

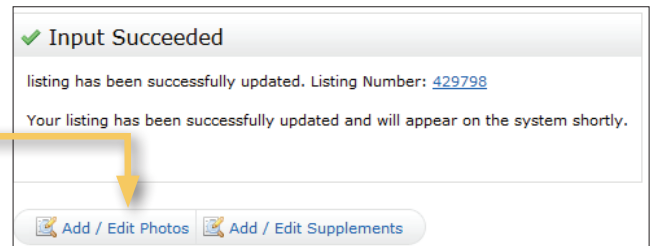
Uploading Listing Photos

The Matrix "Manage Photos" feature allows you to upload up to twenty five new photos to your listing from your computer or quickly copy photos from a previous listing. This feature also includes a drag-to-rearrange feature and the ability to enter lengthy comments (up to 1,000 characters) on each photo.

Note: You can submit your listing using the "Incomplete" status if you would like to upload photos before making the listing Active and visible to other brokers. Each listing requires at least one photo. Please view the *Adding New Listings* user guide for information on how to input a listing.

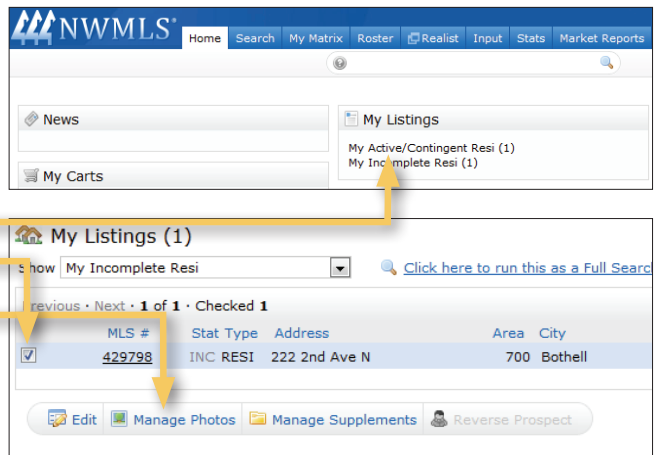
➤ Upload Photos from Your Computer

- After Input, click Add/Edit Photos



or

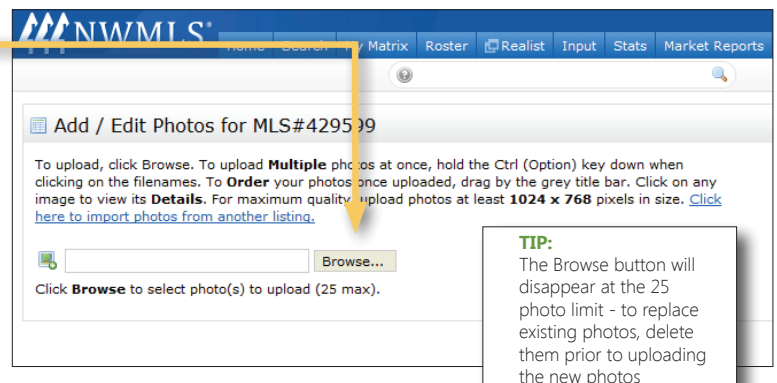
- Click on the "My Listings" panel on the home page, select a listing, and then click "Manage Photos".



- Click the "Browse" button to select your photos.

Note:

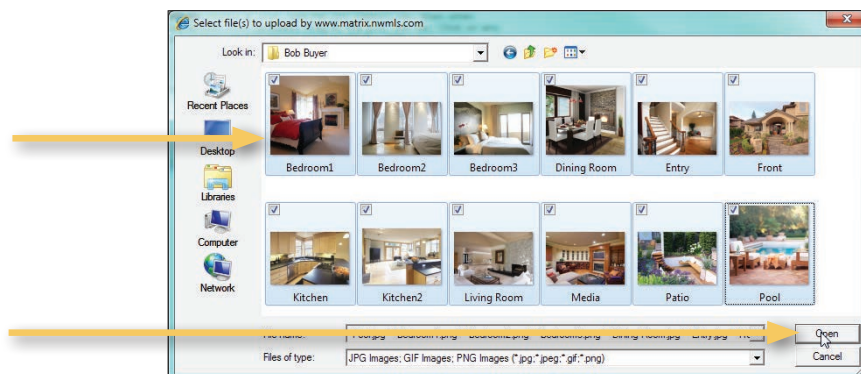
For maximum viewing quality, upload photos sized 1024 x 768 pixels or higher. Matrix will automatically size larger photos if necessary.



