

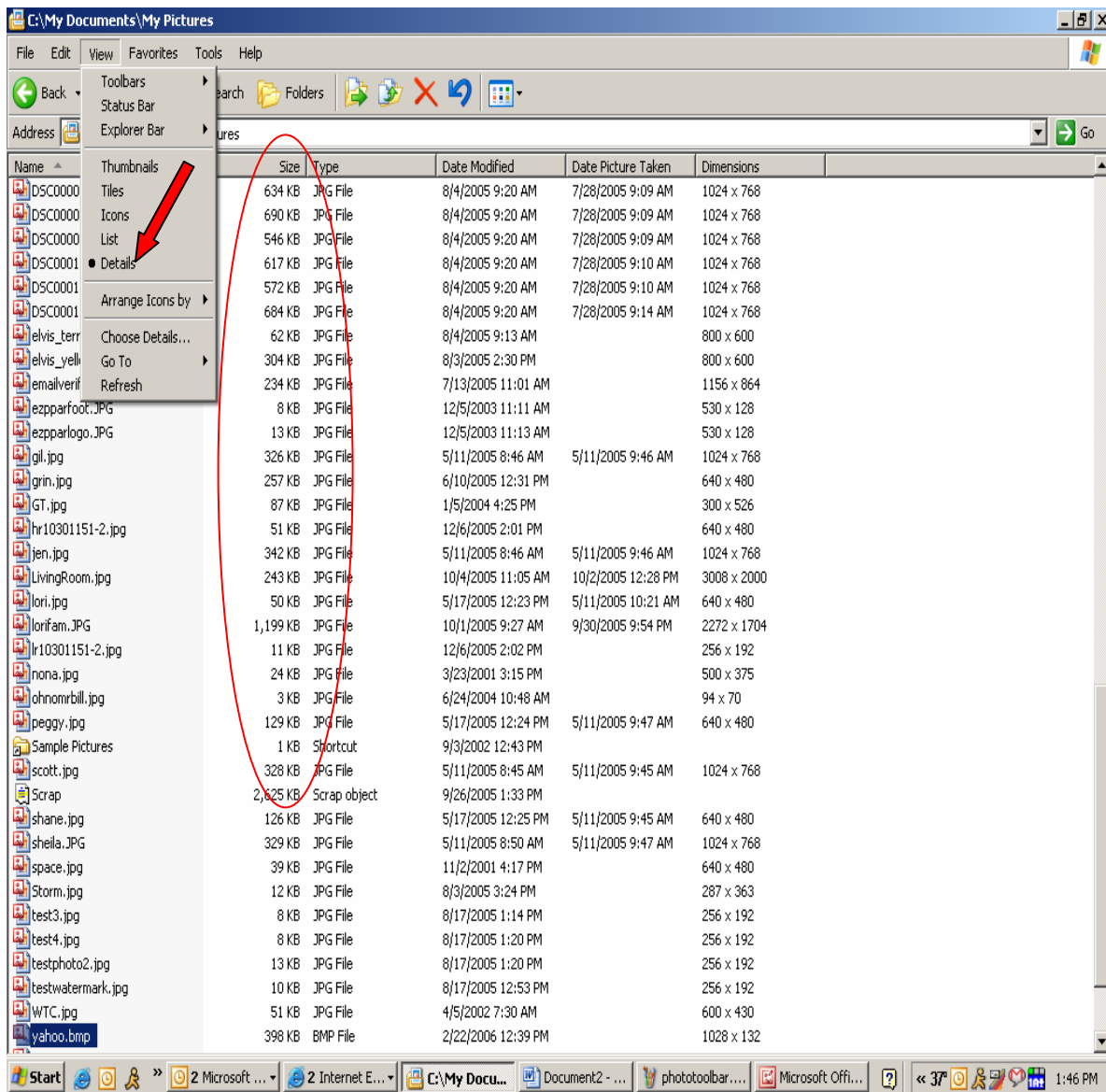
## Tips for Uploading Photos

- How to Resize a Photo
- How to Upload a Photo
- Status of Uploaded Photos
- Photo was rejected
- How to Delete a photo
- How to Change a Primary photo
- How to change the display order of your photos

See examples and instructions below.

