

## Tips and Tricks for Photos

**Photo Compression:** If a photo is over 800KB in size, the image will be compressed to 800KB. Note: this could result in a reduction in quality. For users who upload photos larger than the 800KB limit, **the images cannot exceed 15MB** in file size. Attempting to upload files larger than 10MB will result in an error message.

**Image Size:** Image size refers to the resolution of the photo. Paragon requires a resolution of 3072 x 2304 or less. If a photo is under the 125KB limit but has a resolution greater than 3072 x 2304 compression will occur.

In MS Windows, the image size of a photo can be accessed by mousing over the image – details will display in a pop up.



You can also go to a folder in MS Windows, right-click on the image file, select Properties, and see the size of an image on the General tab.



**Acceptable Formats:** The following formats can be uploaded to Paragon: .jpg, .gif, .png, .bmp, and .tif.

**File Name Special Characters:** Special characters, such as \ / : \* ? " < > etc., cannot be used in the photo file name.

## Image Resizing Tips and Tools

Because Paragon has strict guidelines for images it will upload to the database, it is important to know how to get your images from your camera, to your computer, and then into Paragon with minimal distortion. If your photos are larger than the recommended specifications you should resize them before adding them into your listing.

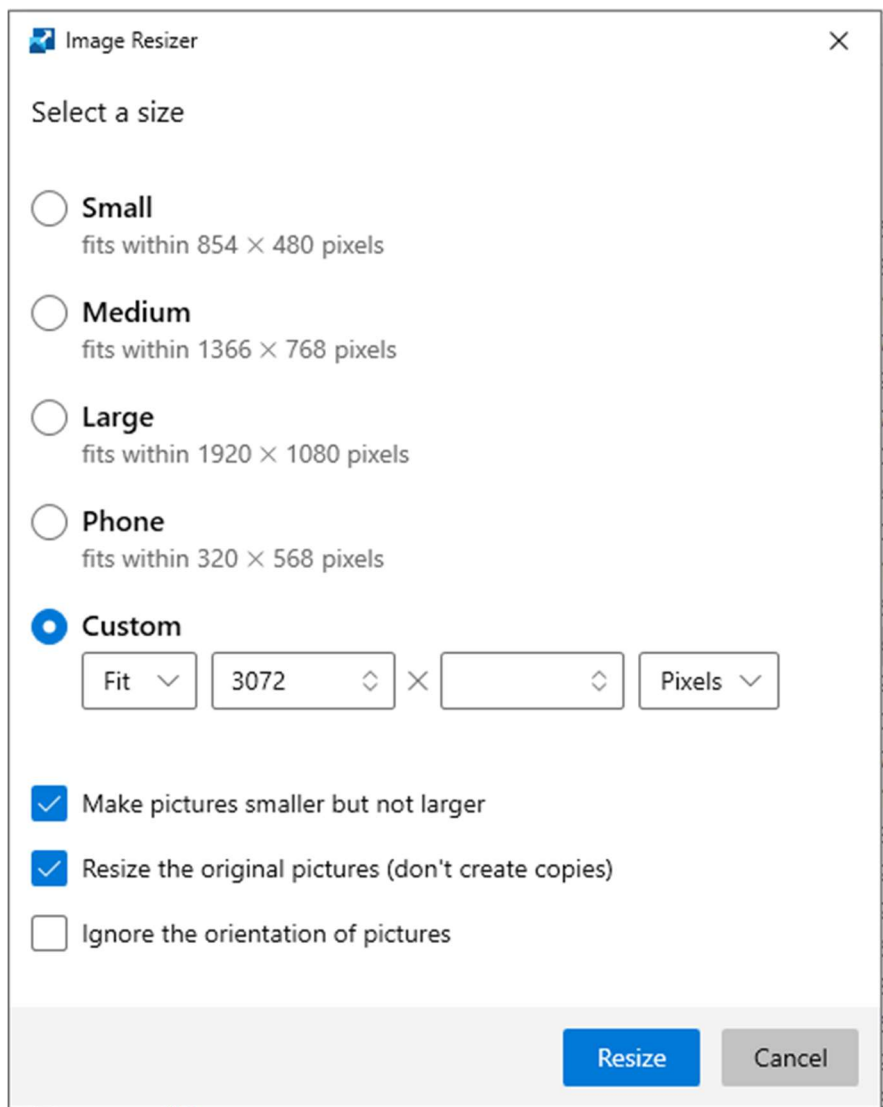
### Use the free Image Resizer Tool suggested by SCWMLS:

Install the free Microsoft PowerToys Image Resizer Tool here:

<https://docs.microsoft.com/en-us/windows/powertoys/install>

After installing the tool, **Select** the picture (or pictures) you want to resize from a folder on your PC (My Documents, My Pictures, etc), **Right Mouse Click** on picture(s) and select **Resize Pictures**. To select multiple files, hold down the Ctrl key while clicking the file names.

