

# How to Add Photos - If You Can Add Your Own Listings

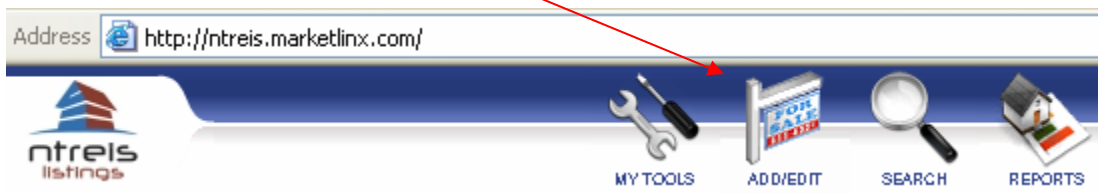
## Adding Media in NTREIS Listings

**IMPORTANT!!!** Pictures must be saved in a “JPG” format and should be no larger than 200k to be uploaded. Larger photos may be accepted, but will take much longer to load.

The optimum photo resolution is 640 pixels wide by 480 pixels high. Photos that do not meet the 640x480 pixels criteria such as PANORAMIC or PORTRAIT photos may appear distorted on the reports.

All adding and editing starts from the *Add/Edit* icon in NTREIS Listings

1. Click on the *Add/Edit* icon to begin. Note: you must have Edit permission to see the Add/Edit icon. If you do not have an Add/Edit icon, click on the link below to follow the directions for how to [Add Photos- If you Can NOT Add Own Listings](#)



2. You may view all your listings by entering your Agent ID in the box labeled *Select Listing Agent*, next highlight the types of listings you wish to view in the *Show Only* boxes, and then click the *Show Listings by Agent* 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. Then Click the *Show Listings by MLS Number* button.

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4. On the next screen, choose the listing you wish to edit by clicking the circle to the left of the MLS number.

View Menu Property List New Listing

Editor: \_\_\_\_\_ Broker: \_\_\_\_\_

Edit Listing	MLS Number	Category	Agent	Status	Address	City	Expiration Date	List Price
<input checked="" type="radio"/>	10407708	Residential		CAN	1234 test	No City	Feb 25, 2006	\$1,000
<input type="radio"/>	10444498	Residential		CAN	123 TEST	No City	Jan 31, 2006	\$1

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Support: [helpdesk@ntreis.net](mailto:helpdesk@ntreis.net)

5. From the left floating window click the *Add/Edit Media* button.
6. On the next screen scroll down to **Step 1**. Media Type *Picture* is selected by default as noted by a dot in the circle.  
\*\*\*Notice you may also load other media such as Virtual Tours and PDF files, as well as Faxed Documents such as Seller's Disclosures from this Add New Media Screen.\*\*\*

Add 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 1**  
Select the type of the new media

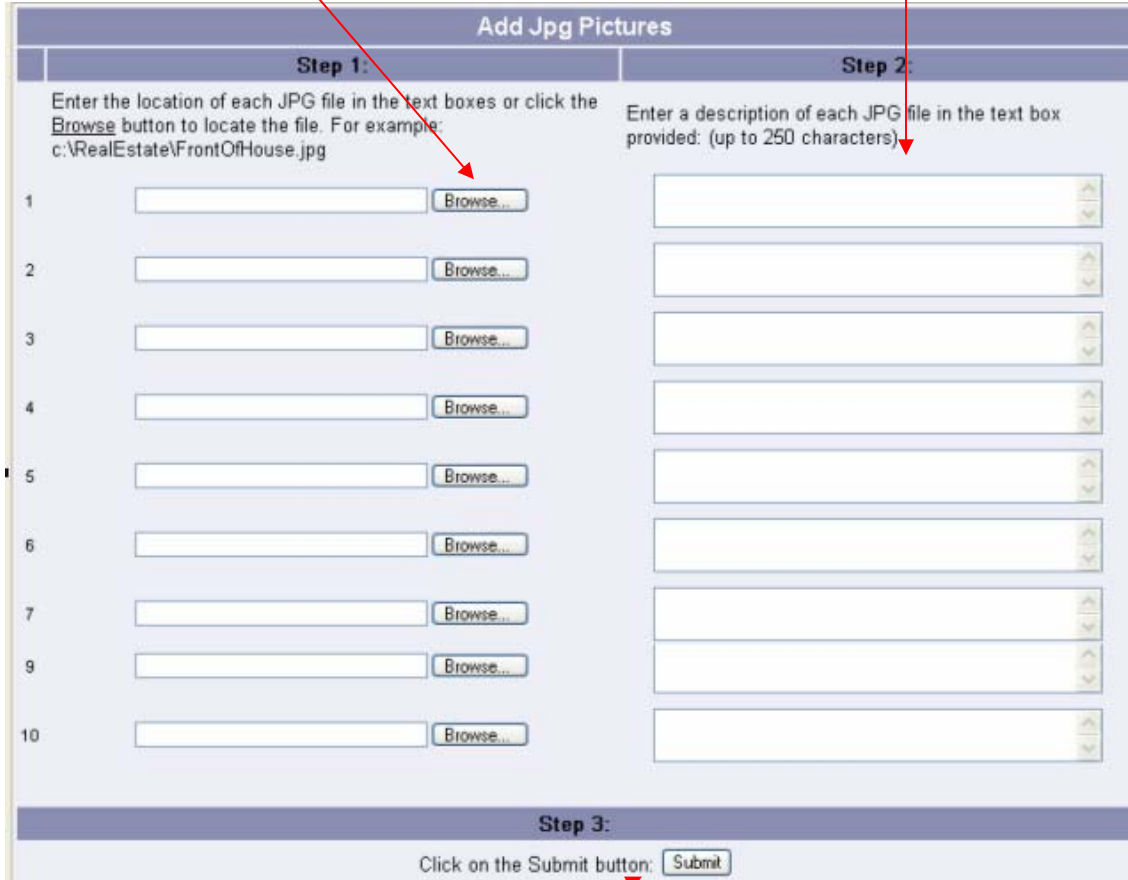
**Step 2**  
Click on the "Add New Media" button to start your request