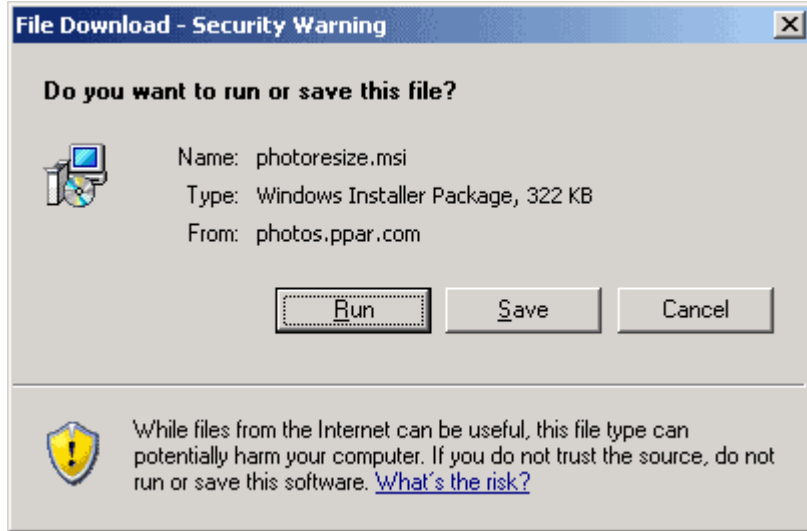
### Resizing a Photo:

PPMLS Photos must be no larger than 200KB or user will get a Page Can not be Displayed. To check your photo size, go to the folder where your photos are stored and on the Toolbar click on View and then Details. This will then tell you the size of each of your photos. If your photo size is over 200KB then you need to resize your photos before uploading to the PPMLS Tempo System.



RSC staff have created a simple resizing tool that you can use. It is located at <http://photos.ppar.com/resize/download.aspx>

## Photo Resize Installation Instructions



Click Run.



Click Run.



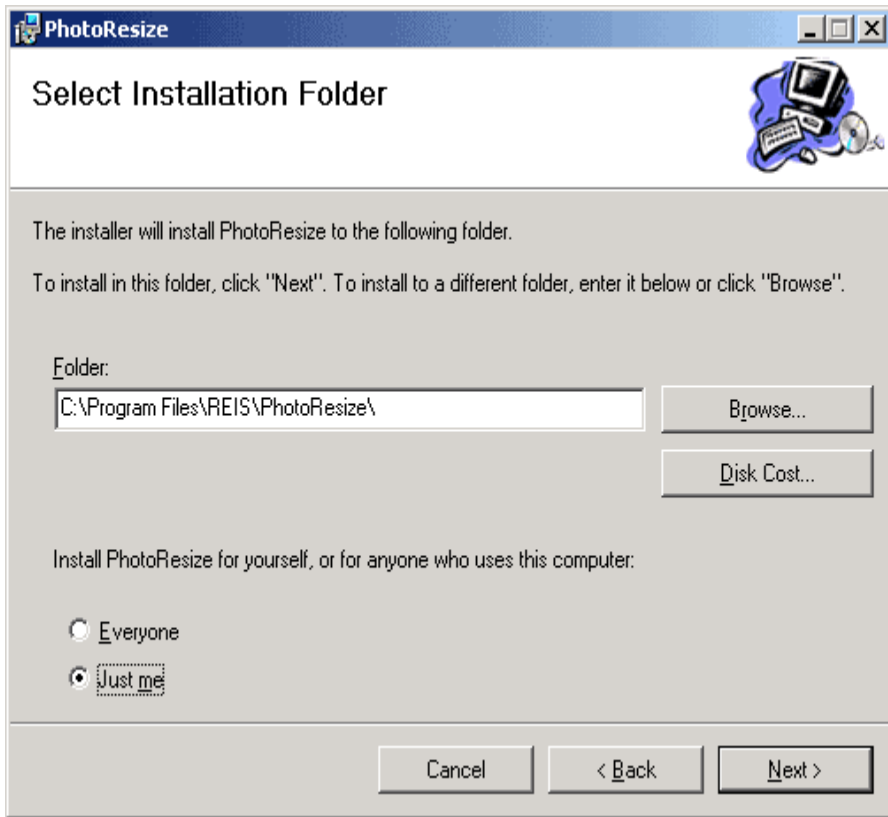
Click Next.



