Add Photos to *FlexMLS*

The Photos link allows you to add, change, or remove listing photos. You can add up to 25 photos to your listing. To add a photo(s), follow the steps listed below.

1. In the Add/Change menu, click on Change. Enter the MLS number to which you would like to add your photo(s). Click Next.

2. You should now be at the Change Listing menu for that MLS number. Click on the Photos link.

3. This will bring you to the Photos menu for that MLS number. To start adding photos, click the Add Photo button.

NOTE: the first photo added will be placed in the Main List Photo position, indicated with a red flag.

4. The fields that appear will be labeled Photo File, Description, and Caption. To the right of the field labeled Photo File is a Browse button. This button allows you to locate the photo file you wish to upload, whether it may be on a disk or hard drive. Click the **Browse** button. A Choose File box will appear, as shown in the example below.
In the Look In field, select the location/folder where your photo is saved. Once the correct location/folder is open, choose the photo file in the window, then click the **Open** button. This will pull the file name of the photo into the Photo File field.

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6. In the Description field, give your photo a description (i.e., Main Photo, Basement, Family Room, etc.). The Caption field is optional. An example of a caption would be, "Bring your ideas to this unfinished basement."

7. The next step is to click the Add button to add your photo. Additional photos can be added using the same steps.

NOTE: Photo files *must* be in JPEG format and no larger than 100kb in size.