country Club, Highland, Mayfair, Montclair, Park Hill, Platt Park, Sloan's Lake & Washington Park.</small>

Update Link on Area of Denver Page

Update the town link on the main area of Denver Page.

<http://coloradohomeblog.com/communities-in-colorado>

Update both the image & town name to live links, linking to:

<http://coloradohomeblog.com/homes-in-wheat-ridge-co/>

Update Link on Communities in Colorado Page

Update the town link on the main Communities in Colorado page: Update West Metro areas here: <http://coloradohomeblog.com/communities-in-colorado/west-metro-denver-homes>

This link will need to point to: <http://coloradohomeblog.com/homes-in-wheat-ridge-co/>

Update Link on Schools in Colorado Page

Update the town link on the main Schools in Colorado page: Update West Metro areas here: <http://coloradohomeblog.com/west-metro-denver-schools/>

This link will need to point to: <http://coloradohomeblog.com/schools-wheat-ridge-co/>

Previous Town Pages

Update Previous Town Homes For Sale Links

Open the following google doc:

Google Drive > Website > Website Check Forms > Town Homes For Sale Pages to Update Links



Update any links on the existing Town Homes For Sale pages. Once a link has been updated, please delete it from this Google doc so we know that it has been completed.

Update Previous School Links

Open the following google doc:

Google Drive > Website > Website Check Forms > School Links to Update

Update any school links on the existing Individual Subdivision, Individual Condo/TH pages, or Main Town School pages. Once a link has been updated, please delete it from this Google doc so we know that it has been completed.

Check Forms

Community Checker Form

Open the following google spreadsheet:

Google Drive > Website > Website Check Forms > Community Checker West Metro Denver

Duplicate the 'Template' Tab, then rename the tab your current town name. Update the spreadsheet to include all the subdivisions and condos/townhomes for your current town. This process can be done quickly by copying & pasting the list from your town research excel spreadsheet. Put an 'X' in each box in which you have completed that task. If a page is mostly completed, but not finished, you will put a '/' in the box. For example, if you don't have the individual subdivision images, but you completed the web pages. Then those pages would get a '/' since there is something on the page that still needs to be completed. You may also include any comments if necessary.

School Checker Form

Open the following google spreadsheet:

Google Drive > Website > Website Check Forms > School Checker West Metro Denver

Duplicate the 'Template' Tab, then rename the tab your current town name. Update the spreadsheet to include all the schools in your current town. This process can be done quickly by copying & pasting the list from the town schools excel spreadsheet. Put an 'X' in each box in which you have completed that task. If a page is mostly completed, but not finished, you will put a '/' in the box. For example, if you don't have the individual school images, but you completed the web pages. Then those pages would get a '/' since there is something on the page that still needs to be completed. You may also include any comments if necessary.



DIVI Templates

Delete DIVI Templates You Created

On the backend of the website, go to DIVI > DIVI Library. Move the 4 templates you created into the trash.