

PREVISITE NEWS APP TUTORIAL



PREVISITE NEWS FOR FACEBOOK

You wish to regularly update your Facebook page, but. . .

- You don't always have ideas for content?
- You wish to vary the sources and types of information?



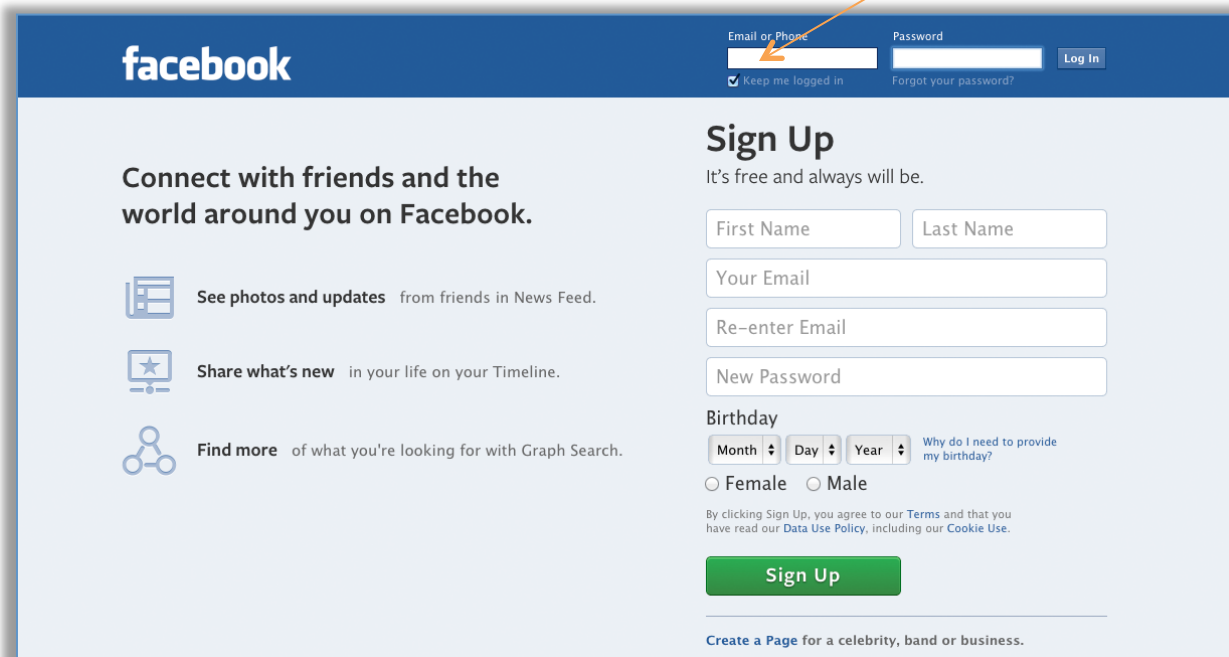
This application allows you to automatically post to your Facebook page with articles from the online press.

This enables you to always have fresh content ideas to engage your fans, in just a click.

CONNECT TO YOUR FACEBOOK PAGE

Go to <http://www.facebook.com>

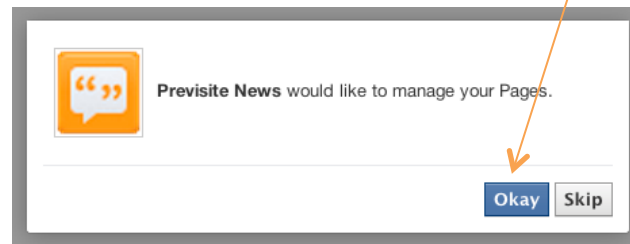
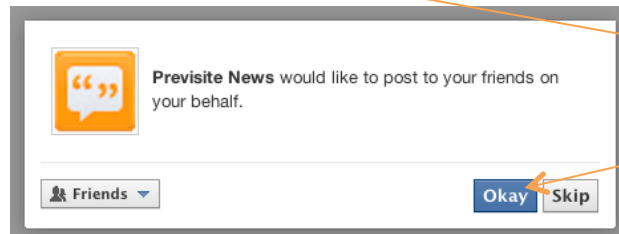
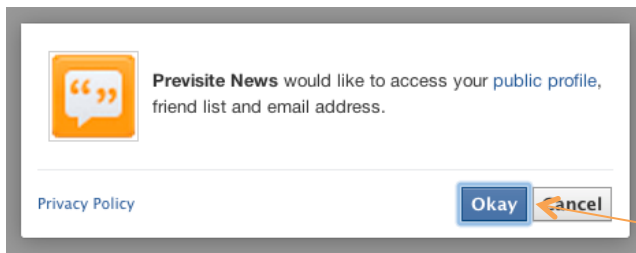
Enter your email and password



