1. Log in to wp and choose posts from the left menu
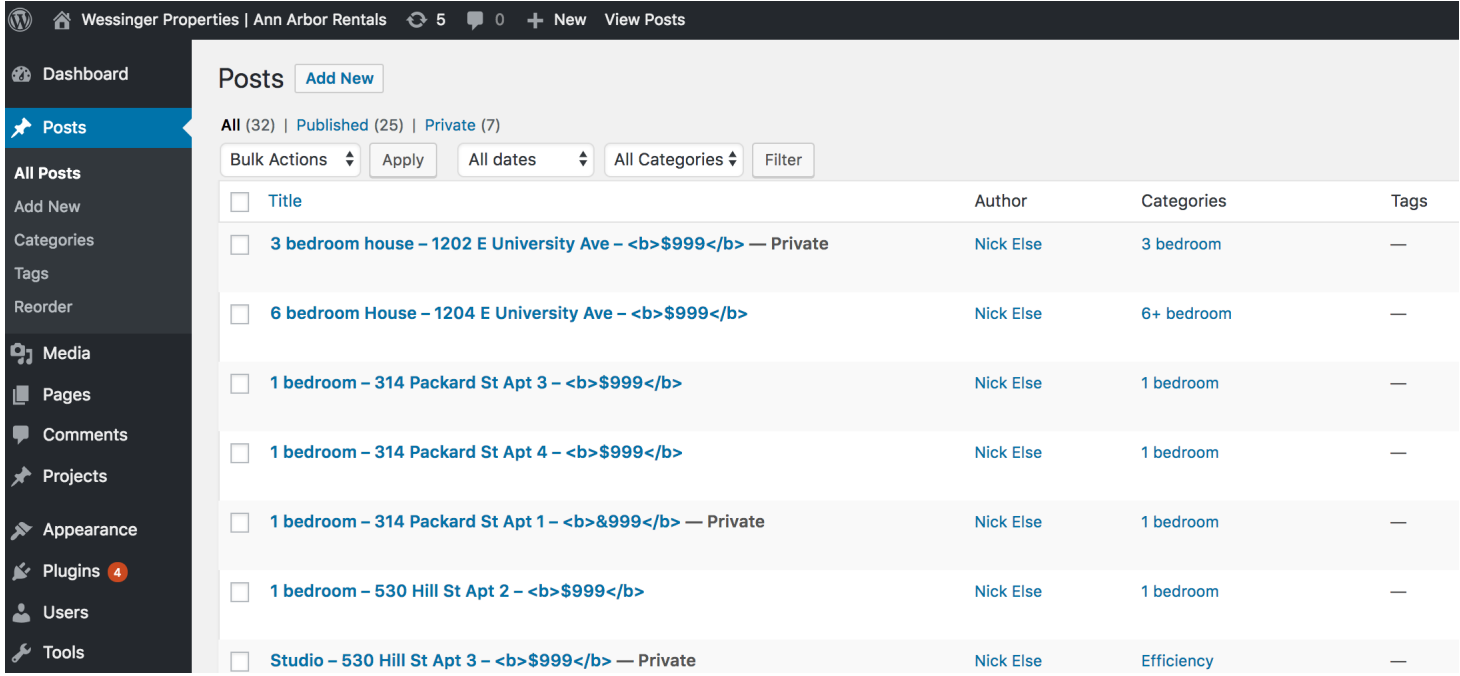
2. Hover over a post title to show the menu

3 bedroom house – 1202 E University Ave – $999 — Private
Edit | Quick Edit | Trash | View | Clone | New Draft