- **Choose “Custom”, set the width to 3072 and leave the height blank, assuming the photo is in landscape orientation.**
- **Also check the box next to “Make pictures smaller but not larger”.**
- **If you want to keep the originals uncheck Resize the original pictures.**
- **Then uncheck Ignore the orientation of pictures.**



**Use an online image editor**

There are also several websites you can use to resize, crop, and otherwise adjust your photos. A few examples:

<http://www.picresize.com/>

<http://imageresize.org/>

<http://webresizer.com/>

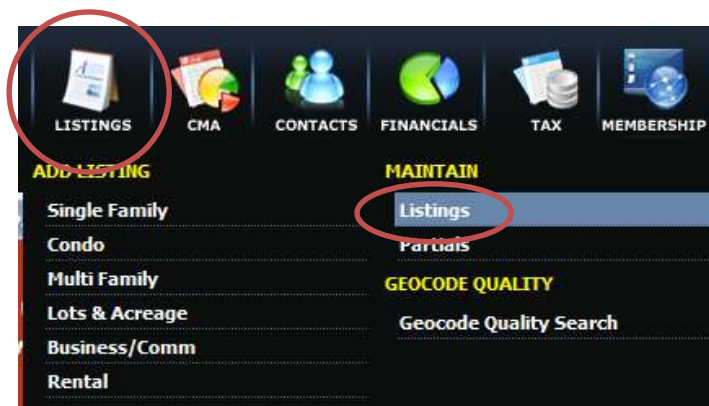
<http://www.photoresizer.com/>

<https://bulkresizephotos.com/>

**Listing Photo Input**

**To add photos to your listing:**

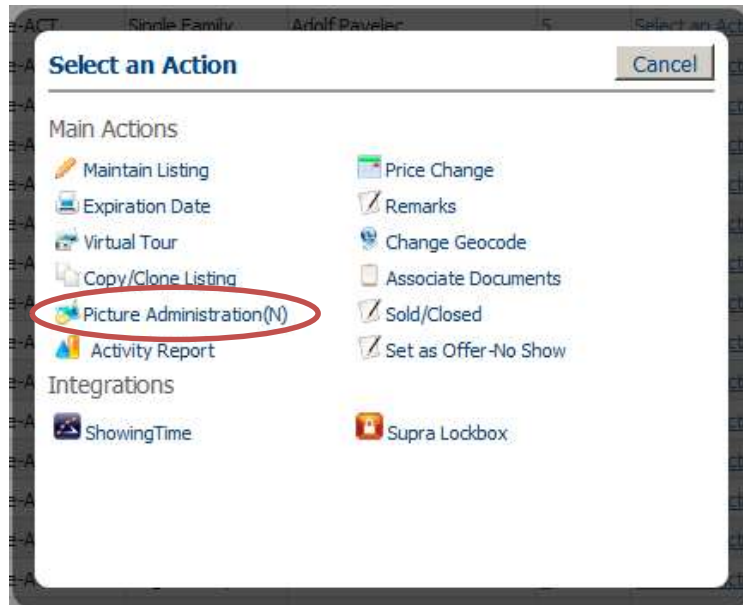
Click **Listings** on the Banner Menu and under **Maintain** click **Listings**.



The following will display. You may need to use the search tools available to retrieve the listing you are looking for. Locate the listing on which you want to add photos.

ID	Address	Address2	Price	Status	Type	Listing Agent	Pics	Action
<a href="#">1204976</a>	735 N Court St		\$134,500	Active-ACT	Single Family	[Agent Name]	1	Select an Action...
<a href="#">1389876</a>	0 Landmann St		\$158,151	Active-ACT	Single Family	[Agent Name]	2	Select an Action...
<a href="#">1425384</a>	715-1 Salsbery Cir		\$129,900	Active-ACT	Single Family	[Agent Name]	9	Select an Action...
<a href="#">1425402</a>	715-2 Salsbery Cir		\$129,900	Active-ACT	Single Family	[Agent Name]	9	Select an Action...
<a href="#">1425404</a>	715-4 Salsbery Cir		\$129,900	Active-ACT	Single Family	[Agent Name]	9	Select an Action...
<a href="#">1425418</a>	501-3 Salsbery Cir		\$144,900	Active-ACT	Single Family	[Agent Name]	9	Select an Action...
<a href="#">1429878</a>	204 Temple Ct		\$262,900	Active-ACT	Single Family	[Agent Name]	4	Select an Action...
<a href="#">1436660</a>	E12233 TIMBER RIDGE TR		\$450,000	Active-ACT	Single Family	[Agent Name]	21	Select an Action...
<a href="#">1446142</a>	501-1 Salsbery Cir		\$160,000	Active-ACT	Single Family	[Agent Name]	9	Select an Action...
<a href="#">1447743</a>	N5585 HWY 12/16		\$139,900	Active-ACT	Single Family	[Agent Name]	5	Select an Action...

When you locate the listing you are looking for, click the **Select an Action** link in the far right-hand column, and choose **Picture Administration** in the modal window.