Uploading Listing Photos

➤ Upload Photos from Your Computer (cont.)

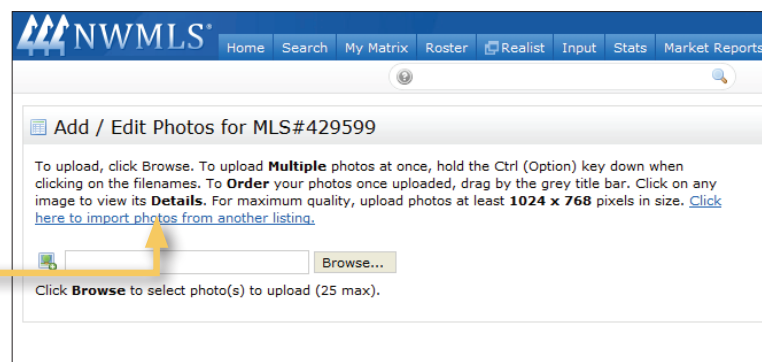
- Select up to 25 photos to be uploaded.
- To upload multiple files at once, hold "CTRL" down on your keyboard while you select your photos.
- Click "Open".



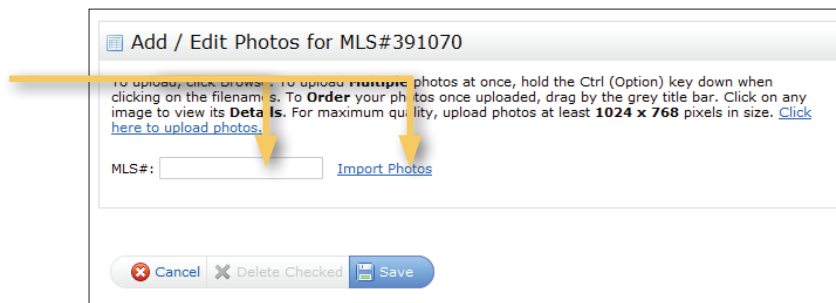
➤ Upload Photos From a Previous Listing

Important: When uploading photos from another listing, please make sure to follow the NWMLS Photo Rules and general guidelines for listing photos.

- Access your listing and then click "Manage Photos".
- Click on the "Click here to import photos from another listing" link.



- Enter the previous listing number and then click "Import Photos".



Uploading Listing Photos

➤ Rearrange Photo Order

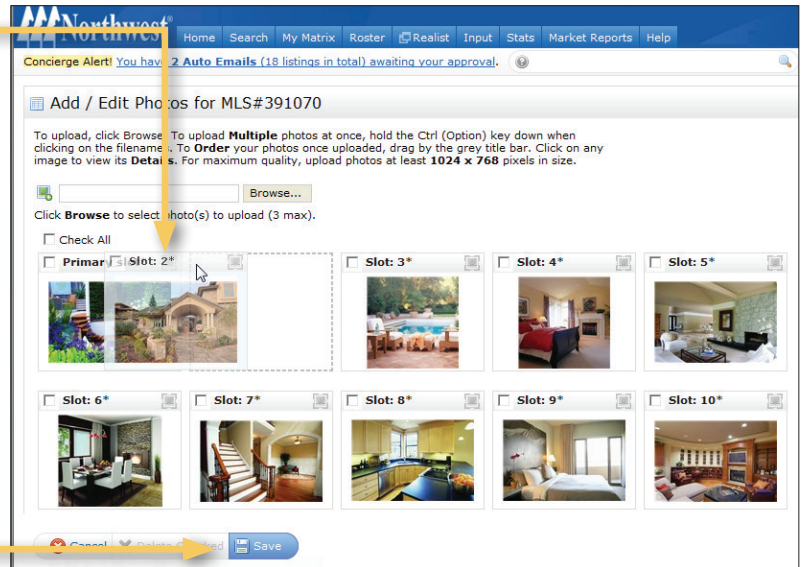
The first image of each listing is considered the “primary” photo. For the majority of properties, the primary photo must be an exterior photo of the house, a rendering of the house or building, or the view from the property that does not depict the interior. Please refer to the NWMLS Photo Rules for more information on the rules and general guidelines for listing photos. To rearrange your photo order:

- Click and hold the mouse down on a “Slot Number” in a photo’s title bar and drag the photo to a new position.

