

Photo Guide for *FlexMLS*

The MLS requires a primary photo for all residential listings (excluding new construction), although a photo or drawing is encouraged. You have seven (7) days to submit a photo.

There are three different ways to get your primary photo to MLS:

- Upload the photo directly to your listing.
- E-mail your primary photo to photos@metromls.com
- Mail a hard copy of the photo with your listing information.

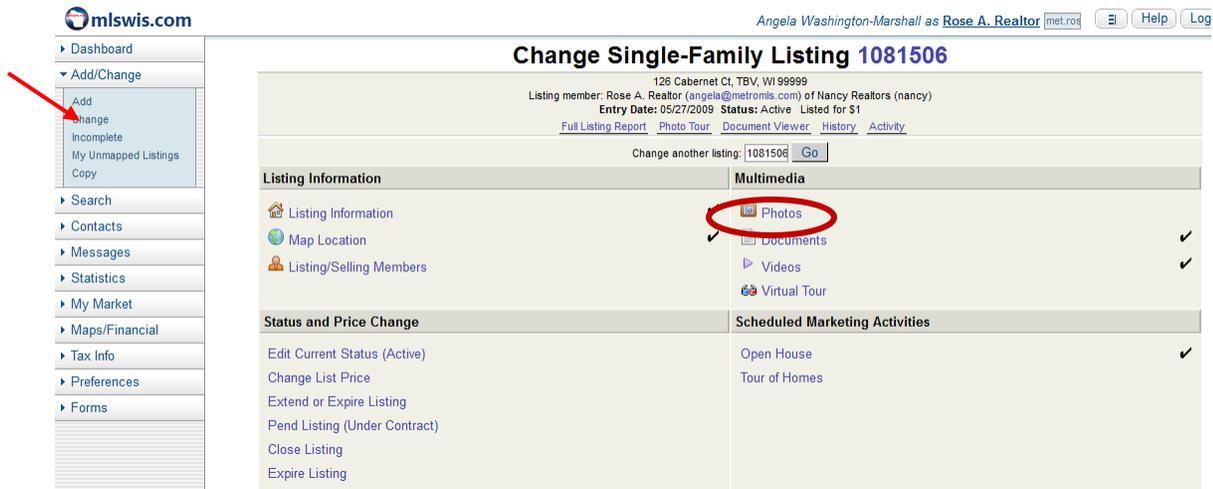
Some Photo Tips to Keep in Mind. . .

- The maximum number of photos you can upload to each listing, including the main list photo, is 25.
- The MLS provides all available photos on the listings to the broker's web sites through the IDX program.
- Photos need to be in the .jpg format.
- There is no file size requirement for listing photos; however, we do recommend a file size no larger than 5 MB for each photo, as to reduce load time.
- To check the file size on your photo(s), on a PC single right-click the file name, single left-click Properties in the pop-up menu. You will see Size on Disk; on a MAC, right click file and select Get Info.
- No signage, people, or advertising stamps are allowed on/in photos.
- Always take your main listing photo landscape (holding camera the 'regular' way) and not portrait (holding camera sideways). The main listing photo placards in FlexMLS are formatted for landscape. Taking them in portrait will distort them. Additional photos can be in either landscape or portrait.
- Please know your equipment and how it works, as we cannot know about all of the brands on the market. All equipment differs, and it is important to be familiar with the features of your camera or scanner. You will want to consult the manufacturer's manual.
- When saving your photo to the new size, make sure in the **Save As Type** field, you have **JPG – JPEG Files** selected before saving. Also confirm the location you are saving this file to in the **Save In** field.
- To create a folder on your desktop: 1. Right-click on any blank space on your desktop. 2. Move your mouse over **New** in the menu, then choose **Folder** in the second menu. 3. Type the name you want to give the folder, and hit the Enter key when completed.
- To create a folder within another folder: 1. Open the desired folder. 2. Right-click on a blank space in the folder. 3. Move your mouse over **New**, choose **Folder**. 4. Type the name you want to give the folder, and hit the Enter key when completed.

The following pages will aid you with step-by-step instructions on how to upload your photos to FlexMLS.