\*Note: You can also click on the number in the Pics column to start the picture upload tool. Even if the number is zero.

	\$129,900	Active-ACT	Single Family		9	Select an Actor...
	\$252,900	Active-ACT	Single Family		4	Select an Actor...
	\$425,000	Active-ACT	Single Family		21	Select an Actor...
	\$129,900	Active-ACT	Single Family		9	Select an Actor...
	\$139,900	Active-ACT	Single Family		5	Select an Actor...
	\$239,900	Active-ACT	Single Family		1	Select an Actor...
	\$55,000	Active-ACT	Single Family		15	Select an Actor...
	\$63,900	Active-ACT	Single Family		9	Select an Actor...
	\$3,500,000	Active-ACT	Single Family		9	Select an Actor...
	\$249,900	Active-ACT	Single Family		1	Select an Actor...

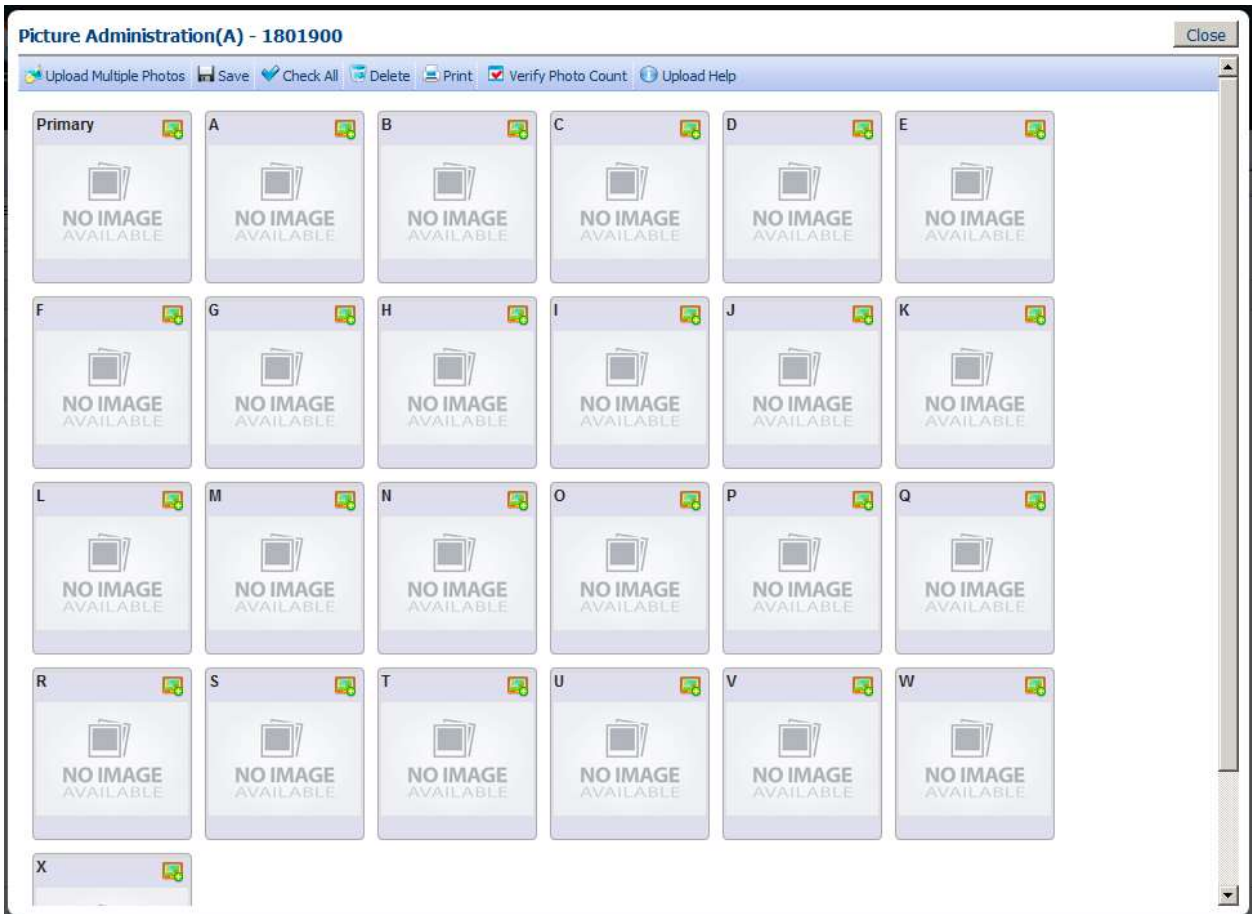
### Picture Administration Tool

The Picture Administration Tool has two ways to upload listing images:

1. **One at a Time Photo Upload** – upload each individual picture.
2. **Bulk Upload** – upload all of your pictures with one upload click.

