

# RANW MLS How To: Add Photos to your MLS Listing

Photo Guidelines:: <http://www.ranw.org/mls/submitaphoto.asp>

**MLS Listings cannot be saved as a listing in LIM without a main listing photo uploaded.**

Photos should have a minimum 1280x960 size and 4:3 scale; accepted file types are .jpg, .jpeg, .gif, and .png. the maximum file upload size is 20mb (files will be compressed to 125kb). Photos will be scaled down to fit the photo area on any display that shows photos. This may result in letterboxing of the photo, depending on the size and scale of the image and the photo area dimensions.

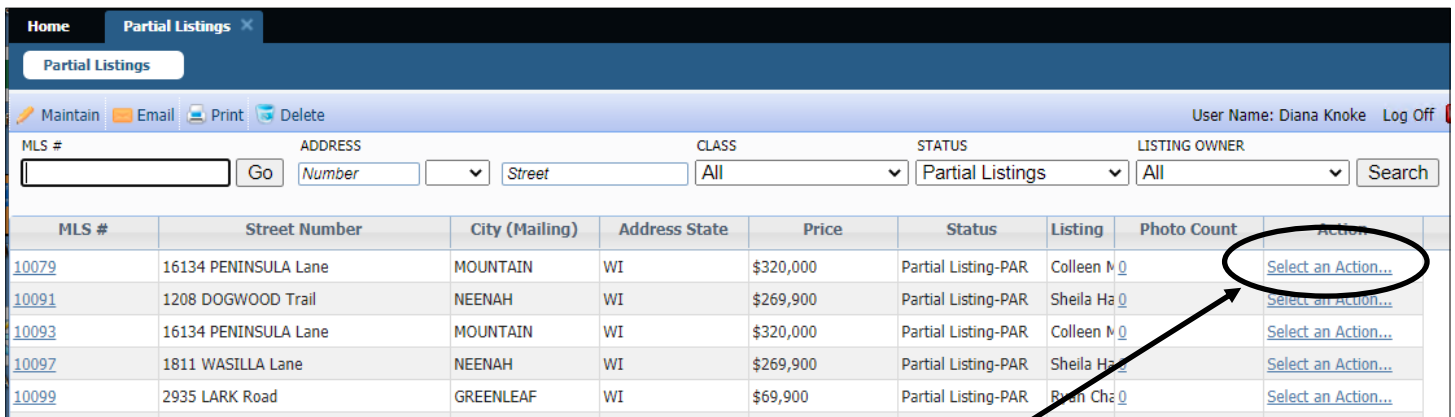
The required main property photo shall be of the exterior of the property. If below-grade finished area is reported for Residential, Condominium, or Multi-Family listings, at least one additional photo of the below-grade finished area is also required.

## Add Listing Photos:

In Paragon, select **Listings > Maintain**

**Choose Partial Listings or Listings**, depending on whether you are adding photos to a partial listing or updating photos on a previously-entered listing that has an MLS number already

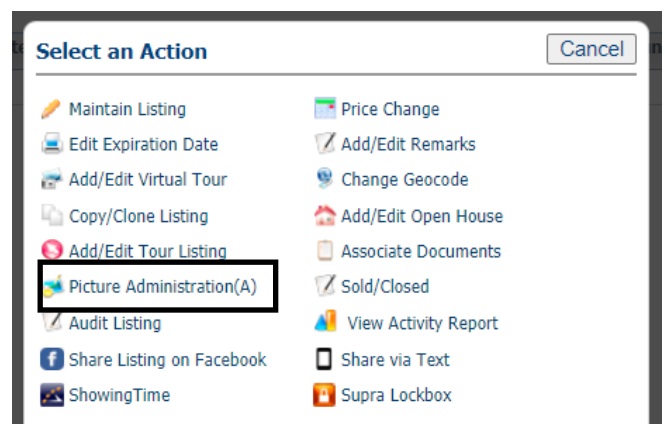
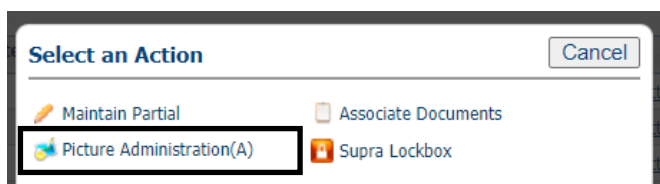
A list of your listings will appear in a spreadsheet format.



MLS #	Street Number	City (Mailing)	Address State	Price	Status	Listing	Photo Count	Action
<a href="#">10079</a>	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M <a href="#">0</a>		<a href="#">Select an Action...</a>
<a href="#">10091</a>	1208 DOGWOOD Trail	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha <a href="#">0</a>		<a href="#">Select an Action...</a>
<a href="#">10093</a>	16134 PENINSULA Lane	MOUNTAIN	WI	\$320,000	Partial Listing-PAR	Colleen M <a href="#">0</a>		<a href="#">Select an Action...</a>
<a href="#">10097</a>	1811 WASILLA Lane	NEENAH	WI	\$269,900	Partial Listing-PAR	Sheila Ha <a href="#">0</a>		<a href="#">Select an Action...</a>
<a href="#">10099</a>	2935 LARK Road	GREENLEAF	WI	\$69,900	Partial Listing-PAR	Ryan Cha <a href="#">0</a>		<a href="#">Select an Action...</a>

Click on the **Select an Action** link for the listing you wish to upload photos to.

