

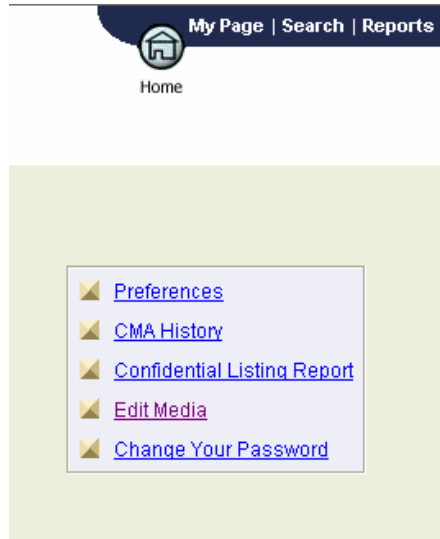
How to Add Photos to NTREIS Listings – Agent No-Load

Adding Media in NTREIS Listings

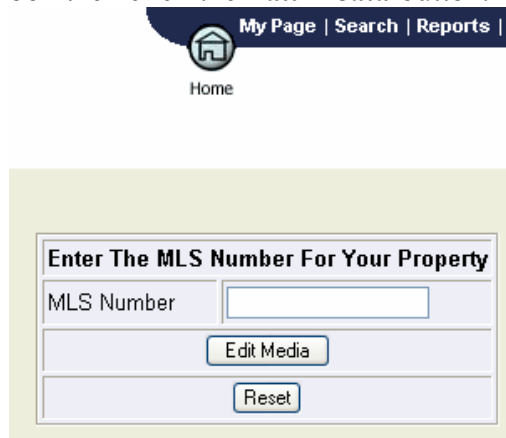
IMPORTANT!!! Pictures must be saved in a “jpeg” format to be uploaded.

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

1. Click on *My Page*.
2. Click on *Edit Media*.



3. Put the MLS number of the listing you wish to add photos to in the *MLS Number* box then click the *Edit Media* button.

A screenshot of a web form titled "Enter The MLS Number For Your Property". The form is set against a light green background. At the top, there is a dark blue horizontal bar with the text "My Page | Search | Reports |" in white. Below this bar, on the left, is a circular icon containing a house symbol, with the word "Home" written underneath it. The form itself consists of a white rectangular box with a thin border. Inside the box, the title "Enter The MLS Number For Your Property" is displayed in bold black text. Below the title, there is a label "MLS Number" followed by a white text input field. Underneath the input field, there are two buttons: "Edit Media" and "Reset", both with a light blue background and a thin border.

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

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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

5. Then scroll down to **Step 2** at the bottom of the page click the **Add New Media** button.
6. 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

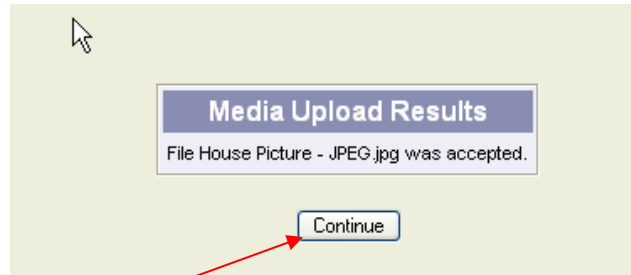
Step 1:
Enter the location of each JPG file in the text boxes or click the **Browse** button to locate the file. For example:
c:\RealEstate\FrontOfHouse.jpg

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

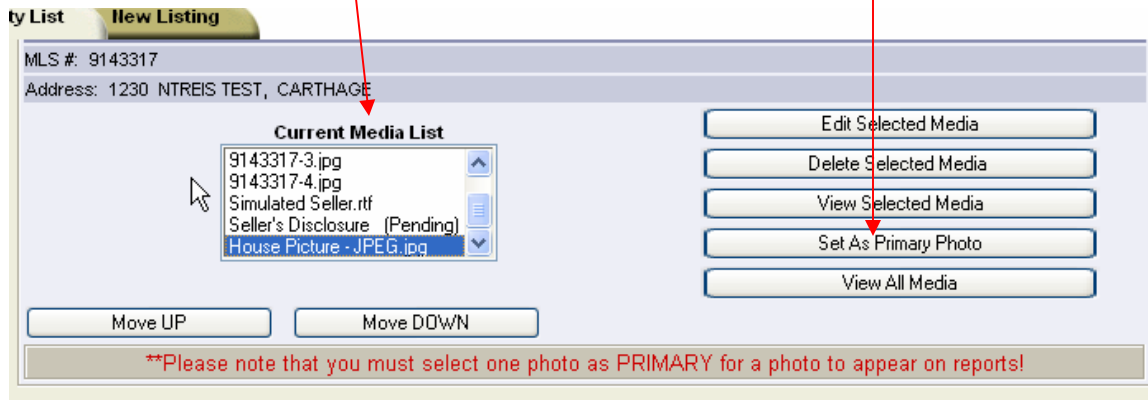
1	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
2	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
3	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
4	<input type="text"/>	<input type="button" value="Browse..."/>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

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

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9. Click **Continue**.
10. The first photo loaded will be automatically set as the **Primary** photo.
11. 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. A photo must set as **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.