#### One at a Time Photo Upload

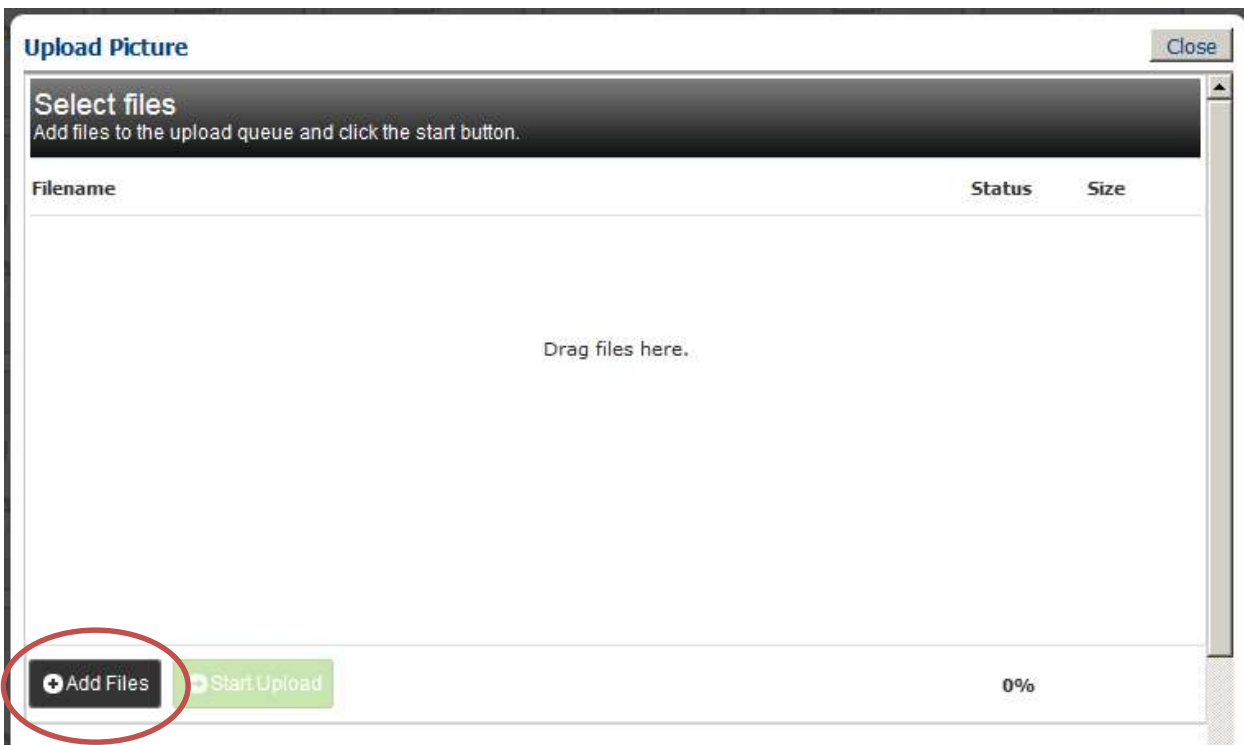
**Step 1:** After selecting **Picture Administration** (see previous screen shot), the Picture Administration modal window opens.



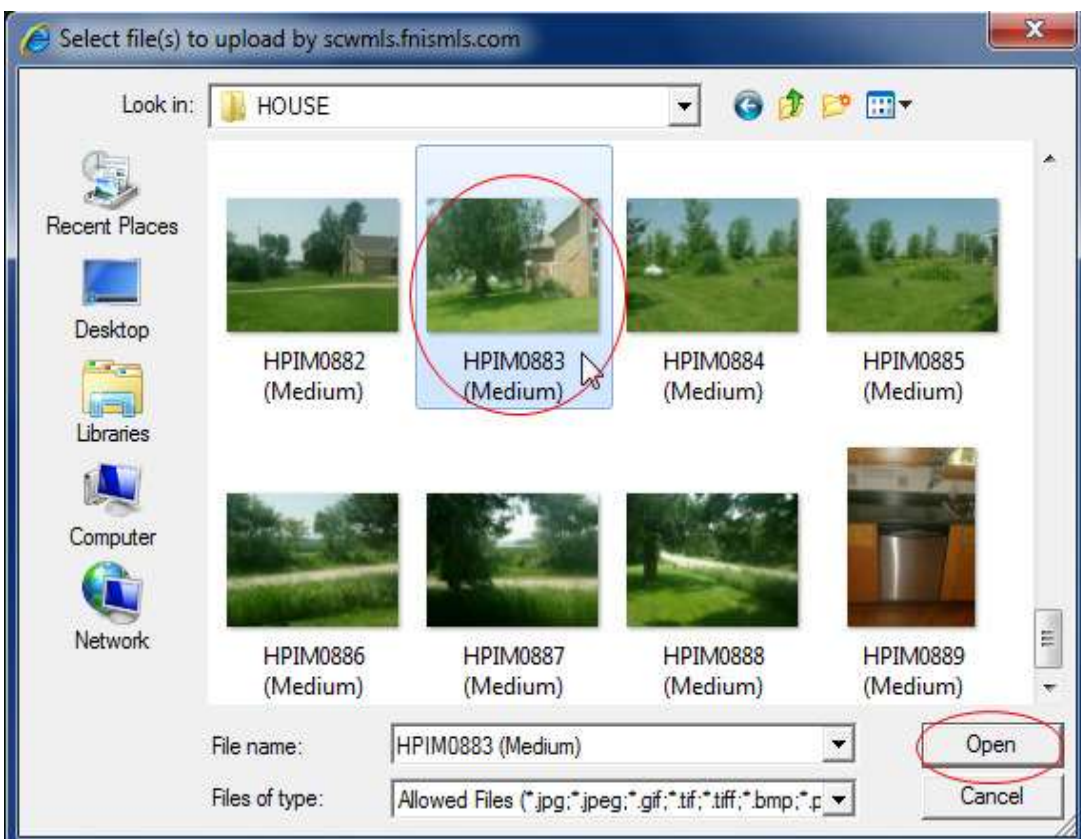
**Step 2:** Either double-click on one of the picture placeholders, or click the icon on the top right of the placeholder. The upload picture modal opens, giving you the ability to browse and find your picture. Most start with the Primary picture, but it doesn't matter, you can rearrange them later.



