

Add Photos

1. To add photos, click the large blue circle with the plus sign in the lower right of your screen.
2. **Select photos.** Click the camera icon to add photos. In the file manager pop-up window, navigate to where your photos are stored. Click to highlight the photo you want to upload. Use the Shift key on your keyboard to select more than one photo.
3. **Copyright.** After confirming your photo selection, you will be asked whether a NorthstarMLS subscriber took all of the photos in your selection. Click to answer Yes or No, then click the Add Photos button in the upper right of the screen.



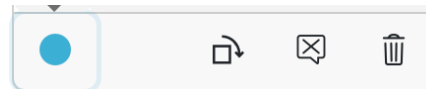
[**NOTE:** Accurately answering whether a NorthstarMLS subscriber took the photos is important because it determines how the copyright is assigned and defended from theft/misuse after it's published on the MLS and 3rd party sites.]

Manage Photos

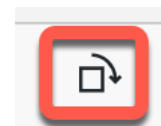
Select Photo. To select a photo, click the circle in the lower left corner of the photo. A gray circle indicates unselected:



A blue circle indicates selected:



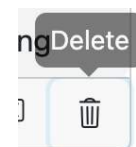
Rotate Single Photo. Click the Rotate icon (lower toolbar of the photo) to rotate the photo clockwise in 90-degree increments.



Rotate Multiple Photos. Select the photos you want to rotate. Click the Rotate icon in the toolbar at the top right of the screen, and rotate all selected photos clockwise in 90-degree increments.



Delete Single Photo. Click the Trash Can icon in the lower right corner of the photo. Click the "Delete" button to complete the delete (or click the Cancel button to undo).

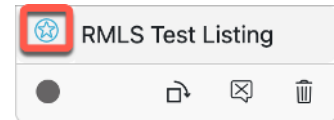


Delete Multiple Photos. Select the photos you want to delete. Click the Trash Can icon

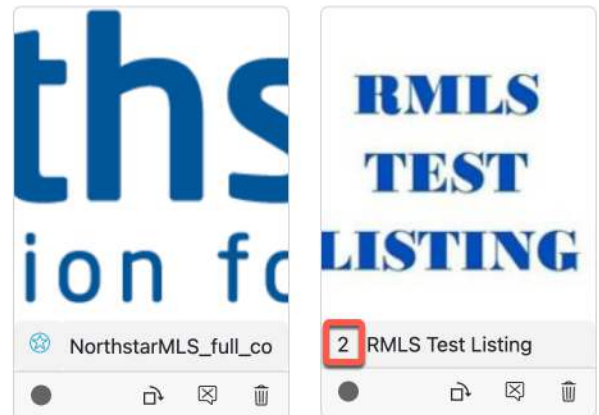
in the toolbar at the upper right of the screen. Click the “Delete” button to complete the delete (or click the Cancel button to undo).



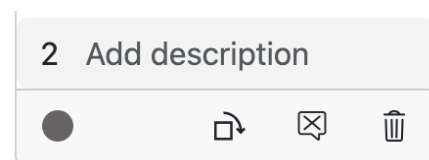
Set Primary Photo. The first photo (left side, top row) is automatically assigned the Primary Photo position as indicated by the blue star below the photo. The Primary Photo is the default display photo on displays in the MLS system and on third-party websites. To make a different photo primary: click on the photo you want to make primary, hold your mouse button down, and drag it to the upper left position. The blue star will move to that photo, reflecting that it is now the Primary Photo. Alternate methods: Select the photo you want to make Primary. Click the Star icon in the toolbar at the upper right of your screen. Or, click into the number on the photo card and change it to “1,” and this will shift the photo into the first position.



Rearrange Photos. You can rearrange the order of photos, one at a time. Click on the photo you want to move and, holding down the mouse button, drag it to its new position and release the mouse button. Alternate method: Click into the number on the photo card and insert the desired numbered location for the photo. After clicking away from the photo or clicking the tab key, the photo will shift to its new location.



Add Photo Descriptions. Add a description (caption) to any photo by typing in the “Add Description” section below the photo. Alternate Method: Click anywhere on the photo to go to slideshow view. Type in the “Add Description” section below the photo. When you are finished, click the “Save” button in the upper right of the screen.



Slideshow View. Click on any photo to open the Slideshow view. Scroll through the photos using the arrows on either side of the photo or click on the thumbnail photos below the Description text box. From this view, you can edit the photo descriptions. When finished, be sure to click the “Save” button in the upper right or click the tab button to navigate to the next photo to save your changes.

Photo Specs and Getting Help

Click the “i” icon at the right side of the screen for photo specs and help guide. You may also contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll-free).

