

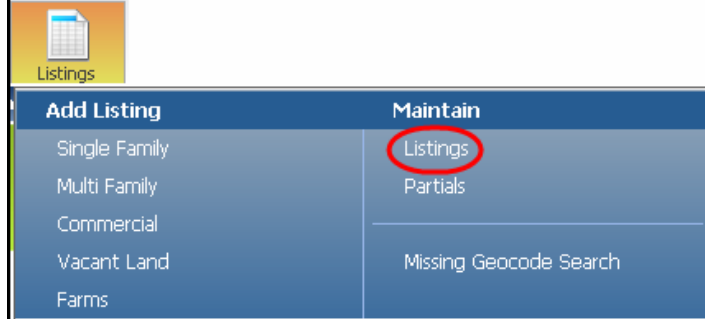


## Add / Rearrange Photos

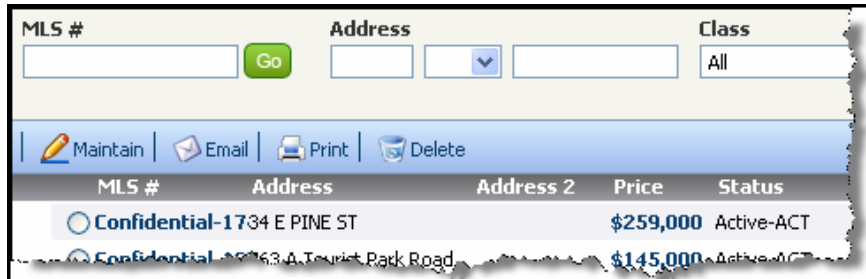
*Paragon 4.0  
Tips and Tricks  
March 2008*

Paragon gives the user the easy ability to add photos to a listing, or rearrange photos after the listing has been saved. For best results photos should be 640 X 480 resolution, the preferred file format is JPG, however Paragon will convert other formats to a JPG. To prevent distortion of the photos, a maximum size of 32 kb is suggested. For best results Do Not use a cell phone camera for listings photos.

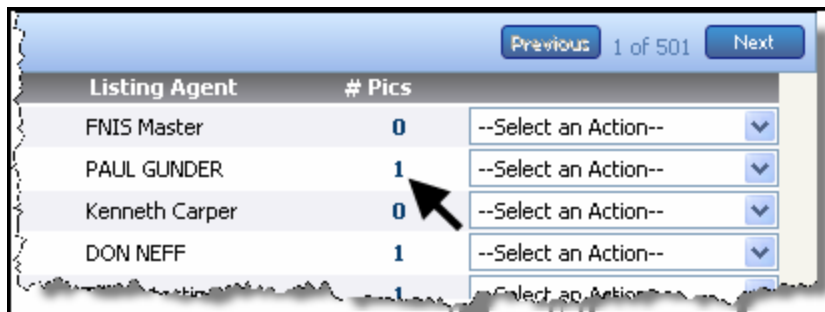
To make changes to a listing from the Home Page click **Listings** then under **Maintain**, click **Listing**.



The **Listing Maintenance** screen will launch so you can search for the listing you want to add or rearrange photos. Type the information into the appropriate field you wish to search by, and then click **Search**.



Locate the listing (MLS#) you want to add photos to and click on the numeric value of # Pics. The Listing Photo Admin box will pop up.





## Add / Rearrange Photos Paragon 4.0 *Tips and Tricks* March 2008

Click **Browse** to locate the photo file on your computer you want to upload. Double click the photo to upload it to the Paragon servers. The image will then appear in the photo box on the screen. Continue to add additional photos by clicking the next **Browse** button and selecting the appropriate photo.

If you want to delete a photo click the red **X** next to the photo.



Click the **Rearrange** button to change the order of the photos. Click on the photo you wish to move with the left button on your mouse. Hold the button down and move the picture to the desired position.

If you drop a photo directly on another one they will switch positions. If you drop a photo on the grey bar ahead of a photo they will slide to the right.

Click **Save** to save changes. Click the Close button when done.



### Fidelity MLS Systems Division

If you have a suggestion or Tips & Tricks, please email [mlsinfo@fnis.com](mailto:mlsinfo@fnis.com) or call 877-657-4357.  
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