**Step 3:** Click **Add Files** to open a browser box to find the listing picture for this upload. Optionally, you can drag files from a Windows Explorer window and drop them in the blank space.

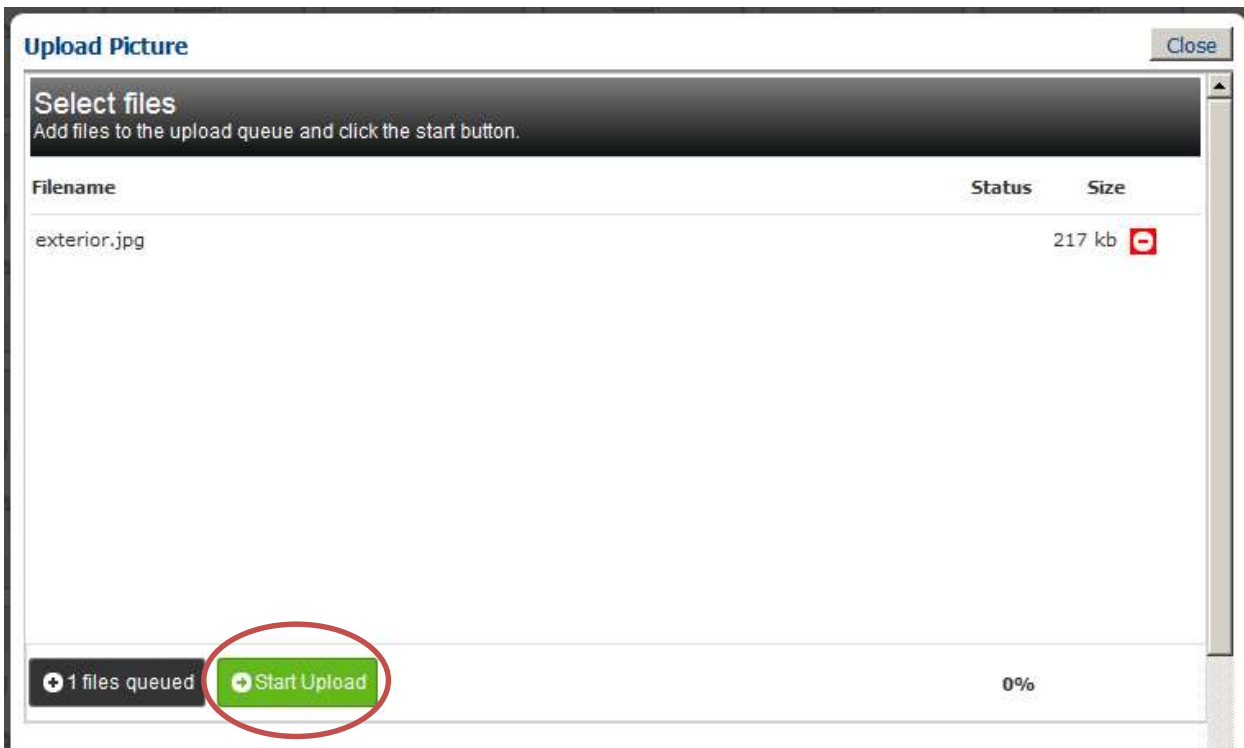


**Step 4:** The browse box is the typical process for looking for a file on your computer. It is the same process you would use to attach a file to an email. Once you have found the picture you want, click Open, or double click on the image to tell Paragon that it is the picture you want.