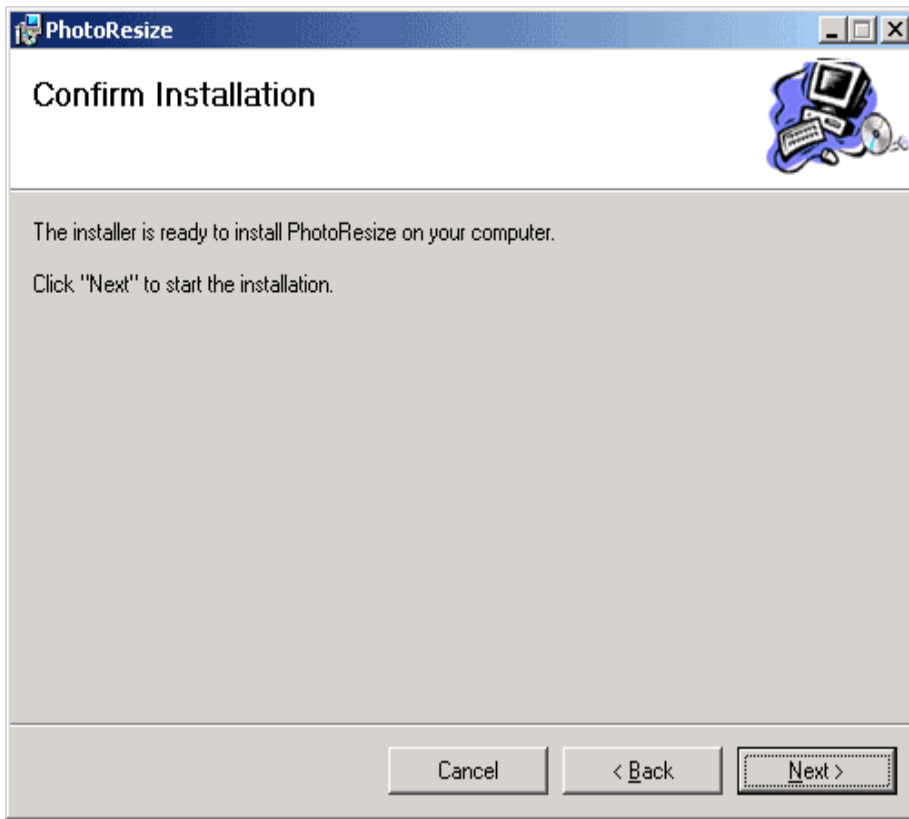
**Click Next.**



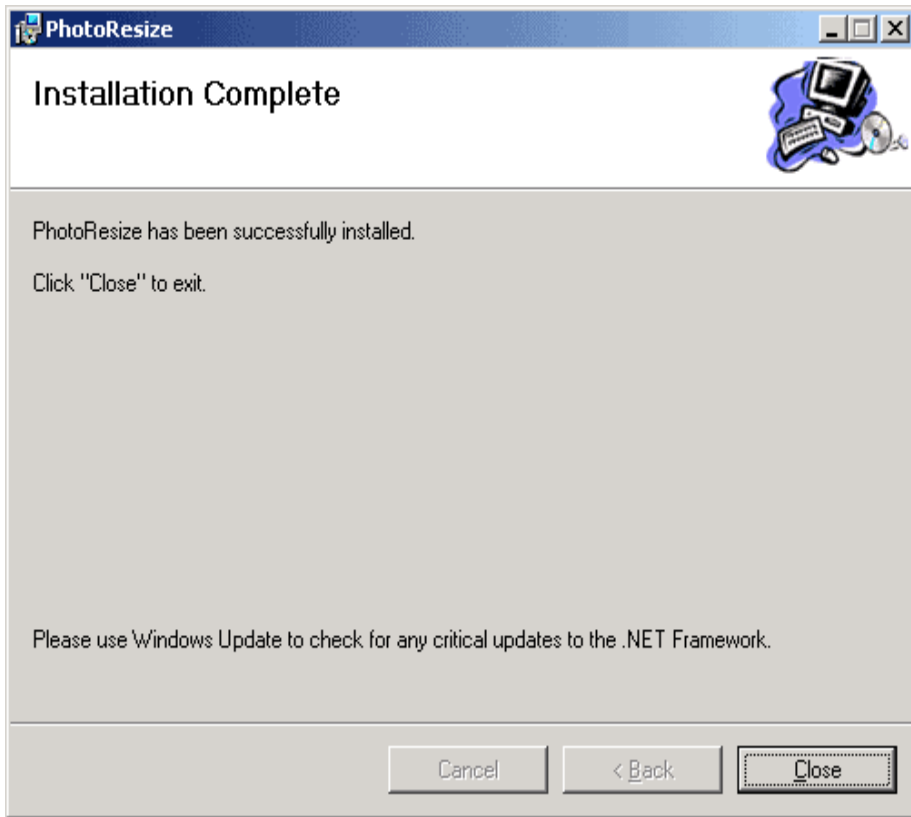
**If you agree to the license terms, choose "I Agree" and click Next.**