6 bedroom House – 1204 E University Ave – $999
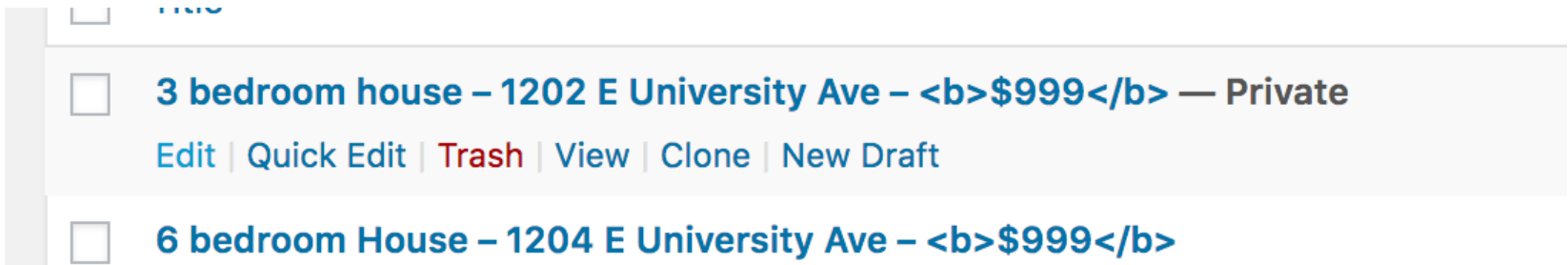
# 3. Choose Edit to open the main edit page (or click title)
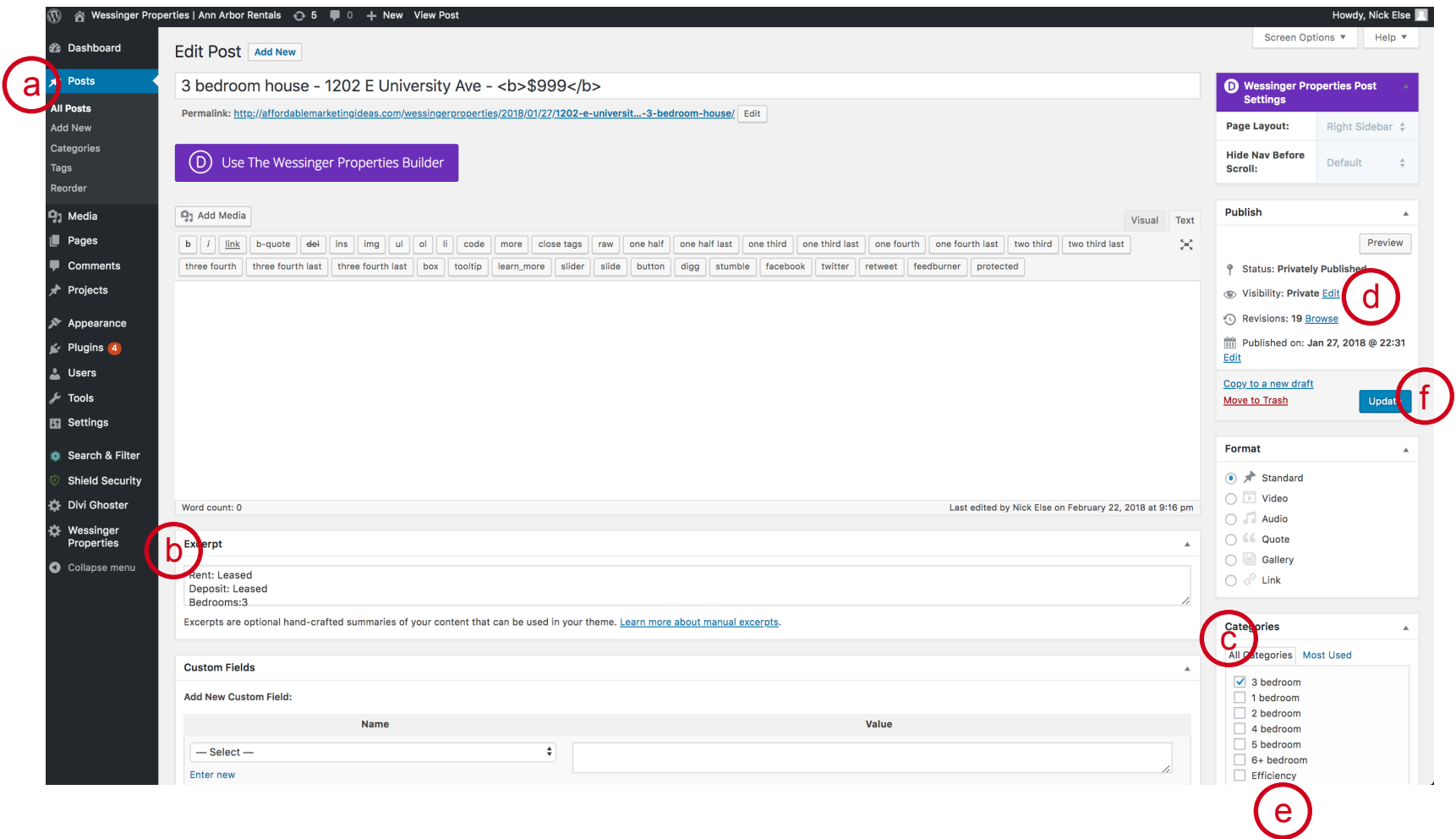
4. Edit the following as needed:
   a. The price in the title