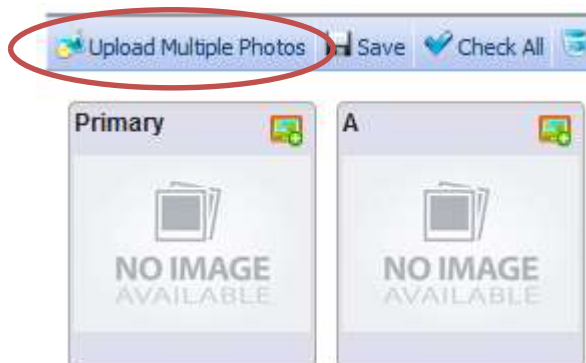


**Step 5:** Click Start Upload in the picture tool to send the picture image to Paragon. If the picture is not in the requirements of Paragon, you will be given an error message at this point.



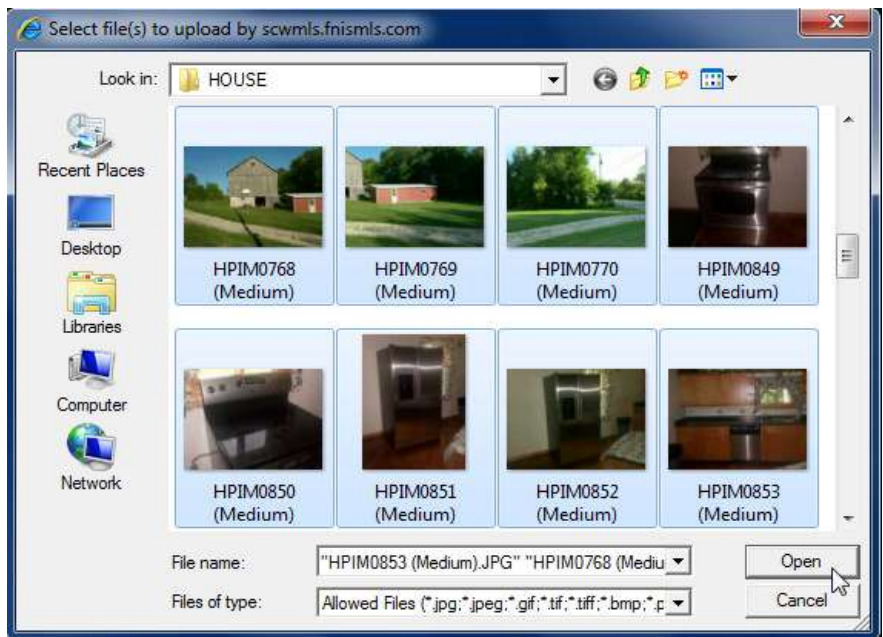
### Bulk Photo Upload

**Step 1:** Click **Upload Multiple Photos** at the top left to open the upload tool.

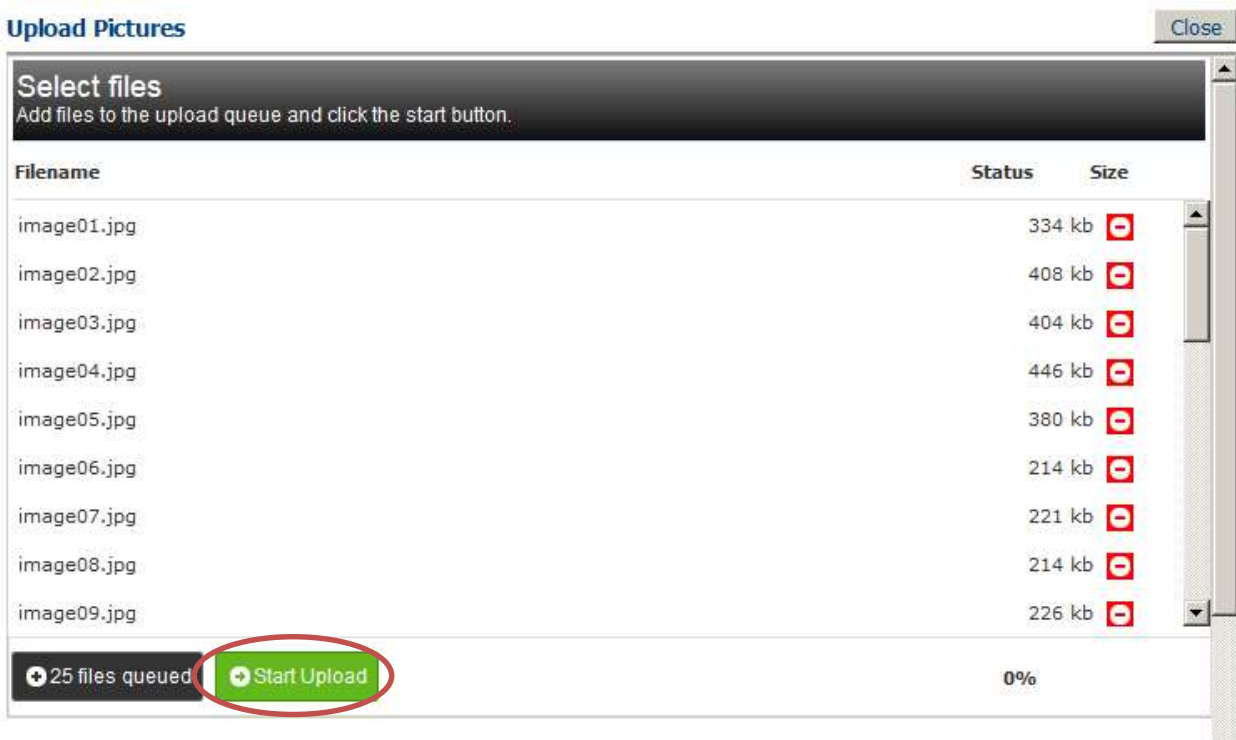


**Step 2:** Click **Add Files** to locate the photos to upload. This is the same process covered in the one-at-a-time upload image description.

**Step 3:** With the bulk upload selection, you can select all of your listing images using this one time browse process. Hold your control key down while you click on the pictures for this listing. The ones selected will be highlighted. When you have selected the pictures you want, click **Open**.



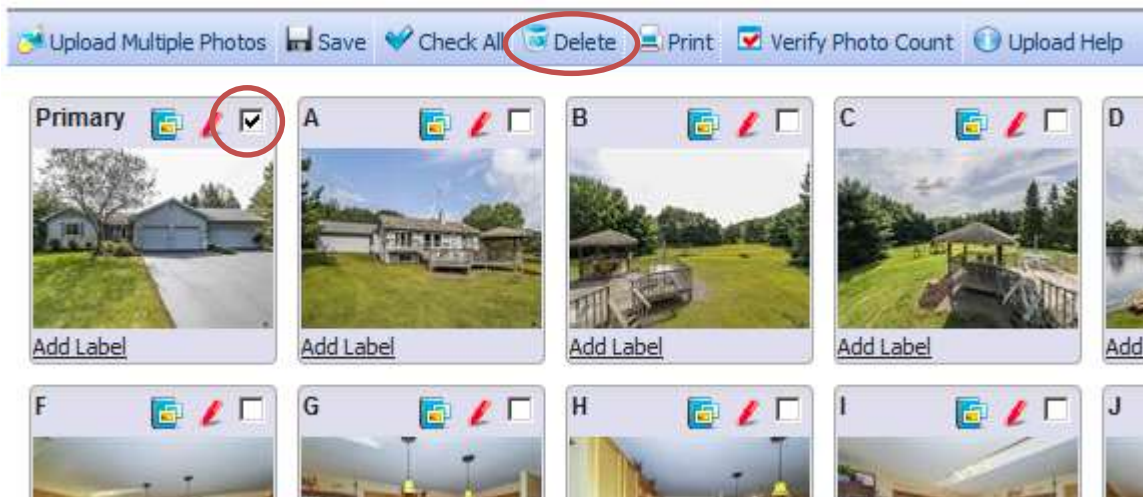
**Step 4:** The Upload Pictures box will now have the picture files lined up in the middle. If any of the image files do not match the Paragon image requirements, the file will be removed and you will have to manage that image file so it does fit the requirements. Click **Start Upload** to add the pictures to the Picture Administration tool.



