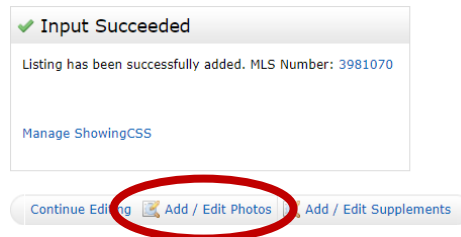


Tip Sheet: Adding Photos

1. To add a photo to a listing:

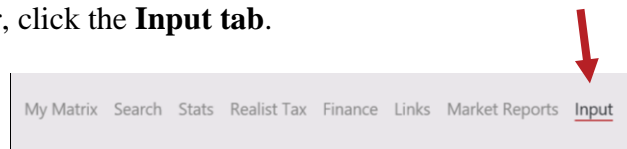
A. For a Newly Saved Listing

Once the listing is saved, click **Add/Edit Photos** from the Button Bar, then go to Step 2.

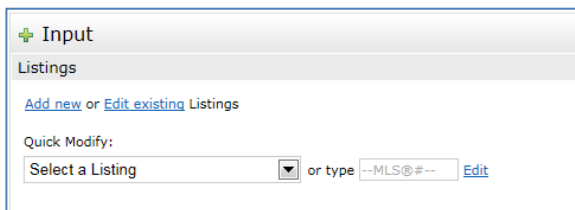


B. For an Existing Listing

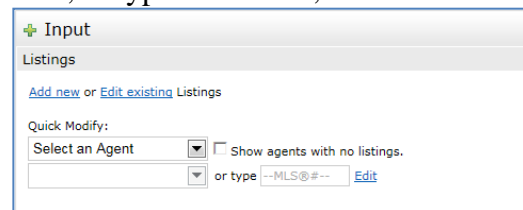
From the main menu bar, click the **Input** tab.



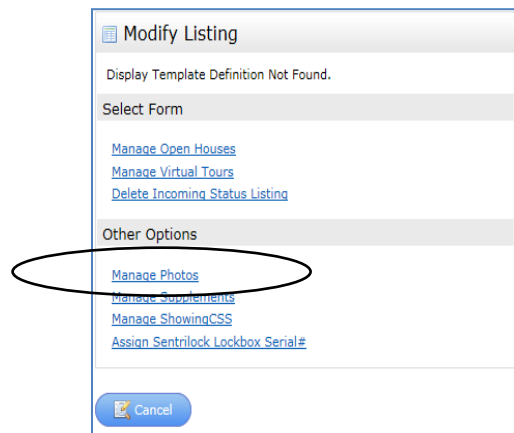
If you are an Agent... click **Edit existing** to search for the listing, or use the **Select a Listing drop-down menu**, or type the **MLS#**, then click **Edit**.



If you are Support Staff... click **Edit existing** to search for the listing, or use the **Select an Agent drop down menu**, then the **Select a Listing menu** beneath that, or type the **MLS#**, then click **Edit**.



Click **Manage Photos**.



Tip Sheet: Adding Photos

Click the **Browse** button to **locate the listing photos** then drag your cursor over multiple images (or CTRL and click individual images) to select the ones you would like to upload.



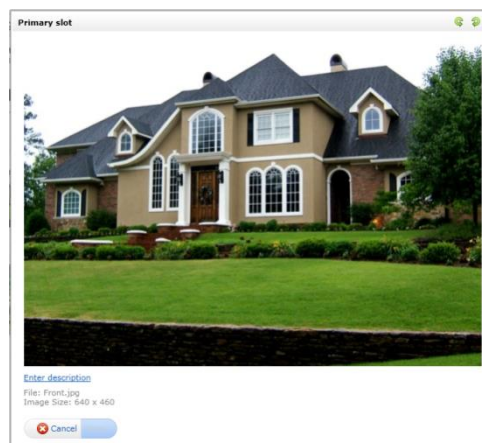
2. Once photos have been uploaded, click and drag the thumbnail title bars to reorder the photos.



Note: The front exterior photo should display in the Primary slot.

Note: Photos outlined in red indicate lower than recommended dimensions (1024x768).

3. Click any photo to enlarge it and add a description. Click **Enter description** beneath the photo, type the description, then click **Done**, then click **Save**.



Use the green arrows to rotate the photo 90 degrees at a time.

4. Click **Certify and Save** when done.



Tip Sheet: Adding Photos

MLS Now says...

- All Residential (Single-Family and Condo), and Residential Income (Multi-Family) listings must have at least a primary photo (i.e. front exterior of property) entered into Matrix within 48 Hours (2 business days) after the listing is entered into the system.
- If your client wishes to not have a photo, you will need to: a) Check the Photo Authorization Opt Out box on the [Photo Opt Out form](#) (located within MATRIX, under the Links tab), have your client(s) sign the form, and then email the form to QA@MLSNow.com. b) Choose **Yes** for the Seller Photo Opt Out field in the listing input screen, and c) Upload the [Seller Opt Out photo](#) placard in place of the primary photo. The placard is located within Matrix, under the Links tab.
- If you do not have a photo due to new construction, you will need to upload the [New Construction](#) placard in place of the primary photo. The placard can be found within Matrix under the Links tab.
- No For Sale signs or branding of any kind shall be permitted in the photos.
- The first photo should be the front exterior of the property.
- You can upload a maximum number of 50 photos.
- For best quality, upload photos that are **at least** 1024 x 768 pixels (recommend HORIZONTAL photos only).
- Photos must be a .jpg file type.
- You are **NOT** permitted to use another agent's photos on your listing, unless you have written permission from that agent. Photos are property of the agent that took or paid for the images.
- The photos are automatically uploaded to Realtor.com.
- If there are more than 3 photos on a listing, the photos are automatically compiled into a Property Panorama Virtual Tour and a link included in the listings.

