

## **Quick Guide to Using OfficeSpace.com Code to post a Featured Listing Flyer to an Ad on Craig's list**

Step 1. – Go to [www.officespace.com](http://www.officespace.com) and click on “My Office Space” or “Members” that appears below the logo at the upper left. If neither appears, please register or [contact us](#).

2. - Click the My Listings link (you must be a leasing contact on the listing, else use the search box to the right to lookup the listing).

3. - Select the listing that will be used to post the Craig's List ad and click on the building name. Note that the listing name needs to be linked. This indicates that it is a Featured Listing with a Property Flyer that can be posted to Craig's List.

4. - Scroll to the bottom of the flyer, and click the Email Flyer button. Note that there are two versions of the flyer (location map or available suites) that can be used. See detailed instructions for further information.

5. - Put a check in the Get Code for Craig's List box, then click the Send Flyer by Email button.

6. - Determine whether the ad will be standard or have view tracking and click the appropriate button. If the ad will have view tracking without displaying the counter, remove the check from the Show Counter on Ad box by clicking it.

7. - Click into the code box. All of it should automatically be selected. Copy the code from the box.

8. - Open another browser window and go to [Craig's List](http://www.craigslist.org) (www.craigslist.org). Select your city from the list on the right.

9. - Select office / commercial.

10. - Click the post link in the upper right hand corner.

11. - Select the I am offering housing option.

12. - Select office & commercial.

13. - Type in a title, and email address (twice). Paste the code from Step 8 in the Posting Description box. Click continue.

14. - Review the ad preview and click continue.

15. - Click the ACCEPT the terms of use button.

16. - Type the words into the text box and click Continue.

17. - After receiving an email from Craig's List, click on the link to view the ad.

18. - Review the ad and click on the publish button.

19. - View the link in the ad tracker email that you get from OfficeSpace.com to see how often your ad has been viewed.

See Next Page for more Detailed Instructions

## **Using OfficeSpace.com Code to post a Featured Listing Flyer to Craig's list**

Step 1. – Go to [www.officespace.com](http://www.officespace.com) and click on “My Office Space” or “Members” that appears below the logo at the upper left. If neither appears, please register or [contact us](#).

Please note that the following lookup process only works for those listings where you are a leasing contact for the listing. If you are an admin assistant who is not associated with the listing, then use the search box to the right of MyOfficeSpace to lookup the listing by name or address.



2. – Click the My Listings link.

### **Find Space Links**

Featured Properties  
Map Search  
Space Search  
Subleases  
Listings by Submarket **NEW**

### **Supporting Links**

My Building List (0)  
My Newsletter  
Send Email  
My Listings (2) ★★★★★  
Edit Listings

### **Other Links**

Market Intelligence  
Earn 10% Commission **NEW**  
Resource Guide  
Services Directory

Step 3. – Select the listing that will be used to post the Craig’s List ad and click on the building name. Note that the listing name needs to be linked. This indicates that it is a Featured Listing with a Property Flyer that can be posted to Craig’s List.

If you have Featured Subleases, you can use the link at the top to go to your “Sublease Listings,” and then go to the Sublease Flyer where you will find the same Email Flyer button as described below.



This property is also for sale at \$1,950,000.

**Professional Plaza** ★★★★★

2755 S Locust Street, Denver 80222  
Submarket: Southeast Denver  
Property Type: Office  
Year Built: 1972 (ren 2007) Floors: 2  
Total RSF: 36,000 Available RSF: 7,540  
Gross Rental Rate: \$11.50 - \$12.00  
This property is also for sale at \$3,195,000.

4. – Scroll to the bottom of the flyer, and click the Email Flyer button. Note that there are two versions of the flyer. One version shows the Property Features and Location Map while another version shows the Available Suites. You can switch between versions using a link at the bottom of the page (below the Email Flyer button displayed below). Once you have your preferred version displayed, then click the Email Flyer button.

*No warranty or representation, expressed or implied, is made as to the accuracy of the information contained herein, and same is submitted subject to errors; omissions, change of price, rental or other conditions, withdrawal without notice and to any special listing conditions imposed by the agent or its principals.*

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Tour Request    More Info    Add to Building List    **Email Flyer**

5. - Put a check in the Get Code for Craig’s List box, then click the Send Flyer by Email button.