   b. The Excerpt
      - Note: this should be no longer than 4-5 lines
      - This should only include info that is likely to remain unchanged
      - It is best to keep the price only in the title (easier to update)
      - Leave the code snippet at the bottom (this is the button to the rentlinx site)

   c. The category (I think I have them right, but please check)
      - Note that it will let you check multiple items (but you shouldn't!)

   d. Visibility - private means only you will see it (when logged in).
      This will be hidden from users that visit your site.
      Change to public to show again.

   e. Featured Image - I put in the front of the house for each.
      You can change these as you see fit.

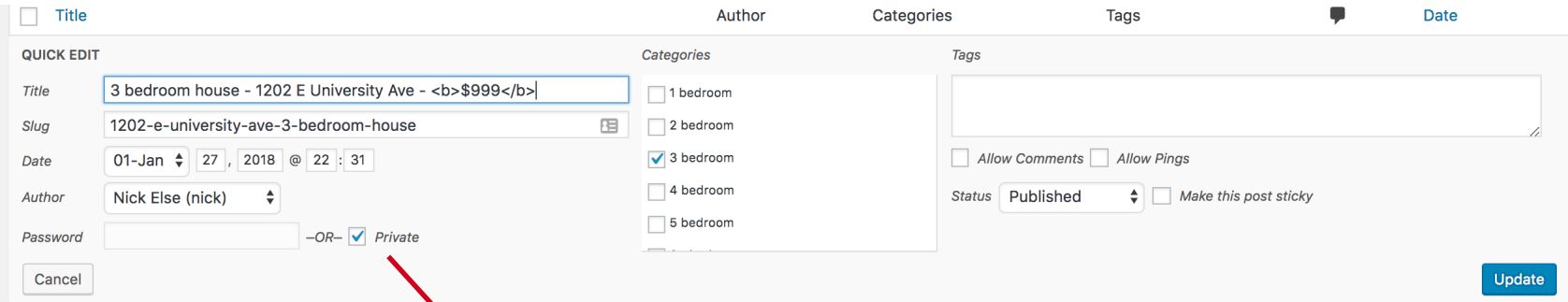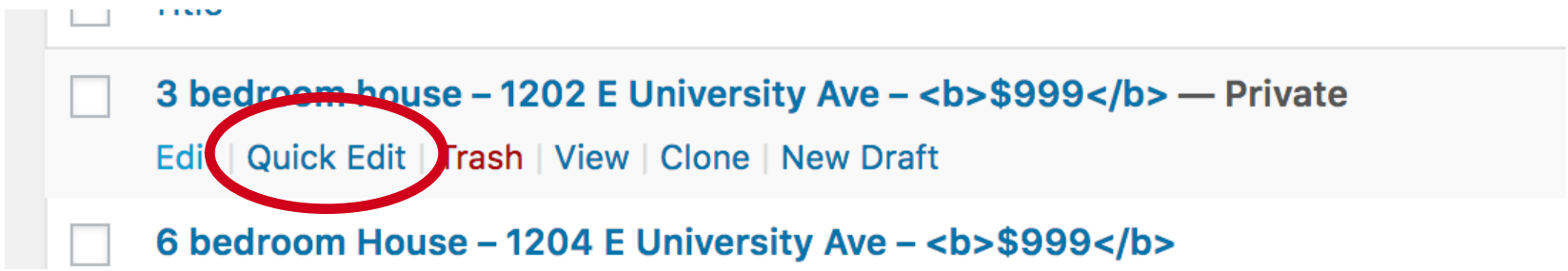   f. Choose Update to save.