**Accept the default installation folder or browse for a different folder and click Next.**



**Click Next.**

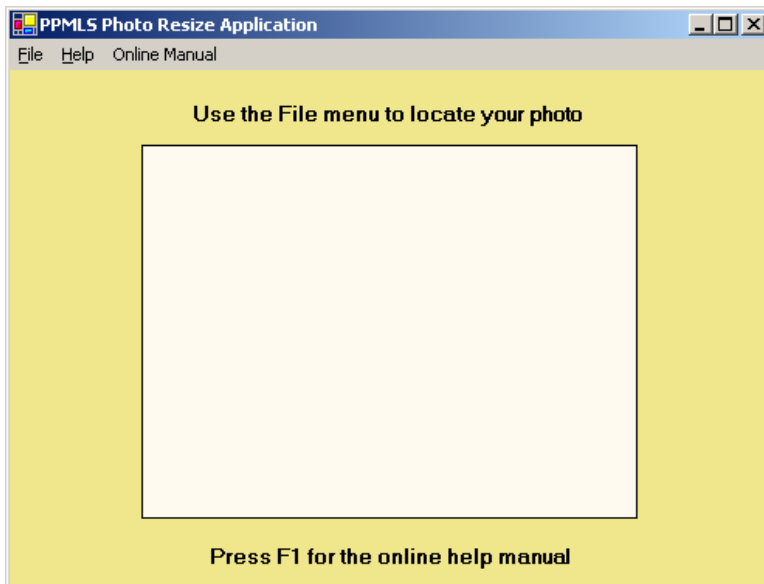


**All Done! Click Close.**

From your desktop click on the Photo Resize Icon



