

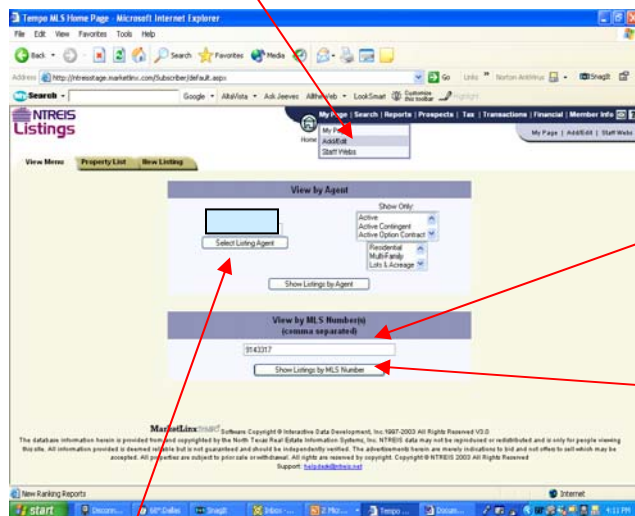
# How to Add Photos to NTREIS Listings

## 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.



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

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- 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

**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

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

Add New Media

Exit from Media Page

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

1

2

3

4

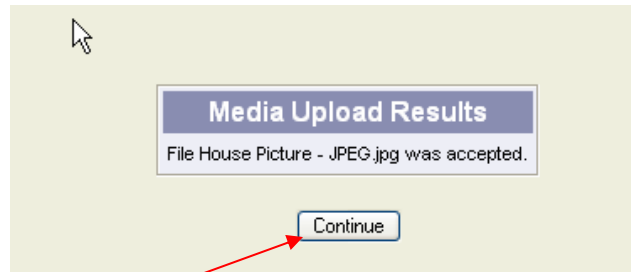
5

6

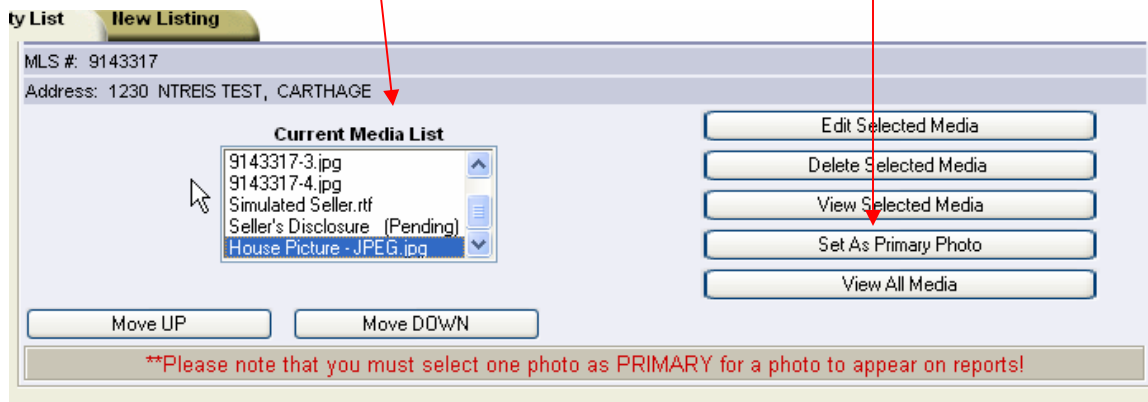
**Step 2:**  
Enter a description of each JPG file in the text box provided: (up to 250 characters)

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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 1<sup>st</sup> 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.