

Photo Instructions

Photo instructions are found on your input sheets under "Photos provided by...." You may choose one of the following, when adding your listing to the system:

None – No photo	The listing will appear without a photograph.
Agent – Photo submitted	You will take responsibility for providing BAREIS with a property photo. You can load a digitized photo yourself by following the directions below. To submit a non-digitized photo, please write the MLS# on the back of the photo in ballpoint pen (no felt-tip or rolling-writer pens) and mail to the address below. The first photo loaded by BAREIS is free of charge, any subsequent photos loaded by staff will be billed quarterly at \$3.50 per photo.

Loading Photos on the Rapattoni MLS system

The following information may help aid in loading your photos onto Rapattoni.

- Photos must be in JPEG format
- The photo file name should be the MLS number. Do not include any hyphens, spaces, dashes, commas and periods (other than the period before ".jpg"). This is how a file name should appear - 20312345.jpg
- The maximum width for property pictures is 400 pixels and 300 pixels high
- The maximum width for personal (agent) pictures is 200 pixels

If your picture width matches or is less than the maximum, the system does not resize it during the upload process. Picture dimensions are listed in pixels, not inches, because they are displayed on screen rather than printed. MLS pictures have a resolution of 72 pixels per inch.

Uploading Your Photo(s)

You can upload a photo to a listing that has just been submitted or to an incomplete listing. To upload a property photo:

- 1) **Submitted Listings:** Locate your listing to add a photo by clicking on your **Listings** menu and select **View / Revise Your Listings**. Next to the desired listing number, click the **Revise Listing Icon** (note pad & pen). On the **Revise Listing Screen**, click **Upload / Manage Pictures**.

Incomplete Listings: Click on your **Listings** menu and select **Incomplete Listings**. Next to the desired listing number, click the **Revise Listing Icon** (note pad & pen). On the **Revise Listing** screen, click **Upload / Manage Pictures**.

- 2) Next, click on **Browse** to locate the photo file you want to add to the listing. Once you have located and selected the appropriate image file, the file name of the picture you selected displays in the **Selected Files** box. You can upload up to five pictures at a time, with a maximum of 25 pictures that can be added to your listing.
- 3) Click **Upload Picture(s)**.

Renumbering Your Photo(s)

Once photos have been uploaded into your listing, you can rearrange the order they appear. Click on the Upload/Manage Pictures link on the Revise Listing page of your listing. In the Manage Pictures section, you will see the photos with a corresponding number to the left. Click the down arrow next to the number to arrange the photos in the order you wish for them to appear. Please note, when you change the number order of a photo, all photos after that number will shift and reorder. Once you have the photos in the order you want, click on the save button on the top left of the page.

To Delete a Photo

To delete a photo after it has been uploaded, click the checkmark box next to the corresponding photo you wish to delete in the Manage Photos Section. Click the Save button to keep this change.

Adding or Changing Your Photo(s) Comments

To add description comments to each of the photos, click on the photo in the Manage photos section. Under the larger view of that photo, you may add up to 1000 characters of text in the text box. Once you have the comments added, click the save button to keep the comments. These comments will appear on the listing detail view under the property description text. As you click on each photo in the listing detail view, you will see the comments for that photo. You may edit the comments by going back to the manage pictures section, changing the comments, and then clicking the save button again.

Submitting Non-digitized Photos

You may submit your own non-digitized photos by sending them to the address below. Be sure to write your name, listing address and MLS# on the back of the photo in ballpoint pen.

Mail all photos to:

Attn: Listing Photos
BAREIS MLS
PO Box 3367
Santa Rosa, CA 95402

Email your photos to:

Alicia@norcalmls.com or Jan@norcalmls.com

To email photos, use JPEG format no larger than 400 X 300 or 65k. Use the MLS number as the file name (e.g., 2090xxx.jpg) and send it as an attachment.

Please direct MLS photo questions to Data Entry Department, 707-575-8000 or 1-800-776-5252.