Different Action options will appear, depending on whether the listing is a Partial or a Listing, but in either case you will click on the **Picture Administration** link.



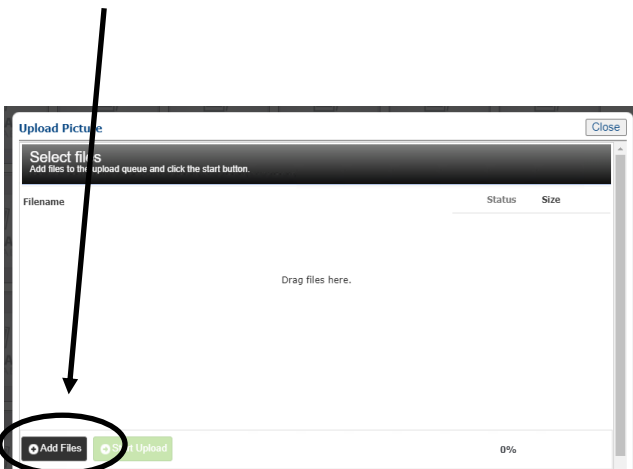
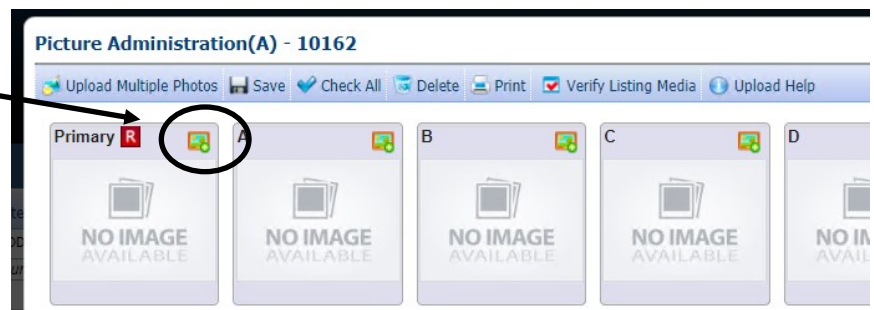
The Picture Administration window will appear on screen.

### To upload an individual photo:

Click on the “Upload This Image” icon

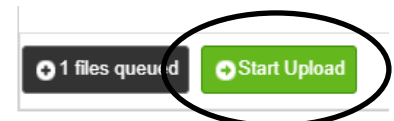
The **Upload Picture** window will appear (see below)

Click the **Add Photo** icon in the lower left corner of the Upload Picture window to find and select your photo file.



You will need to know where your photo files are saved on your computer so you can select the correct file. Photos generally cannot be added from an email—the file must be saved first.

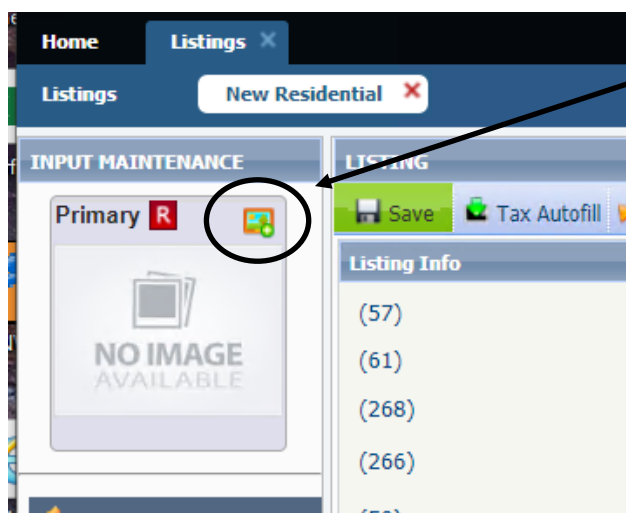
When you have selected your file, click the **Start Upload** button that appears in the lower left corner of the Upload Photo screen..



When your photo upload is complete, you will see the thumbnail image appear in the Picture Administration window. If you'd like to add more photos, repeat the process. Note that you can choose to upload multiple photos instead of an individual image if you choose. Photo help information and links appear at the bottom of the Picture Administration window for your convenience.

## Adding your Main Property Photo from within LIM:

Within LIM (Listing Input and Maintenance) the Primary Photo appears on the upper left side of the Paragon screen.



Click on the “Upload This Image” link and follow the steps above to add the main photo (which is required in order to save the listing to the MLS and receive an MLS#).