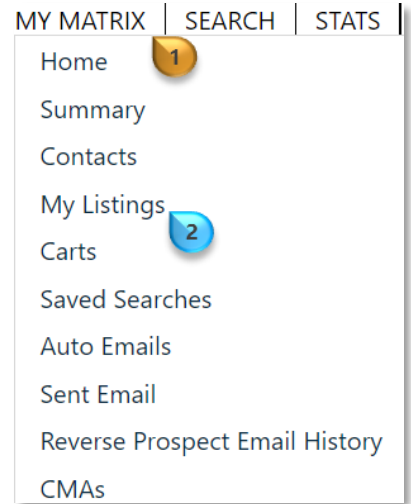


Add a Description to a Listing Photo

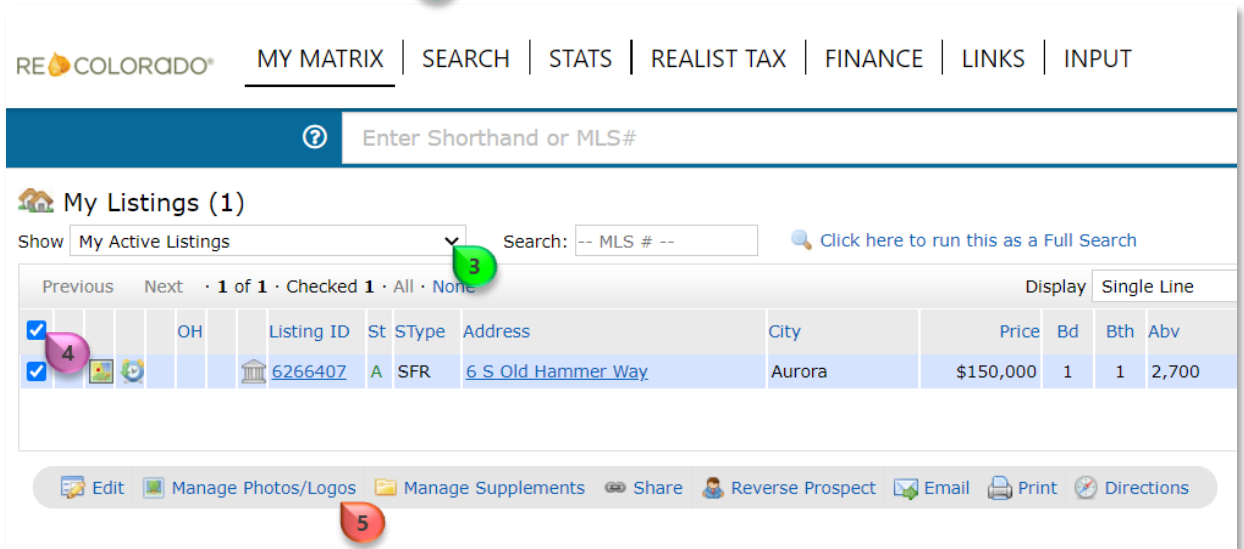
Matrix gives the option to add descriptions to each listing photo

Hover over **"My Matrix"** 1

Select **"My Listings"** 2



Click the *expand collapse arrow* next to the **"Show"** field to select **"My Active Listings"** 3





Select the desired listing 4

Click **"Manage Photos/Logos"** 5










Add a Description to a Listing Photo



Enter description in the *Enter description* field 


Or


Click the photo icon  

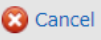


Check All


<input type="checkbox"/> Primary slot* 	<input type="checkbox"/> Slot: 2* 	<input type="checkbox"/> Slot: 3* 
 		
Front of the house. 	Enter description... 	Enter description...

Primary slot  



Description
Front of house 

Type description of photo in text box 

Click "Save" 

Add a Description to a Listing Photo

Repeat this process for each photo

Once all descriptions have been added

Click **"Certify and Save"** 11

RECOLORADO® MY MATRIX | SEARCH | STATS | REALIST TAX | FINANCE | LINKS | INPUT

? Enter Shorthand or MLS#

Add / Edit Photos for MLS#6266407

To upload, click Browse. To upload **Multiple** photos at once, hold the Ctrl (Option) key down when clicking on the filenames. To **Order** your photos once uploaded, drag by the grey title bar. Click on any image to view its **Details**.

Photo Recommendations:

- **Listing photos: Minimum of 1600 x 1200 pixels in size.** Matrix displays up to 2048 x 1536 pixels in size. **Note:** Upload photos that are at least 1600 x 1200 to avoid a white border around your photos on REcolorado.com and other sites.
- **Agent Photos:** Minimum of 200 x 300 pixels in size. Matrix displays up to 400 x 600 pixels in size.
- **Office Logos:** Minimum 200 x 200 pixels in size.
- **Max file size:** 5 MB for any photo type (~2592 x 1944 pixels)
- **Supported file types:** jpg and .jpeg

Note: The photos below, outlined in red, are lower than this recommended minimum.

Uploaded 3 of 3 photos. Click **Browse** to upload more photos (37 max).

Check All

<input type="checkbox"/> Primary slot*	<input type="checkbox"/> Slot: 2*	<input type="checkbox"/> Slot: 3*
<input type="text" value="Front of the house."/>	<input type="text" value="Enter description..."/>	<input type="text" value="Enter description..."/>

IMAGE UPLOAD CERTIFICATION

I hereby certify the following with respect to the images, photographs, visual recordings or created graphics, renderings, floor plans or other digital content (collectively "Images") to the multiple listing organization (including its parents, affiliates, subsidiaries, successors, and assigns) (collectively, "MLO") to which I am uploading the Images:

For Participants (and those acting under the authority of Participants)

if applicable, certify and confirm a prior grant that I have made to MLO in

11