

Photo Maintenance

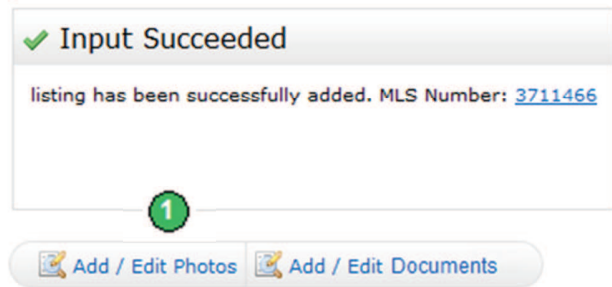
The Matrix Photo Manager allows you to:

- Upload photos to incomplete listings
- Upload up to 40 photos to your listing
- Copy photos from your existing listings (any property type)
- Enter up to 1,000 characters for photo description
- Drag-and-drop to reorder photos

NOTE: To upload photos before activating a listing, simply submit the listing as Incomplete to receive an MLS number.

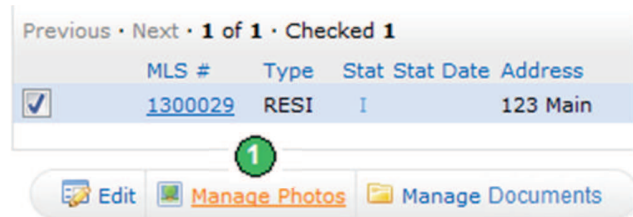
Upload Photos from Your Computer, Tablet or Smartphone

- 1 After you submit your listing, click on Add/Edit Photos

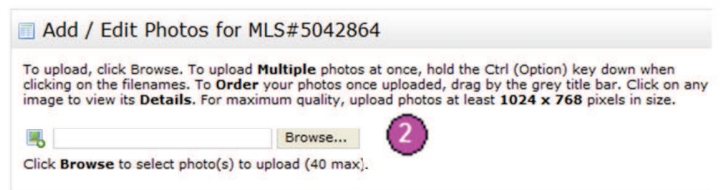


Or

- 1 To add photos to an Incomplete listing, use the My Listings homepage widget to select a listing, and then click Manage Photos



- 2 Click the Browse button to select your photos.



NOTE: For maximum viewing quality, upload photos sized 1024 x 768 pixels or higher. If the photo is larger than this, Matrix will automatically size the photo if necessary.

TIP: The Browse button will be grayed out once the photo limit of 40 has been reached. To replace an existing photo, you must delete the photo first and then add the new photo.

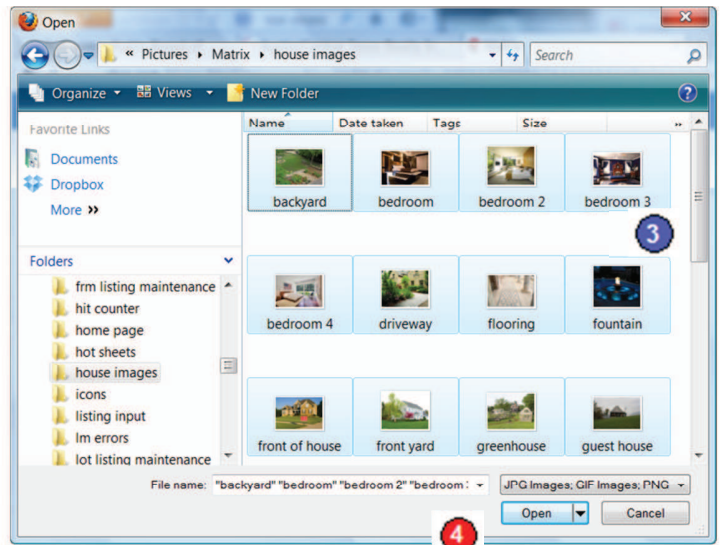
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- 3 Select up to 40 photos to be uploaded.

NOTE: To upload multiple photos at once, either hold the CTRL button down on your keyboard while clicking on each photo to select it. Or click and drag the mouse over all the photos you wish to include in your upload.