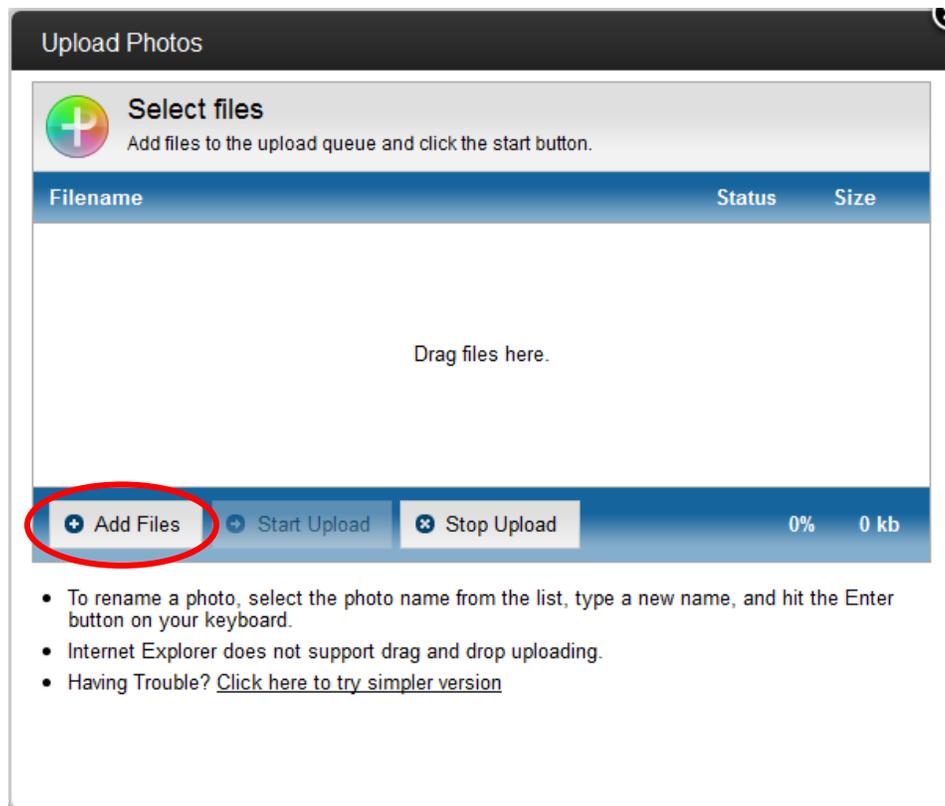
UPLOADING YOUR PHOTOS TO FLEXMLS

Now, you are ready to upload your photo into FlexMLS. Once logged in, on the menu, go to **Add/Change>Change**; enter the MLS number to which you want to upload photos and click **Next**. This will bring you to the Change menu for that listing, as shown below.



The screenshot shows the FlexMLS interface for listing 1081506. The left sidebar contains a navigation menu with 'Add/Change' selected. The main content area is titled 'Change Single-Family Listing 1081506' and includes a 'Multimedia' section with a 'Photos' link circled in red. Other sections include 'Listing Information', 'Status and Price Change', and 'Scheduled Marketing Activities'.

Click on the **Photos** link. This will bring you to the Add Photos menu for that listing. Listings that have no photos will immediately be presented with the **Upload Photos** pop-up box. To begin loading your resized photos, click the **Add Files** button.