### Deleting Photos

To delete pictures from Paragon, first click the white checkbox at the top right corner of any images you want to remove. Then click the Delete button at the top.





### Rearranging Photos Tool

Rearranging photos allows you to change the sequence of the pictures in your listing once you have them uploaded. From the Picture Administration modal window:

**Step 1:** Left click and hold on the picture you want to change.

**Step 2:** In a drag and drop motion, move the picture to the place you want it to appear and release your mouse button. The other pictures will move to make room for your relocated picture.

**Step 3:** It is necessary to click **Save** to retain the new picture arrangement, or Paragon will not hold the new picture order.

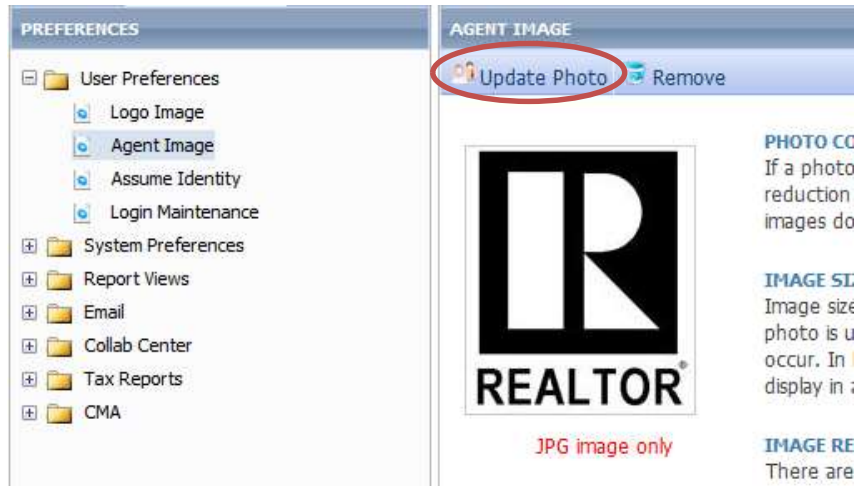
**Note:** You can use this function when you initially upload pictures or at any time you want to update/change the order of pictures on your listing.

