

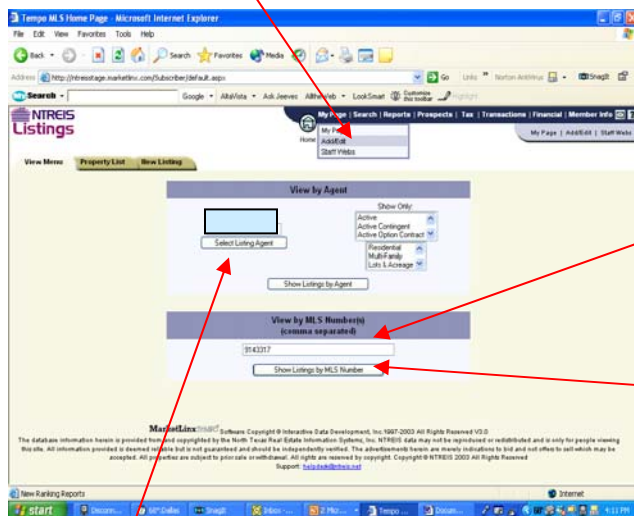
How to Add Photos to NTREIS Listings

Adding Media in NTREIS Listings

IMPORTANT!!! Pictures must be saved in a “jpeg” format to be uploaded.

All adding and editing starts from the *My Page* tab in NTREIS Listings.

1. Hover your mouse over *My Page* and a window will open below it.
2. Click on *Add/Edit*. Note: you must have Edit permission to see the Add/Edit button.



3. To view select MLS listings, enter the MLS number or numbers in the box labeled *View by MLS Number(s)*. Separate multiple numbers by a comma only, NO SPACES.

4. Click the *Show Listings by MLS Number* button.

5. You may also view all your listings by entering your Agent ID in the box labeled *Select Listing Agent*, highlight the types of listings you wish to view, then click the *Show Listings by Agent* button.

6. On the next screen, choose the MLS number you wish to edit by clicking the box to the left of the number.

Edit Listing	MLS Number	Category	Agent	Status	Address	City	Expiration Date	List Price
Add/Edit Media	9143317	Residential		SLD	1230 NTREIS TEST	CARTHAGE	Dec 31, 2004	\$1,000 v

7. From the left floating window click the *Add/Edit Media* button.

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8. On the next screen scroll down to **Step 1** and be sure that **Picture** is selected. There should be a dot in the circle.

Add New Media

Step 1
Select the type of the new media

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

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

Add New Media

Exit from Media Page

9. Then scroll down to **Step 2** at the bottom of the page click the **Add New Media** button.

10. 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

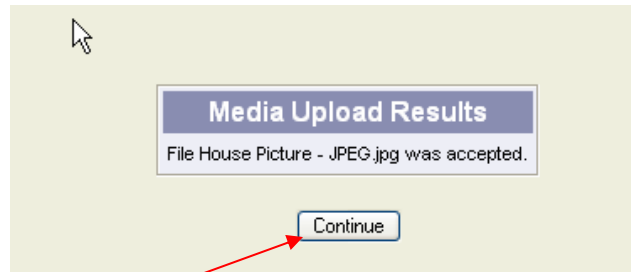
Step 1:
Enter the location of each JPG file in the text boxes or click the Browse button to locate the file. For example:
c:\RealEstate\FrontOfHouse.jpg

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

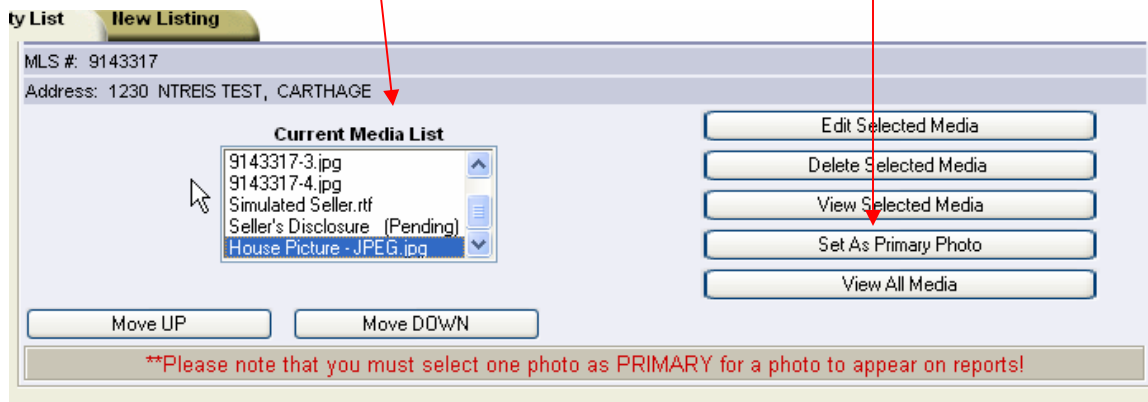
1	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
2	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
3	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
5	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
6	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

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11. When you are finished click **Submit**.
12. When it has finished processing, a screen will tell you your photo has been accepted.



13. Click **Continue**.
14. The first photo loaded will be automatically set as the **Primary** photo.
15. If you would like to set a different photo as the **Primary** photo, highlight the file in the **Current Media List** window and click on the **Set as Primary Photo** button. You must set a photo to **Primary** even if you have added only one photo to your listing.



You may change the order of the photos by highlighting the photo 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.

It is recommended that the primary photo be in the 1st position in the **Current Media List** to ensure that the primary photo is the photo that displays on other websites (such as Realtor.com) as well.