5. View the Current Listings to make sure they look ok.
   I can always adjust later as needed.
   Note: the "Private" post below. This will NOT show up for users.
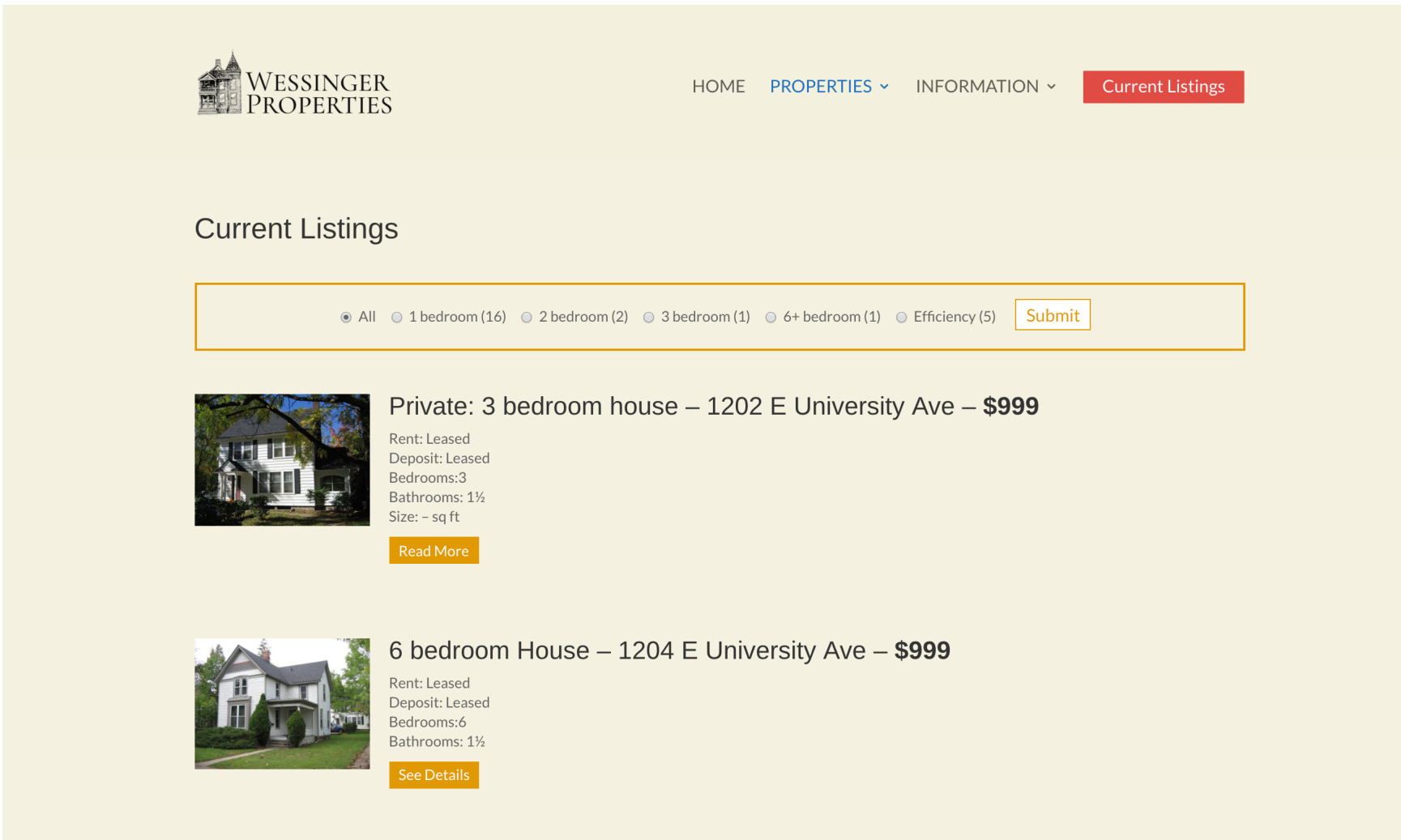
In the Future - once the main data is in, you can edit almost all the info (except the excerpt from the "Quick Edit" drop down.

3 bedroom house – 1202 E University Ave – $999 — Private
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6 bedroom House – 1204 E University Ave – $999

Show/Hide here!