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Your Name:     Your Email:     Recipient's Email:

Message (optional):

    Multiple Recipients     Send yourself a CC     Get code for Craig's List

Step 6. – Determine whether the ad will be standard or have view tracking and click the appropriate button. If you want your ad to have view tracking without displaying the counter, remove the check from the Show Counter on Ad box by clicking it.

### Craig's List Code

With your ad on Craig's List, OfficeSpace.com offers a tracking service that will count how many times your ad is viewed. Additionally, you can elect to display a view counter directly on your Craig's List ad (which will display how many times the ad has been viewed on the ad itself). Click one of the buttons below to continue:

Show Counter on Ad

Note that if you select View Tracking, you will be sent an email that contains a link to the view tracker page on OfficeSpace.com.

7. – Click into the code box. All of it should automatically be selected. Copy the code from the box.

### Craig's List Code

Copy and paste the code inside the box to generate your Craig's list ad in seconds. This code is for the property flyer for **Cherry Creek East II**. [Click Here](#) to view it. Note that in order to actually send the flyer by email, you must uncheck the Get Code box.

```
<table width="760">
<tr><td><IMG SRC="http://www.officespace.com/img/blank.gif" width=1
height=850 border=0></td>
<td>
<table border=1>
<tr><td align=center>
```

[Click here to return to flyer.](#)

Step 8. – Open another browser window and go to [Craig's List](http://www.craigslist.org) (www.craigslist.org). Select your city from the list on the right.



9. – Select office / commercial.



Step 10. – Click the post link in the upper right hand corner.



orum ] [ [PERSONAL SAFETY TIPS](#) ]  
[SCAMS & FRAUD](#) ] [success story?]

11. – Select the I am offering housing option.

Are you **offering** space/housing, or do you **need** space/housing?

- [I am offering housing](#)
- [I need housing](#)

12. – Select office & commercial.

**Please choose a category:**

- [rooms and shares](#)
- [apts/housing for rent](#) (no shares, roommates, or sublets please!)
- [housing swap](#)
- [office & commercial](#)

Step 13. – Type in a title, and email address (twice). If you are marketing a specific space, consider adding the total monthly rent (not per SqFt) and the total SqFt available. Paste the code from Step 8 in the Posting Description box. If you are using the Available Space version of the flyer, consider adding the building address, which will create links to YaHoo and Google maps for the ad. Click continue.

denver craigslist > housing > office & commercial

Rent: \$  SqFt  Posting Title:  Specific Location:


Reply to:    
 show  hide  anonymize (will show as: hous-xxxxxxx@craigslist.org) <sup>123</sup>

Posting Description:

```
</td></tr><tr><td width="1"></td><td align="center" valign="bottom"><p><br><br>
<a href="http://www.officespace.com" target="_blank"></a> Flyer code provided by <a href="http://www.officespace.com" target="_blank">OfficeSpace.com</a> © 2009 <IMG
SRC="http://www.officespace.com/img/blank.gif" width=5 height=20 border=0>  <IMG SRC="http://www.officespace.com/img/blank.gif" width=5 height=20 border=0> <a
href="http://www.officespace.com/flyer.cfm?RgnNm=Denver&BldgNm=3600e.Alemeda&FlyerID=3143&p.d=1" target="_blank"></a></p>
</td></tr></table>
```

Add / Edit Images

Street:(number not necessary) Nearest Cross Street: City: State:



14. – Review the ad preview and click continue.
15. – Click the ACCEPT the terms of use button.
16. – Type the words into the text box and click Continue.





stop spam. read books.

17. – After receiving an email from Craig’s List, click on the link to view the ad.

Step 18. – Review the ad and click on the publish button.

This posting has not been published.

Below is a preview of your posting.

You may publish it, edit it, or delete it using the buttons below:

[Stating a discriminatory preference in a housing post is illegal, and prohibited on craigslist.](#)



Step 19. – View the performance of your ad using your view tracker link (sent to you via an email from OfficeSpace.com).

**Craig's List Ad Tracker**  
**Ad for Cherry Creek East II**  
**Posted on November 10, 2009 at about 5:09 PM**

Day	11/10	11/11	11/12	11/13	11/14	11/15	11/16	After	Total
Views	30	22	8	3	0	4	9	19	<b>0095</b>