### Agent and Logo Image Uploads

Size requirements for listing photos also apply to Agent and Logo photos. They must be .jpg, about 125KB in size, and 1280x960 pixels. To load these pictures into Paragon:

#### Agent Image

To add your Agent Image, click on **Preferences** and choose **User**. On the left side menu choose **Agent Image**. Above the photo space, click on **Update Photo**.

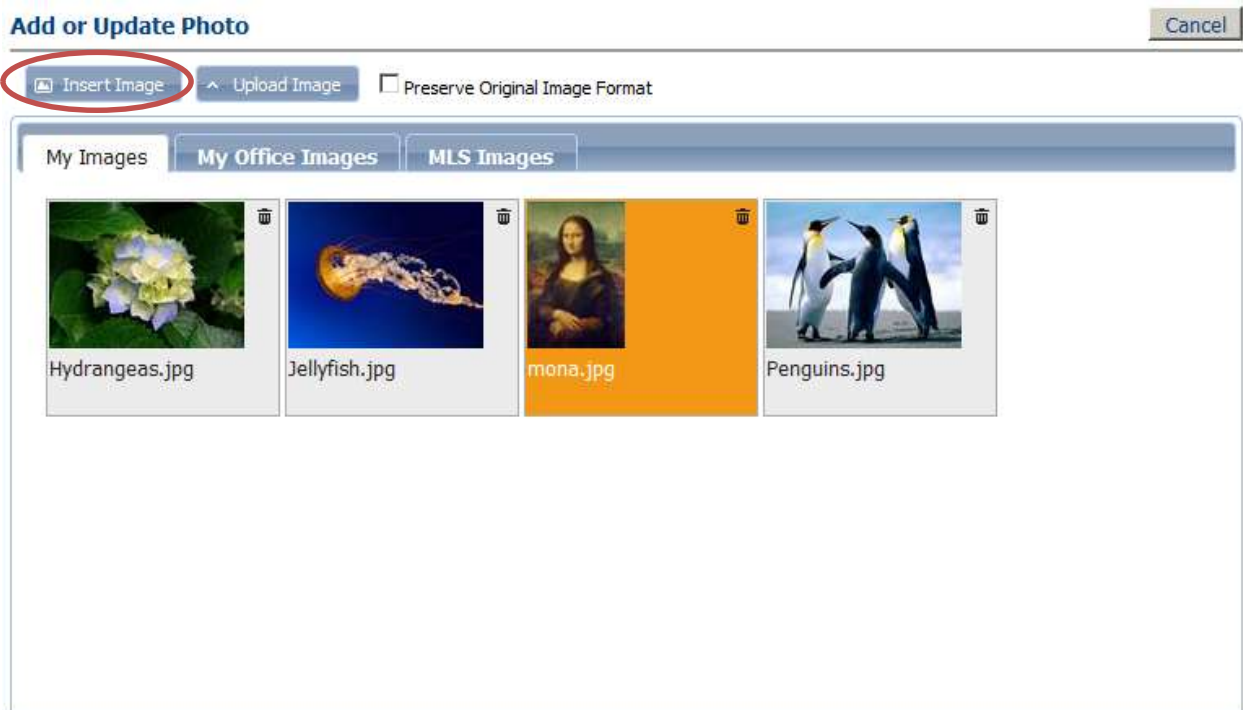


In the modal window that appears, click on **Upload Image** at the top. This will allow you to browse out to your computer for a previously saved and appropriately sized image.



When you find the image, **double click** on it. This will add it to the list of choices you have in your modal window. Click Start Upload and the picture will be added to the My Images folder.

Click on the image so it is highlighted yellow, and then click Insert Image in the upper left-hand corner of the modal window. If you can see the image in the Agent Image space, it has been successfully uploaded, and will appear on your reports.



### **Logo Image**

Logo images are loaded in the same way Agent images are. There are a few more options for pictures, however.

When you click on Update Office Logo, you will see 3 tabs that you can select from – **My Images**, where you can load your own logo, **My Office Images**, where the Broker can load a logo for the office, and **MLS Images**, where the MLS has loaded a few logos for everyone to use.

As with the Agent Images, if you can see the image in the Logo images space, it has been successfully uploaded, and will appear on your reports.

### **Removing Agent Photos and/or Logos**

If you ever move companies or are unhappy with your picture or logo and you need to remove it, but you do not have a replacement, you can remove the image by simply clicking on **Remove** above the image space. The space will revert to the default, and you can always go back and upload a new image when you are ready.