Click on File and then Open



Browse and select the photo you want to resize

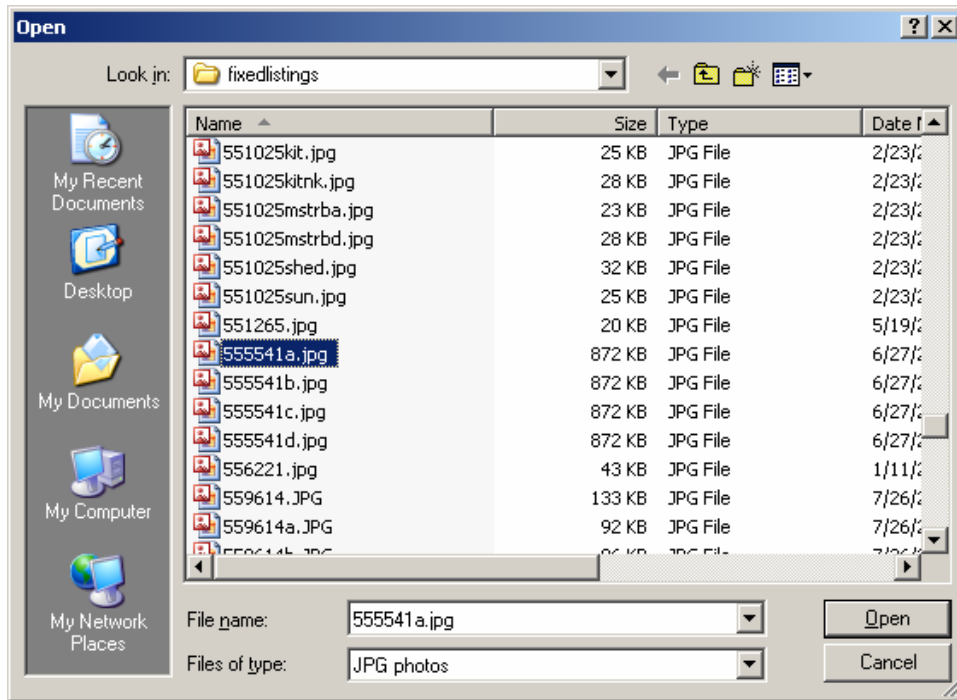
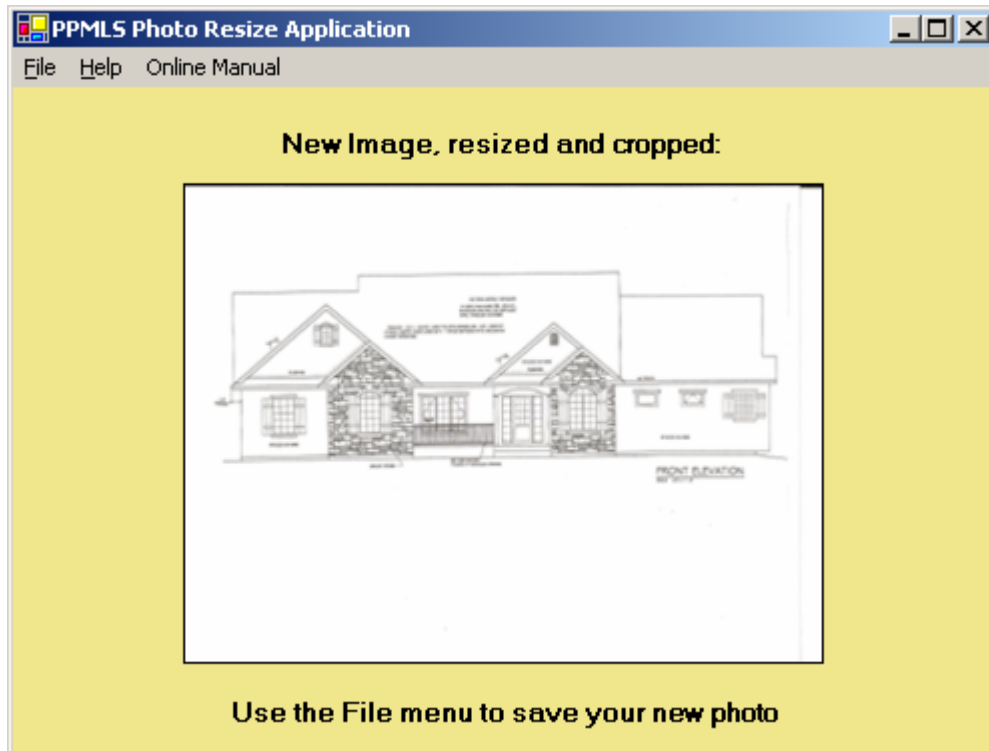


Photo has been resized

Click on File and Save.