The screenshot shows the Facebook homepage with the login and sign-up options. The 'facebook' logo is in the top left. The login section includes fields for 'Email or Phone' and 'Password', with a 'Log In' button. Below the login fields are links for 'Keep me logged in' and 'Forgot your password?'. The sign-up section is titled 'Sign Up' and includes the text 'It's free and always will be.' followed by input fields for 'First Name', 'Last Name', 'Your Email', 'Re-enter Email', and 'New Password'. There is also a 'Birthday' section with dropdown menus for 'Month', 'Day', and 'Year', and radio buttons for 'Female' and 'Male'. A green 'Sign Up' button is at the bottom of the sign-up section. Below the button is a link to 'Create a Page for a celebrity, band or business.'

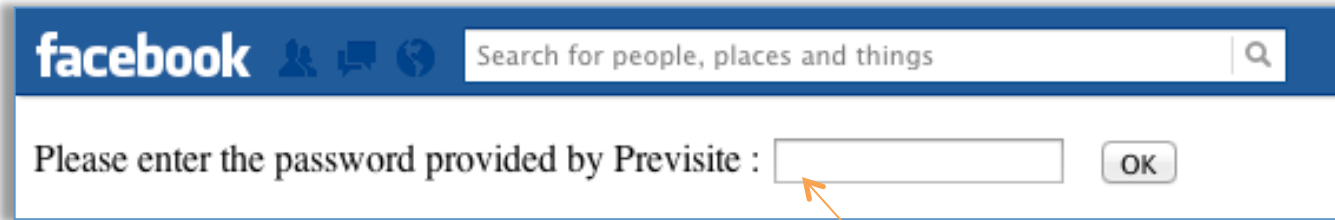
INSTALLING THE APPLICATION, STEP 1

Enter the following address to access the Previsite installation page for the Previsite News Application.
<https://apps.facebook.com/pwriter/>



Click on "Okay"

INSTALLING THE APPLICATION, STEP 2



facebook Search for people, places and things

Please enter the password provided by Previsite : OK

Enter the password: 4587

The application and content of Previsite News allows you to publish content from different sources at no charge until September 30, 2013. To continue to use this application after this date, thank you for contacting your sales contact.

THE INTERFACE

If you are an admin for several Previsite pages, choose which page you would like to publish an article to.

Click on « personalize » for the categories to appear.

The articles and videos are provided by our various sources and are chosen and arranged by categories that include real estate and related themes.

Note that, by default, all categories are selected.

The screenshot displays the Previsite admin interface. At the top, there is a header with the Previsite logo and a navigation menu. Below the header, a dropdown menu is open, showing the current page name: "-MARCELO UDASSO- servicios inmobiliarios". A "See" button is located to the right of the dropdown. Below the dropdown, there is a section titled "Choose articles among the 5 categories [customize](#)". A button labeled "Auto-publish" is visible. The main content area shows a list of articles with columns for "Date", "Title", and "Source". Each article has a "Publish" button. A modal window is open over the article list, titled "Select article categories you want to publish". The modal contains a list of categories with checkboxes: "Backwoodshome", "Livingston Daily", "Houzz", "freshome", and "Interior Design Ideas". A "validate" button is located at the bottom right of the modal. An orange arrow points from the "validate" button to the text "The articles and videos are provided by our various sources...".