Add New Media

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

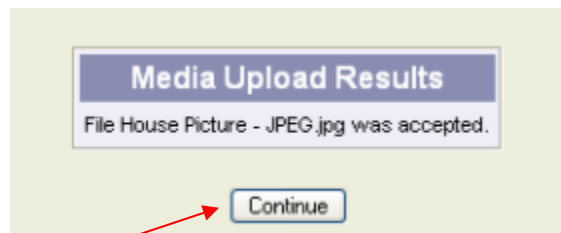
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- Use the **Browse** button to search for the photo file on your computer. You may also add a description of the picture in the box on the right hand side.



The screenshot shows a web form titled "Add Jpg Pictures" with three steps. Step 1 is "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". It contains ten rows, each with a text input field and a "Browse..." button. Step 2 is "Enter a description of each JPG file in the text box provided: (up to 250 characters)". It contains ten rows, each with a text input field and a vertical scroll bar. Step 3 is "Click on the Submit button:" followed by a "Submit" button. Red arrows point from the text in step 8 to the "Browse..." button in the first row and the "Submit" button at the bottom.

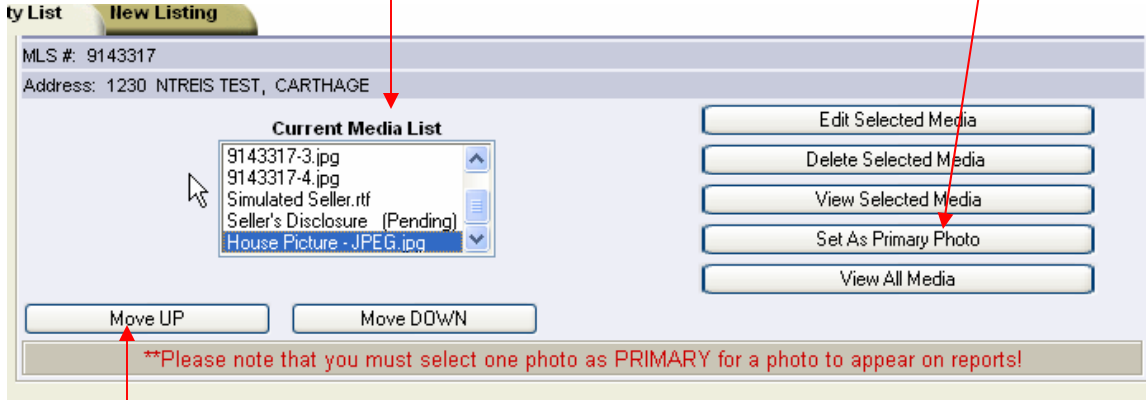
- When you are finished click **Submit** button at the bottom of the screen.
- When it has finished processing, a screen will tell you your photo has been accepted.



- Click **Continue**.
- The first photo loaded will be automatically set as the **Primary** photo.

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13. If you would like to set a different photo as the **Primary** photo, highlight the photo file in the **Current Media List** window and click on the **Set as Primary Photo** button.



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

Additional photos and media will display on the Media Display Page which can be accessed from any NTREIS Listings report by clicking on the primary photo or the media number.