

# Instructions on How to Upload Photos to NorthstarMLS

## Photo Requirements:

Dimensions: 640 X 480 or 512 X 400

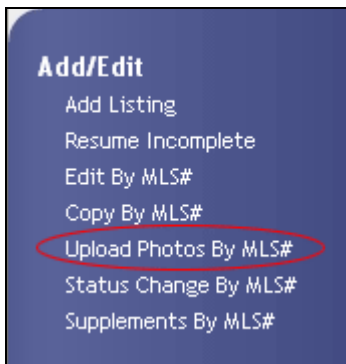
Resolution: 72 pixels/inch

File Size: 100K or Less

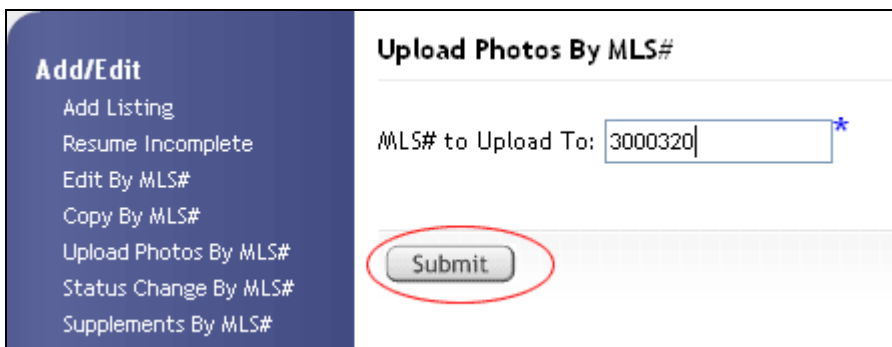
File Type: .JPG

Maximum Uploads: 10

1. Log on to NorthstarMLS Home Base (click the "Home Base" tab in NorthstarMLS Matrix or click the Home Base link on NorthstarMLS.com). Your ID and password for NorthstarMLS Home Base is the same as you use for NorthstarMLS Matrix.
2. In the blue navigation menu (left side of screen), click the link "Upload Photos By MLS#."