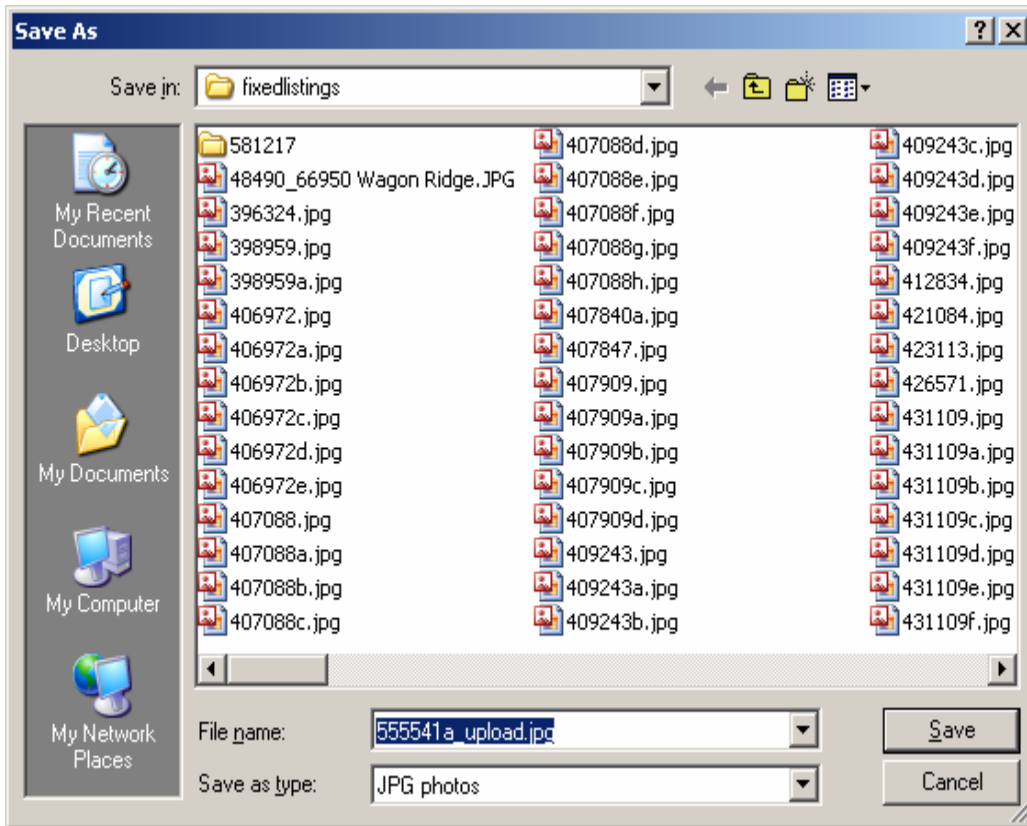
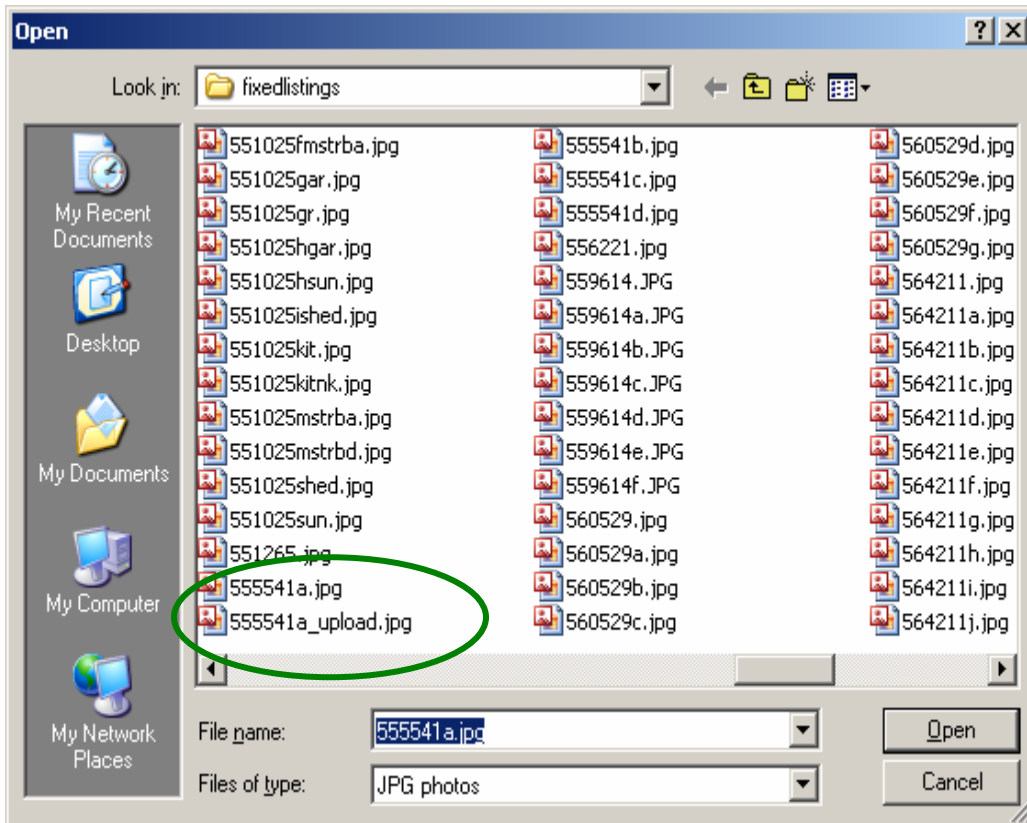


Photo will be saved with “\_upload” appended to the end of the file name and will not overwrite your original photo.



