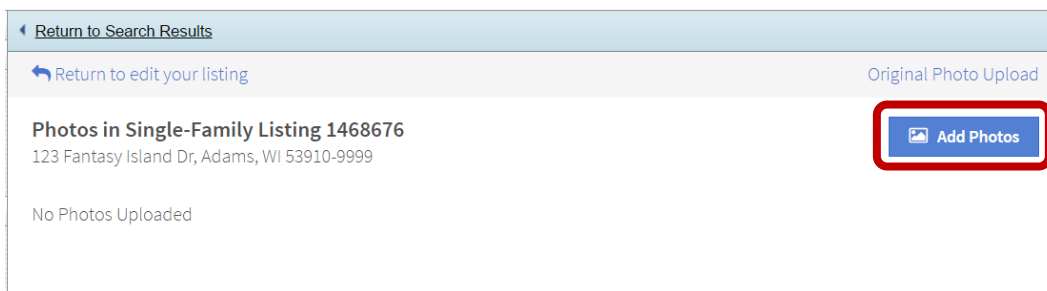


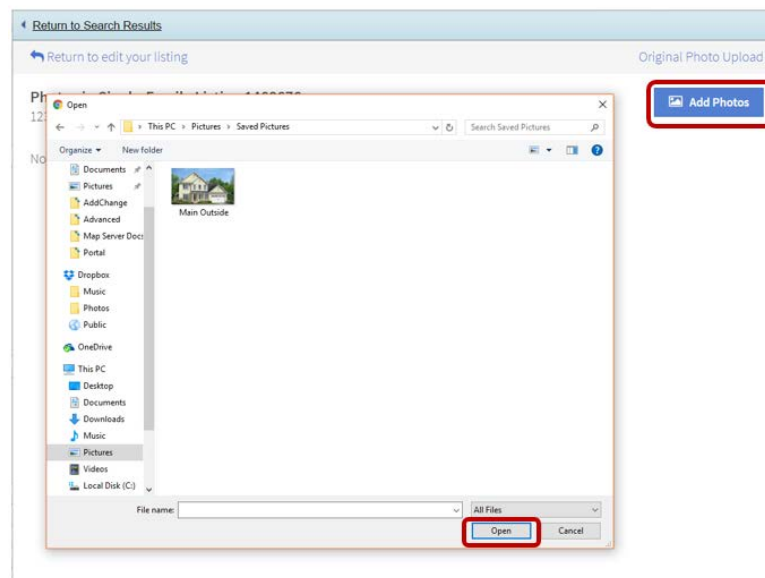
Updated Listing Photo Loader

The interface of the Listing Photo loader in the Change menu has been updated with a fresh, clean look; making photo management a breeze! You can still add up to 25 photos to your listing and also add multiple photos at one time. To add a photo(s), follow the steps listed below.

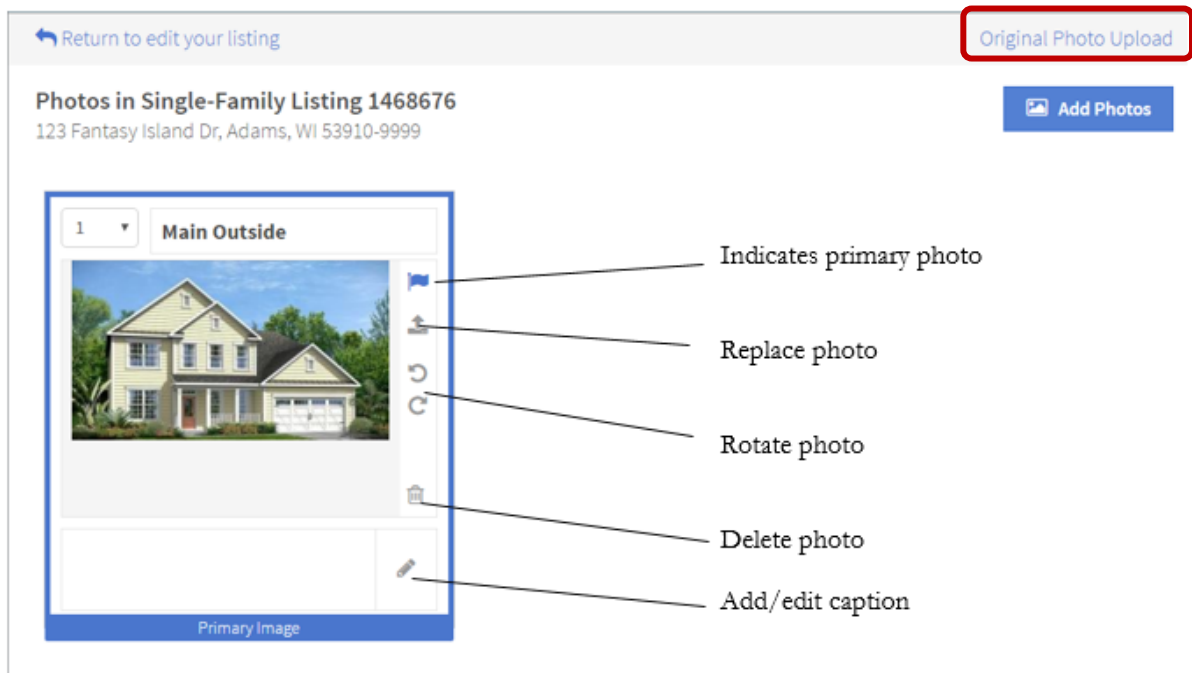
1. In the Add/Change menu, click on Change. Enter the MLS number to which you would like to add your photo(s). Click **Next**.
2. You should now be at the Change Listing menu for that MLS number. Click on the **Photos** link.
3. This will bring you to the Photos menu for that MLS number. To start adding photos, click the **Add Photos** button in the upper right-hand corner of your screen (circled in red).