3. Type in the MLS# for the listing to which you want to add photos. Click the "Submit" button.

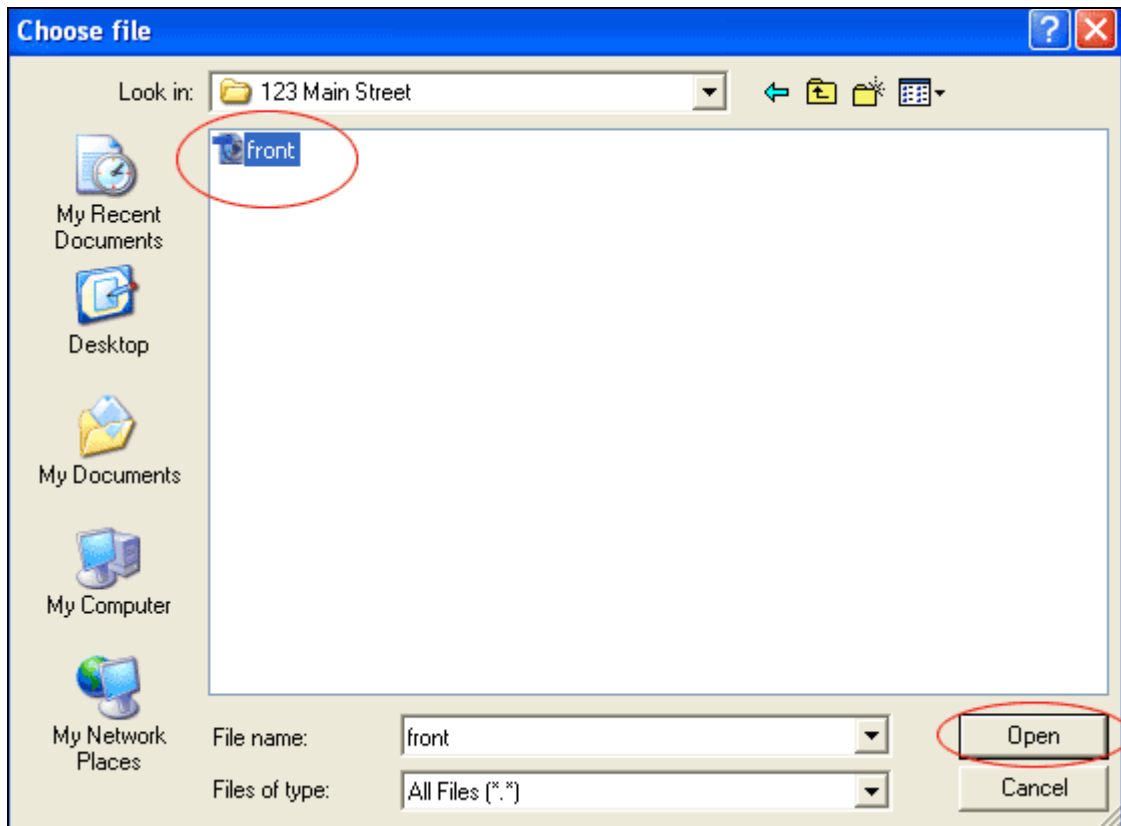


4. The photo uploads application will appear on screen:

The screenshot shows a web application titled "Upload Photos". At the top left, there are two fields: "Listing /MLS #: 3000320" (labeled 1) and "Photo Number: 1" (labeled 2). Below these is a text instruction: "Select a photo position from the grid on the right. Click Browse, locate the photo, press Upload to save on server." To the right of the instruction is a 5x2 grid of buttons, each labeled "None" (labeled 5). Below the grid are two buttons: "< Prev" (labeled 6) and "Next >" (labeled 6). Below these is a "Comment:" label followed by a text input field (labeled 7). At the bottom left are two buttons: "Upload" (labeled 8) and "Delete" (labeled 8). At the bottom right is a "Finish" button (labeled 9). On the left side, there is a "Browse..." button (labeled 3) above a large white area (labeled 4) that contains the text "no photo".

1. MLS # for which you will be uploading photos.
  2. Active photo number (1-10).
  3. Browse button for locating photos on your computer for uploading.
  4. Active photo window.
  5. Photo thumbnails.
  6. Prev and Next buttons for navigating among the 10 photo positions.
  7. Comment section for adding a description (caption) for each photo.
  8. Upload and Delete buttons for adding and removing photos.
  9. Finish button for when you have finished uploading photos.
5. The photo application starts at Photo Number 1 (upper left position in the thumbnail grid). **This is the Primary Photo position. Whatever photo you upload to this position will be the Primary Photo and will display on NorthstarMLS Reports.** In most cases, you will upload an exterior front shot of the property to this position.

- Click the "Browse" button. A "Choose file" pop-up box will appear. Find the photo file on your computer that you want to upload as the Primary Photo. Highlight the file name and click the "Open" button.




- The pop-up window will close, and the photo you selected will appear in the Active Photo window. The file location of the photo will appear in the space to the left of the "Browse" button. If you want to include a description/caption, type it into the Comments box below the thumbnails section (up to 250 characters). Comments are optional. Anything you type here will appear below the photo on NorthstarMLS.

**Upload Photos**

Listing #MLS #: 3000320      Photo Number: 1

Select a photo position from the grid on the right. Click Browse, locate the photo, press Upload to save on server.

I:\123 Main Street\fror     



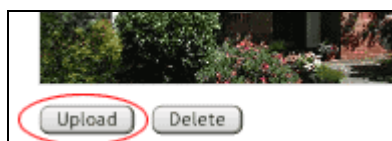
None	None
None	None
None	None
None	None
None	None

< Prev      Next >

Comment:

- After selecting the photo and typing in a Comment (if you choose), click the "Upload" button beneath the Active Photo window.



9. This will upload the photo and Comment to your listing. A thumbnail of the photo will appear in the upper left space. Click the "Next" button below the thumbnails to move to Photo #2 (or click that thumbnail space to the right of Photo #1).

**Upload Photos**

Listing MLS #: 3000320      Photo Number: 2

Select a photo position from the grid on the right. Click Browse, locate the photo, press Upload to save on server.

	None
None	None
None	None
None	None
None	None

Comment:

< Prev      **Next >**

10. Repeat the process above for up to nine additional photos. When you are finished, click the "Finished" button below the thumbnails and Comment section.
11. **To delete any photo**, click on its thumbnail in the thumbnail section to activate it. Click the "Delete" button below the Active photo window.
12. **To change the Primary Photo**, you must delete the current Primary Photo and upload the new one in its place. Click the upper left thumbnail to activate Photo #1. Click the "Delete" button below the Active photo window. Use the Browse button to find the new Primary Photo on your computer and upload it using the procedure above.
13. **To change or delete a Comment**, click on the photo's thumbnail in the thumbnail section to activate it. Change or delete the Comment. Click the Upload button.