- Let go of the mouse. The photo should now be placed in the slot you selected and labeled with the new slot number in the title bar.

IMPORTANT: Make sure to hold the photo directly over the photo slot before you let go of the mouse.

- Click “Save” to save the rearrangement.

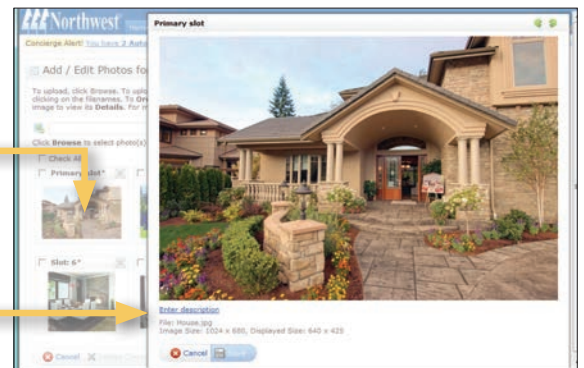


➤ Adding & Editing Comments

- Click anywhere on a photo to view the details and access the editing features.
- Click the “Enter Description” link to add comments.


Note: If you are editing a previously entered description the link will read “Edit”.

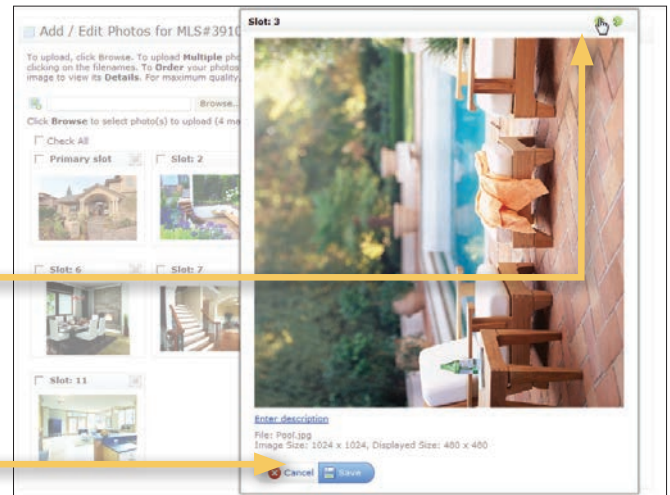
- Type your comments (up to 1,000 characters).
- Click “Done” and then click “Save” on the toolbar.



Uploading Listing Photos

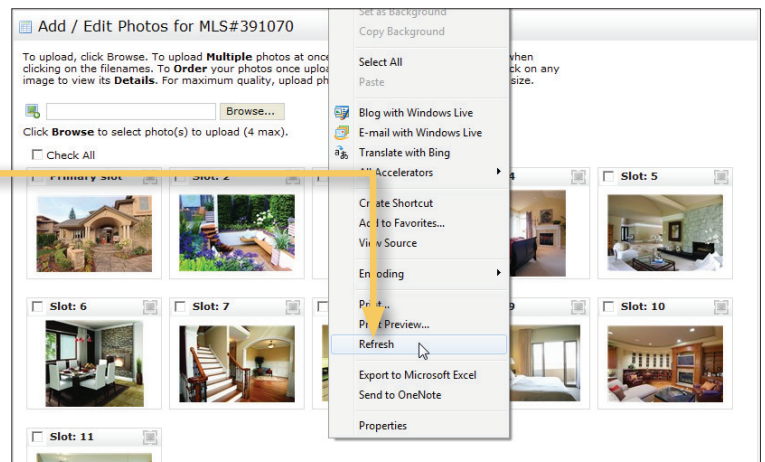
➤ Rotating Photos

- Click on a photo to access the editing features.
- Click on one of the arrows  in the upper right corner.
- Click "Save" on the toolbar.



➤ Photos Not Displaying?

If the photos do not display, right click on the screen with your mouse and then select refresh.



➤ Reminder: Change to "Active"

If you are using the Incomplete listing status, remember to make your listing Active when you are ready to begin advertising. As provided by Rule 2, you must edit the status of the listing to "Active" by 5 PM on the chosen List Date in the listing agreement.