Date	Title	Source	Action
2 days ago	Roll With Bo		
2 days ago	A 1920's Dup Cambord Re		
2 days ago	Tell a Story photos)		
2 days ago	My Houzz: Hodgepodge Happiness in a Santa Cruz Beach House (18 photos)	Houzz	Publish
2 days ago	9 Ways to Create Comforting Farmhouse Style Anywhere (9 photos)	Houzz	Publish
2 days ago	Here's Help for Your Next Appliance Shopping Trip (16 photos)	Houzz	Publish
3 days ago	Create Your Own Shangri-la With Bird of Paradise Plants (7 photos)	Houzz	Publish
3 days ago	My Houzz: 'When We Buy It, It's Forever' (22 photos)	Houzz	Publish

PUBLICATION OF MULTIPLE CATEGORIES

You may choose to publish articles that cover various subjects.

To do this, click all the categories you wish to include and « enter ».

You will see the categories appear at the bottom of the page.

The screenshot shows a web interface for selecting and publishing articles. At the top, there is a search bar with the text '-MARCELO UDASSO- servicios inmobiliarios' and a 'See' button. Below this, a section titled 'Choose articles among the 5 categories customize' allows users to select article categories. The selected categories are: Backwoodhome, Livingston Daily, Houzz, freshome, and Interior Design Ideas. A 'validate' button is located at the bottom right of this section. Below the selection area, there is an 'Auto-publish' dropdown menu. The main content area displays a list of articles with columns for 'Date', 'Title', and 'Source'. Each article has a 'Publish' button next to it. A dropdown menu is open for the 'Publish' button of the article 'A 1920's Duplex in Montréal Completely Renewed: The Cambord Residence', showing options for publishing frequency: 'today', 'for 2 days', 'for 5 days', 'for 7 days', 'for 14 days', 'for 30 days', and 'for 60 days'. An arrow points to this dropdown menu.

Date	Title	Source	Actions
2 days ago	Roll With Boulders for High Landscape Impact (9 photos)	Houzz	Publish
2 days ago	A 1920's Duplex in Montréal Completely Renewed: The Cambord Residence	freshome	Publish
2 days ago	Roll With Boulders for High Lands	Houzz	Publish
2 days ago	A 1920's Duplex in Montréal Completely Renewed: The Cambord Residence	freshome	Publish
2 days ago	9 Ways to Create Comforting Farmhouse Style Anywhere (9 photos)	Houzz	Publish
2 days ago	Here's Help for Your Next Appliance Shopping Trip (16 photos)	Houzz	Publish
3 days ago	Create Your Own Shangri-la With Bird of Paradise Plants (7 photos)	Houzz	Publish

Click on "Automatic Publication" to reveal the menu.

Select the frequency you would like to publish articles.

The Previsite News application will automatically diffuse the articles from the chosen categories (in random order).

Note that an article will never be published twice.

PUBLISH AN ARTICLE

--MARCELO UDASSO- servicios inmobiliarios See

Choose articles among the 5 categories [customize](#)

Select article categories you want to publish

Backwoodshome Houzz Interior Design Ideas
 Livingston Daily freshome

validate

Auto-publish

Date	Title	Source	
2 days ago	Roll With Boulders for High Landscape Impact (9 photos)	Houzz	Publish

Click on "Publish" next to the specific article for the menu to appear (not that you can view the entire article by clicking on the title)

- Either publish immediately (by selecting "today" in the menu)

-or select a date (in 2 to 21 days) you would like to publish.

Date	Title	Source	
2 days ago	Roll With Boulders for High Landscape Impact (9 photos)	Houzz	Publish
2 days ago	A 1920's Duplex in Montréal Completely Renewed: The Cambord Residence	freshome	
2 days ago	Tell a Story With Design for a More Meaningful Home (8 photos)	Houzz	Publish

today
tomorrow
in 2 days

ACCESS UPON LOG-IN



Unlike the other Facebook applications that Facebook has installed for your agency, this application is **attached to your PROFILE** and is there accessible by your personal profile. (do not search for this page next to your applications Welcome, Buy or Sell, as you will not find it!)

Click on the icon “Previsite News” on your FB home page to access the application



TRAINING @ PREVISITE

Are you lost on your Facebook page?

You wish to know how to use your page more effectively?

You want to know how to recruit more fans?

Previsite proposes an online training session:

Beginners: Included in your package (1 hr session)

Advanced: 49€ +tax (1 hr session)

Contact us at: formation@previsite.com