4. An Open box will appear, allowing you to browse to the location of where your listing photos are saved. Once you choose your photos, select the **Open** button at the bottom right of the file window and your photos will begin to upload. If you have multiple photos to add, hold down your CTRL key as you select photos to upload.



NOTE: The first photo loaded will be placed as the primary photo.



5. If you would like to change the name of the photo file (i.e., Main Photo, Basement, Family Room, etc.), click on the 'pencil' button; this will open into a text field where you can edit the file name.

NOTE: Photo files must be in JPEG format, 5 MB is the recommended size, and taken in landscape (no wide angle or panoramic).

If you would like to change the order of your photos, simply hold + drag each photo into your desired position.

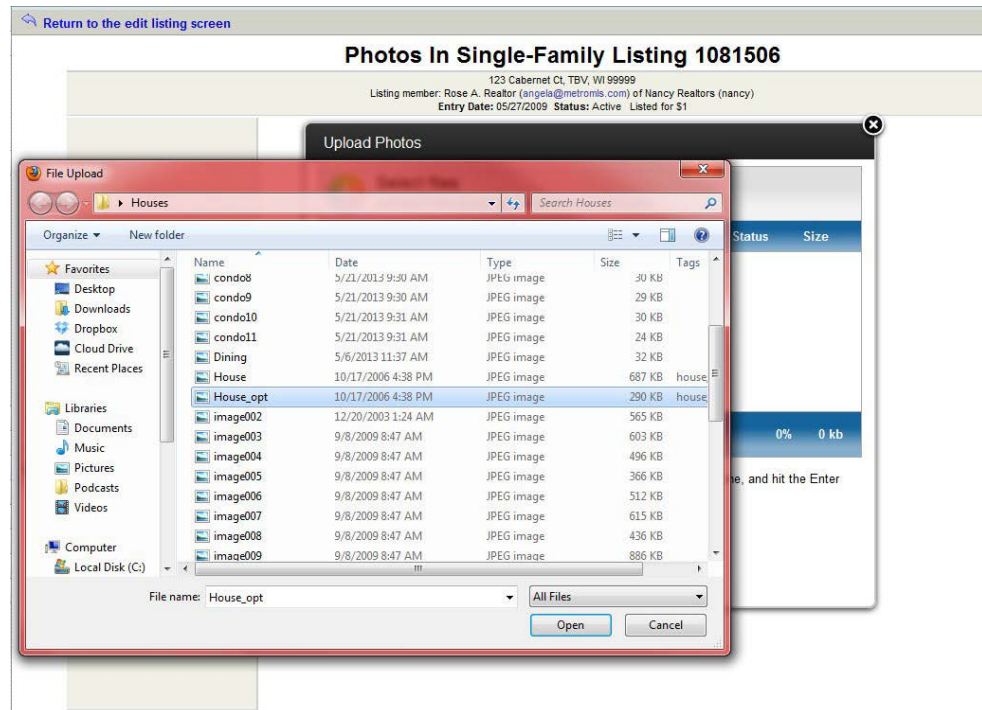
If you wish to navigate through uploading your photos in the format that was offered prior to update – select the **Original Photo Upload** option in the upper right-hand corner of the screen (highlighted in yellow in example screen shot). You would follow these similar steps:

Photos (Original)

The Photos link allows you to add, change, or remove listing photos. You can add up to 25 photos to your listing. You may also add multiple photos at one time. To add a photo(s), follow the steps listed below.

1. In the Add/Change menu, click on Change. Enter the MLS number to which you would like to add your photo(s). Click Next.
2. You should now be at the Change Listing menu for that MLS number. Click on the Photos link.
3. This will bring you to the Photos menu for that MLS number. To start adding photos, click the Add Files button on the Upload Photos box. A Choose File box will appear, as shown in the example that follows.

4. In the Location field, select the location/folder where your photo is saved by using the drop-down arrow at the end of that field. Once the correct location/folder is open, choose the photo file in the window, then click the Open button. This will pull the file name of the photo into the Upload Photos box.



5. If you would like to change the name of the photo file (i.e., Main Photo, Basement, Family Room, etc.), click on the file name of the photo in the Upload Photo box; this will open into a text field where you can edit the file name. If you have multiple photos to add, hold down your CTRL key as you select photos to upload.
6. Once you have completed entry of all your photos click the Start Upload button to add your photo(s).

NOTE: Photo files must be in JPEG format, 5 MB is the recommended size, and taken in landscape (no wide angle or panoramic).