

How to Add Photos - If You Cannot Add Your Own Listings

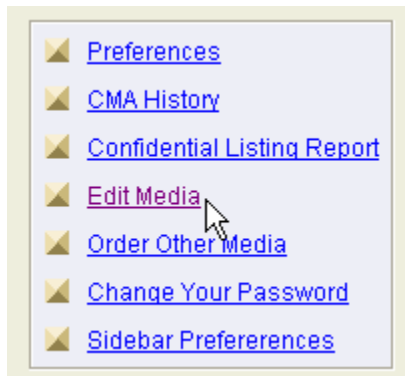
IMPORTANT!!! Pictures must be saved in a “JPG” format and should be no larger than 200k to be uploaded. Larger photos may be accepted, but will take much longer to load.

The optimum photo resolution is 640 pixels wide by 480 pixels high. Photos that do not meet the 640x480 pixels criteria such as PANORAMIC or PORTRAIT photos may appear distorted on the reports.

1. Click on the *My Tools* icon.



2. Click on *Edit Media*.



3. Put the MLS number of the listing to which you wish to add photos in the *MLS Number* box then click the *Edit Media* button.

Enter The MLS Number For Your Property	
MLS Number	<input type="text"/>
<input type="button" value="Edit Media"/>	
<input type="button" value="Reset"/>	

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- On the next screen scroll down to **Step 1**. Media Type **Picture** is selected by default as noted by a dot in the circle.
Notice you may also load other media such as Virtual Tours and PDF files, as well as Faxed Documents such as Seller's Disclosures from this Add New Media Screen.

Add New Media

Available Media Types

- Picture (JPG) (200k size limit)
- Virtual Tour Hyperlink (URL)
- Web Hyperlink (URL)
- Adobe® Acrobat® (PDF) (200k size limit)
- Text (TXT) (30k size limit)
- Rich Text (RTF) (200k size limit)

Fax in a Document (Converted to PDF)

- Lead Disclosure
- Seller's Disclosure
- Other

Step 1
Select the type of the new media

Step 2
Click on the "Add New Media" button to start your request

Add New Media

- Then scroll down to **Step 2** at the bottom of the page click the **Add New Media** button.
- Use the **Browse** button to search for the photo file on your computer. You may also add a description of the picture in the box on the right hand side.

Add Jpg Pictures

Step 1:
Enter the location of each JPG file in the text boxes or click the **Browse** button to locate the file. For example:
c:\RealEstate\FrontOfHouse.jpg

1 **Browse...**

2 **Browse...**

3 **Browse...**

4 **Browse...**

5 **Browse...**

6 **Browse...**

7 **Browse...**

9 **Browse...**

10 **Browse...**

Step 2:
Enter a description of each JPG file in the text box provided: (up to 250 characters)

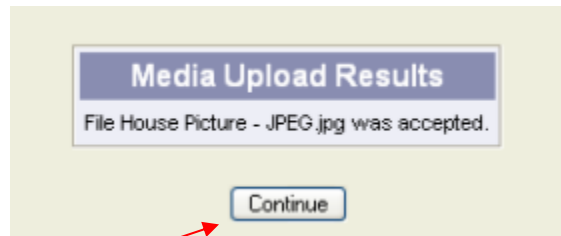
Step 3:
Click on the Submit button

Submit

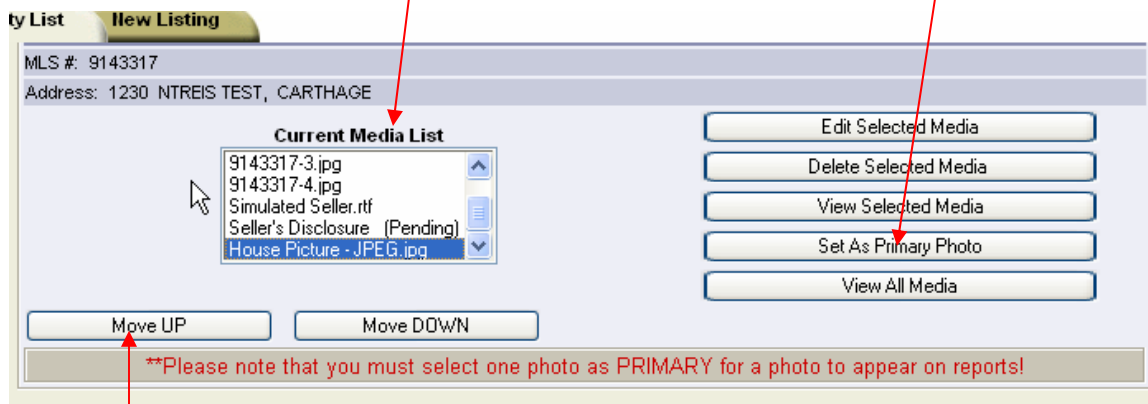
- When you are finished click **Submit** button at the bottom of the screen.

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- When it has finished processing, a screen will tell you your photo has been accepted.



- Click *Continue*.
- The first photo loaded will be automatically set as the *Primary* photo.
- If you would like to set a different photo as the *Primary* photo, highlight the photo file in the *Current Media List* window and click on the *Set as Primary Photo* button.



You may change the display order of the photos by highlighting the photo file and using the *Move UP* and *Move DOWN* arrows.

To edit the photo's description, highlight the photo and select the *Edit Selected Media* button.

To delete a photo, highlight the photo and select the *Delete Selected Media* button.

Additional photos and media will display on the Media Display Page which can be accessed from any NTREIS Listings report by clicking on the primary photo or the media number.