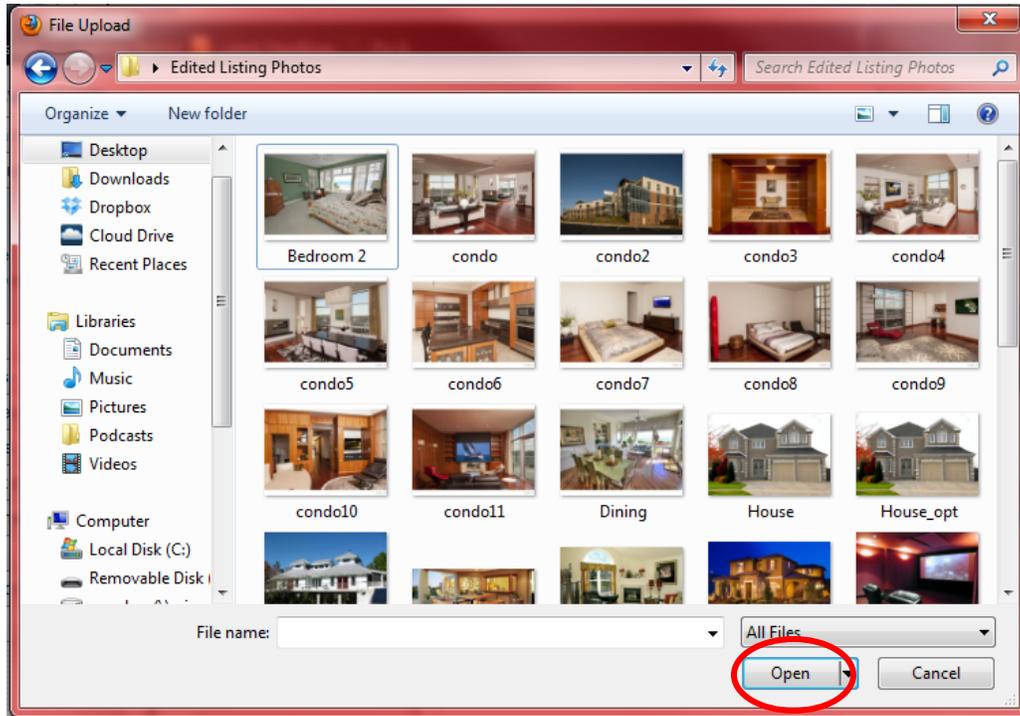


The 'Upload Photos' pop-up window features a 'Select files' section with a plus icon and the instruction 'Add files to the upload queue and click the start button.' Below this is a table with columns for 'Filename', 'Status', and 'Size'. The table is currently empty, with the text 'Drag files here.' centered in the body. At the bottom, there are three buttons: 'Add Files' (circled in red), 'Start Upload', and 'Stop Upload'. The status bar shows '0%' and '0 kb'.

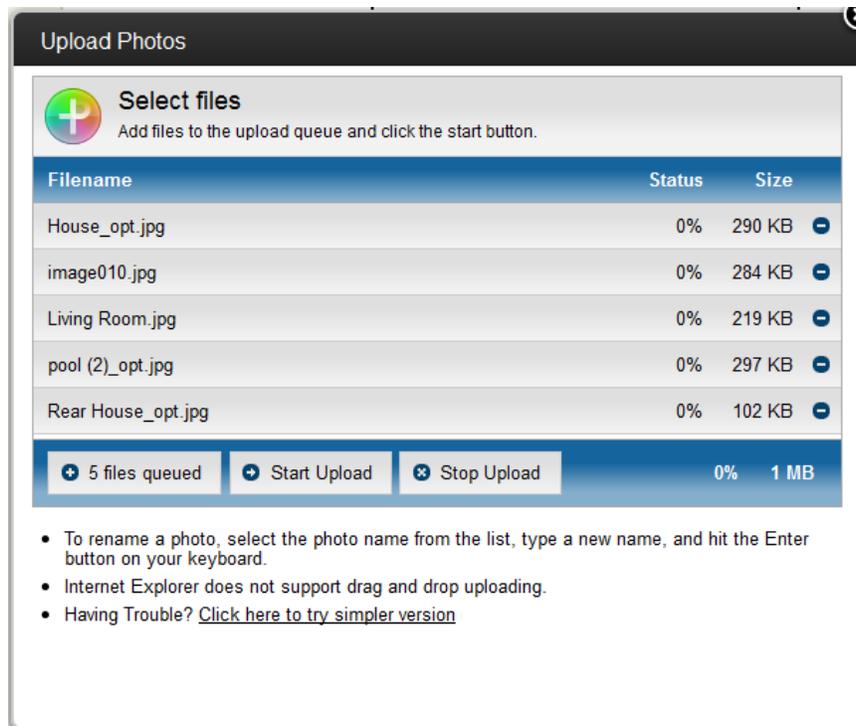
- To rename a photo, select the photo name from the list, type a new name, and hit the Enter button on your keyboard.
- Internet Explorer does not support drag and drop uploading.
- Having Trouble? [Click here to try simpler version](#)

Our photo is located in the **Edited Listing Photos** folder. Highlight the file, and click on **Open**. This pulls your photo into FlexMLS.

NOTE: Your first selected photo should be your main list photo, as your files will load in your selected order. You may also load multiple photos at a time by holding down the CTRL key on your keyboard as you select your files.



After you click the **Open** button, you will be returned to the **Upload Photos** box.



All selected photos for upload will display in this box with the file size. To begin the upload to your listing, click the **Start Upload** button. Once your photos have successfully loaded to your listing, you will be returned to the Photos menu for your listing.

[Return to the edit listing screen](#)

Photos In Single-Family Listing 1081506

126 Cabernet Ct, TBV, WI 99999
Listing member: Rose A. Realtor (angela@metromls.com) of Nancy Realtors (nancy)
Entry Date: 05/27/2009 Status: Active Listed for \$1

- House_opt
- image010
- Living Room
- pool (2)_opt
- Rear House_opt**

Drag Name To Reorder

Preview of Rear House_opt



[Add Photo](#) [Edit](#) [Make Primary](#) [Remove](#)

To add more photos to your listing, click the **Add Photo** button; to edit a photo to add a caption to it or to replace it, select your desired photo in the left side photo list and click the **Edit** button. To make a photo your primary (main list) photo, select your desired photo in the left side photo list and click the **Make Primary** button. To remove a photo from your listing, select your desired photo in the left side photo list and click the **Remove** button.

NOTE: For your primary photo to display as the main list photo, make sure it's marked as the primary (red flag) AND it is the first in the left side photos list. If it is not first in the list, simply hold your left mouse button down on it in the list and drag it to the top of the list.

When you have reached your desired file size, click on the **download this image** link and save it to a chosen location on your pc. You will now be able to upload the resized image to your listing in FlexMLS.