## Uploading Photos:

- Step 1:** Navigate to your Property List through My Page - Add/Edit – View Menu - View by Agent or View by MLS Number.
- Step 2:** Select the radio button for the appropriate listing and then click on the Add/Edit Media link in the menu bar on the left side of the page.
- Step 3:** Once on the Media page scroll to the Add New Media section at the bottom of the Media page. Ensure that the radio button in “Available Media Types” is set to Picture. Then click on the “Add New Media” button.
- Step 4:** Starting with line number 1, in the column labeled “Step 1”, click on the “Browse” button. Navigate your computer to find the correct photo to upload to this listing. Up to 16 photos may be uploaded to each Listing; a “Primary” photo and 15 additional photos. Each photos’ file size may not exceed 200kb.
- NOTE: Only upload a maximum of four photos at a time to avoid getting timed out.**
- Step 5:** Directly to the right of the photo selection field, in the column labeled “Step 2”, you may enter up to 250 characters of Photo Remarks to describe each photo being uploaded. **Remember:** No contact or any form of address information or location can be entered in the Photo Remarks.
- Step 6:** After selecting the photos to upload and completing any desired Photo Remarks, click on the Submit button at the bottom of the page.

Add Jpg Pictures	
Step 1:	Step 2:
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	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"/>
Step 3:	
Click on the Submit button: <input type="button" value="Submit"/>	

- Step 7:** After you have completed step 6, the next screen will indicate the results of the upload. Click on “Continue” to return to the Edit Current Media page.

The screenshot shows the 'Media Upload Results' page. At the top, there is a navigation bar with the Pikes Peak Multiple Listing Service logo and links for 'My Page', 'Search', 'Reports', 'Prospects', 'Tax', 'Financial', 'Member Info', and 'Log Off'. Below this, there are tabs for 'View Menu', 'Property List', 'New Listing', and 'Media'. The main content area features a box titled 'Media Upload Results' with the message '7581\_image.jpg accepted.' and a 'Continue' button below it.

**NOTE:** If you receive a Page Cannot Be Displayed or any message other than “Photoname.jpg has been Accepted”, your photo was not uploaded. Check your photo size (See Resizing Photos above), or reduce the number of photos you are uploading at the same time.

## Photo Status:

In the Current Media List your photo has the following after the photo name.

Photname.jpg **\*\*\*Primary\*\*\*** - means the photo has been reviewed and this photo is set as the primary photo.

The screenshot shows the 'Edit Current Media' interface for MLS #: 499090, Address: 5881 TEST LISTING, COLORADO SPRINGS. The 'Current Media List' contains one entry: IMG\_3317.JPG \*\*\* Primary \*\*\*. To the right of the list are buttons for 'Edit Selected Media', 'Delete Selected Media', 'View Selected Media', 'Set As Primary Photo', and 'View All Media'. Below the list are 'Move UP' and 'Move DOWN' buttons. A red note at the bottom states: '\*\*Please note that you must select one photo as PRIMARY for a photo to appear on reports!'.

Photname.jpg (Not Reviewed) – means the photo has not been reviewed by staff and is still in a pending status.

**NOTE:** "Not Reviewed" photos do not appear on listings.

The screenshot shows the 'Edit Current Media' interface for MLS #: 499090, Address: 5881 TEST LISTING, COLORADO SPRINGS. The 'Current Media List' contains five entries: IMG\_3317.JPG \*\*\* Primary \*\*\* (with up/down arrows), 466566a.JPG (Not Reviewed), 470520.JPG (Not Reviewed), IMG\_3327.JPG (Not Reviewed), and IMG\_3344.JPG (Not Reviewed). To the right of the list are buttons for 'Edit Selected Media', 'Delete Selected Media', 'View Selected Media', 'Set As Primary Photo', and 'View All Media'. Below the list are 'Move UP' and 'Move DOWN' buttons. A red note at the bottom states: '\*\*Please note that you must select one photo as PRIMARY for a photo to appear on reports!'.

