

You have the ability to add up to 20 photos to each of your listings on the Tempo MLS system. In order to add photos, you need to take them with a digital camera, scan developed photos, or have your film transferred to a photo CD. Your photos should meet the following parameters before uploading to your listing:

- Photograph must be saved to a .jpg format
- For best results: Resolution is 640 pixels by 480 pixels, 150 DPI (dots per inch)

Steps to Upload Photos

Step 1 - From the Navigational Bar click **My Page**



Step 2 - Click **Edit Media**



Step 3 - Enter **MLS Number** of listing you wish to add photo(s)
Click **Edit Media**

Step 4 – This brings you to the media page.
Select **Picture JPG (200k size limit)**

Click **Add New Media**.

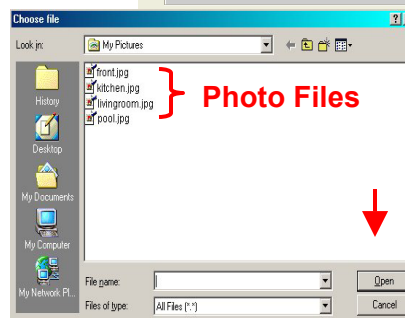
The Add Jpg Pictures window opens

Step 5 - Click **Browse**

The choose file window opens

Step 6 - Locate the photos on your computer – click on the **first photo** you wish to add, click **Open**.

Continue on next page



Step 6 - continued

Your photo path now appears in the in the box to the left of Browse.

To add additional photos, repeat steps 5 and 6.

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:\VME\Hate\FrontHouse.jpg

1 C:\Documents and Settings\TM\My Doc\front.jpg Browse

2 Browse

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

This wonderful Tudor Style house has been professionally landscaped

Step 3: Click on the Submit button: Submit

Step 7 - Enter a description of each photo in the box to the right (Descriptions can have up to 250 characters each.)

Step 8 - Once you have added all photos and descriptions, click the **Submit** button.

The confirmation message appears

Media Upload Results

File front.jpg was accepted.

Continue

Steps to Upload Virtual Tour

To add virtual tour(s) you will need the web page address (URL) furnished by your virtual tour provider.

Follow steps 1, 2 and 3 from side one, to get to the media page.

Edit Current Media

MLS # X95000006
Address: 14432 Hardway, AH

Current Media List

Move UP Move DOWN

Add New Media

Step 1
Select the type of the new media

Available Media Types

☐ Picture (JPG) (200k size limit)

☒ Virtual Tour Hyperlink (URL)

☐ Adobe® Acrobat® (PDF) (200k size limit)

☐ Text (TXT) (30k size limit)

☐ Rich Text (RTF) (200k size limit)

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

Add New Media

Step 4 - Select Virtual Tour Hyperlink (URL)

Click **Add New Media**.

The Virtual Tour Link screen will appear

Step 5 - Type the web address (URL)

Step 6 - Enter description of your virtual tour (Up to 250 characters)

Step 7 - Click the Submit Button.

Step 1: Type the hyperlink of your virtual tour in the text area.

http://

Step 2: Enter a description of your virtual tour in the text area provided: (up to 250 characters)

Step 3: Click on the Submit:

Submit

The confirmation message appears



SoCalMLS Technical Support
714-517-2600 / 800-995-2600