NOTE: Agents using the legacy MLS systems (MLXchange and Fusion) will only be able to view the first 25 photos.

- 4 Click Open.



Rearrange Photo Order

The first image of each listing is considered the Primary Photo. For the majority of properties, the Primary photo might be the exterior of the property. Please refer to [ACTRIS Rules & Regulations](#) concerning Listing Photo rules for more information and guidelines for listing photos.

- 1 Click the mouse on the Slot Number in the photo's title bar and drag the photo to a new position. Click the mouse again to complete the move.
- 2 Click Save to save the rearrangement.



Adding and Editing Photo Description

- 1 Click anywhere on a photo to view the details and access the editing features.
- 2 Click the Enter Description link to add a description of the photo.

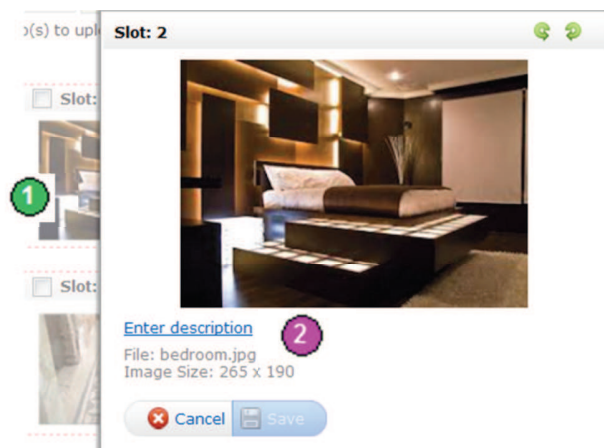
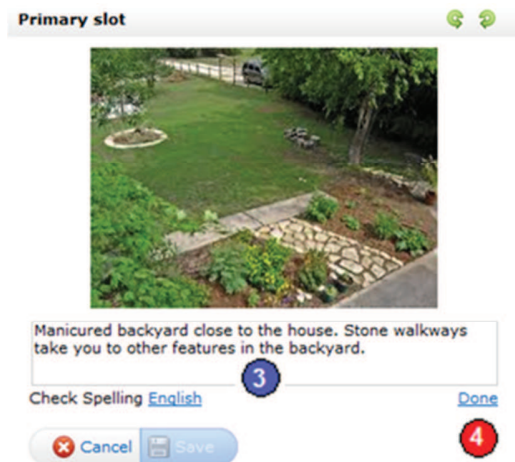


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- 3 Type up to 1,000 characters in the description.

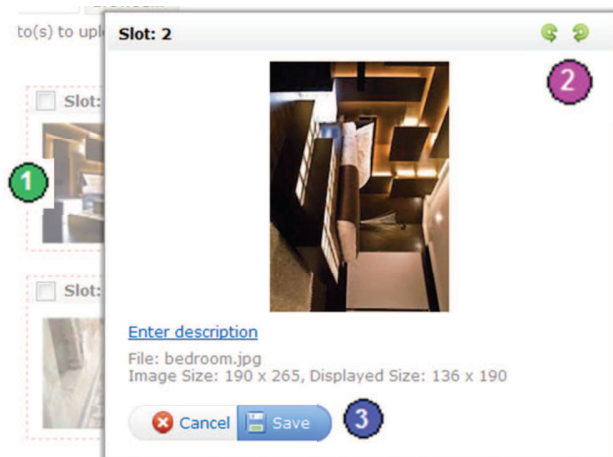
TIP: Spell Check is available for each description box.

- 4 Click Done and then click Save on the toolbar to save changes.



Rotating Photos

- 1 Click on a photo to access the editing features.
- 2 Click on one of the rotate arrows in the upper right corner to change the photo 90 degrees in either direction.
- 3 Click Save on the toolbar to save changes.



Photos Not Displaying?

If the photos do not display, right click on the screen with your mouse. Select the option to either Refresh or Reload (depending on Browser being used). This will update your screen.