Photname.jpg (Rejected) – means your photo or photos were rejected. (See reasons below)

The screenshot shows the 'Edit Current Media' interface for MLS #: 499090, Address: 5881 TEST LISTING, COLORADO SPRINGS. The 'Current Media List' contains five entries: IMG\_3317.JPG \*\*\* Primary \*\*\* (with up/down arrows), 466566a.JPG (Rejected), 470520.JPG (Rejected), IMG\_3327.JPG (Rejected), and IMG\_3344.JPG (Rejected). To the right of the list are buttons for 'Edit Selected Media', 'Delete Selected Media', 'View Selected Media', 'Set As Primary Photo', and 'View All Media'. Below the list are 'Move UP' and 'Move DOWN' buttons. A red note at the bottom states: '\*\*Please note that you must select one photo as PRIMARY for a photo to appear on reports!'.

## Photo Reject Rules:

1. The photo remarks have all or part of the property address
2. The primary photo has a border
3. A Realtor® sign is visible and legible
4. The primary photo is an interior photo
5. Submitted photo has a watermark
6. Home builder's name is on the photo or in the remarks
7. Photo submitted is a copyrighted photo
8. The photo remarks has contact information
9. The photo remarks does not describe the physical attributes of the property

**NOTE:** You will receive an email from [Vtours@ppar.org](mailto:Vtours@ppar.org) indicating that your photo or photos were rejected and the reason why. If the primary photo has been rejected for any reason, all photos uploaded at the same time with that primary will also be rejected.

**Removing Rejected Photos:** Rejected photos must be deleted by the user. Rejected photos will reduce the number of photos that can be uploaded. **\*\*\*See Deleting Photos and Documents below for removing rejected photos.**

### Deleting Photos and Documents:

**Step 1:** Navigate to your Property List through My Page - Add/Edit – View Menu - View by Agent or View by MLS Number.

**Step 2:** Highlight the Photo or Document to be deleted and then click on the “Delete Selected Media” button.

The screenshot shows the 'Edit Current Media' interface for MLS # 405807 at 430 TEST LISTING, COLORADO SPRINGS. It features a 'Current Media List' with three items: 'cityx.jpg \*\*\* Primary \*\*\*', 'LaSallePassAspensWeb.jpg', and 'okorcambiq.jpg'. The 'okorcambiq.jpg' item is highlighted. To the right of the list are five buttons: 'Edit Selected Media', 'Delete Selected Media', 'View Selected Media', 'Set As Primary Photo', and 'View All Media'. Below the list are 'Move UP' and 'Move DOWN' buttons. A red note at the bottom states: '\*Please note that you must select one photo as PRIMARY for a photo to appear on reports!'

### Replacing the Primary Photo:

**Step 1:** Navigate to your Property List through My Page - Add/Edit – View Menu - View by Agent or View by MLS Number.

**Step 2:** Follow the directions above for Uploading Photos.

**Step 3:** If you have uploaded a new photo to replace the primary, wait 2-4 business hours for the Staff Review process to complete. Then navigate back to the Current Media List. Click to highlight the photo you want as primary and then click on “Set As Primary Photo”

**Note:** You cannot delete a primary photo until you upload another photo and set it as Primary.

### Changing the Order of Photos

**Step 1:** Navigate to your Property List through My Page - Add/Edit – View Menu - View by Agent or View by MLS Number.

**Step 2:** Click on the photo that you want to re-arrange and then click on the Move Up or Move Down button.

This screenshot is identical to the one above, showing the 'Edit Current Media' interface for MLS # 405807. It displays the 'Current Media List' with 'okorcambiq.jpg' highlighted and the same set of action buttons: 'Edit Selected Media', 'Delete Selected Media', 'View Selected Media', 'Set As Primary Photo', 'View All Media', 'Move UP', and 'Move DOWN'. The red note at the bottom is also present: '\*Please note that you must select one photo as PRIMARY for a photo to appear on reports!'