



Add / Rearrange Photos

Quick Start Guide Paragon 4.1.4

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 or less and 32kb in size. File compress will occur if the file size is greater than 32 kb and/or the resolution is greater than 640 x 480 pixels. Paragon recommends you upload images that are 1 MB or less. The only acceptable image file formats are .jpeg and .gif. Paragon does not allow file names with special characters like &, *, \$, etc. When working with listing images, at the bottom of the maintain screen is a reminder of these specifications.

Photo Compression

If a photo is over 32k, Paragon will compress the image (possibly decreasing quality, but not always) until the picture falls under this file size.

Image Size

Image size refers to the resolution of the photo. Paragon requires images that are 640 x 480 or less in resolution. So if your picture is under the 32k cap but has a resolution or image size bigger than 640 x 480, compression will occur. You can easily review your image size within the folders, by holding your cursor over the listing image or right clicking on the image and choose properties. Fidelity recommends that you only attempt to upload images that are 1 MB or less in size.

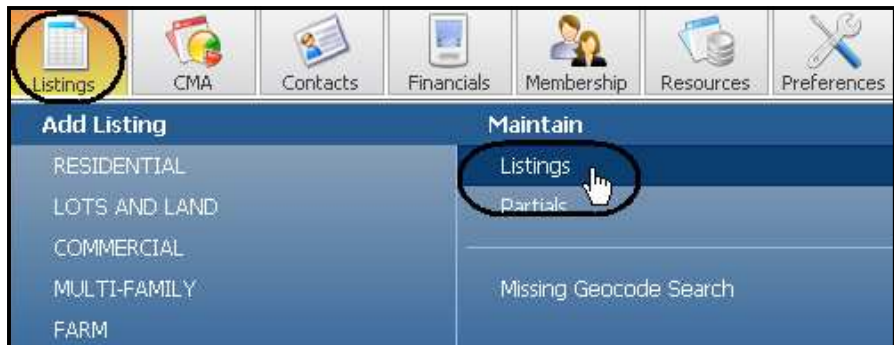
Acceptable Formats

Paragon will allow you upload images in a .jpeg or .gif format only.

Special Characters

Paragon does not allow you to upload an image with a file name containing any special characters. Example: &, *, \$, etc.

To make any change to a listing, on 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 to or rearrange photos. Type the information into the appropriate field you wish to search by, and then click **Search**.

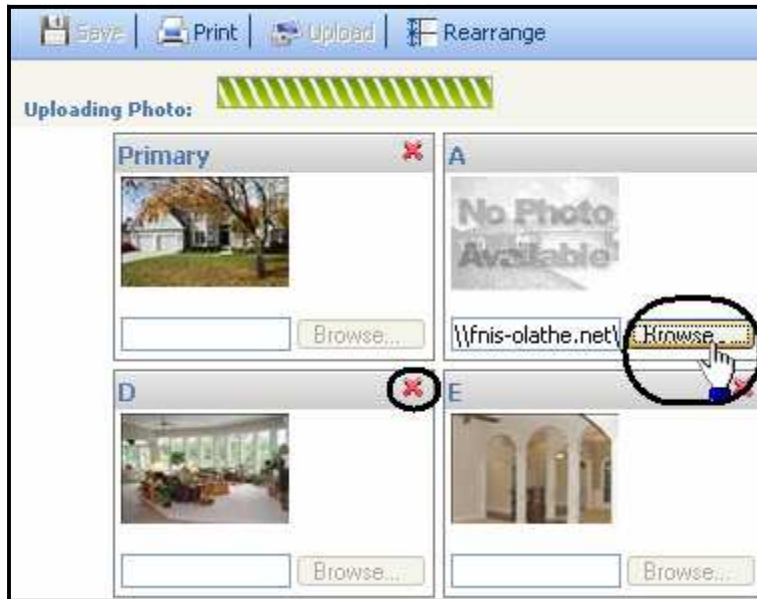
MLS #	Address	Class		
<input type="text"/>	<input type="text"/> <input type="button" value="Go"/>	<input type="text"/> <input type="button" value="All"/>		
<input type="button" value="Maintain"/> <input type="button" value="Email"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>				
MLS #	Address	Address 2	Price	Status
<input type="radio"/>	Confidential-1734 E PINE ST		\$259,000	Active-ACT

Locate the listing (MLS#) you want to add to or rearrange photos and click on the numeric value of **# Pics** or click the **Select an Action** drop down & click **Picture Admin**. The Listing Photo Admin box will pop up.

Listing Agent	# Pics	
FNIS Master	0	--Select an Action--
PAUL GUNDER	1	--Select an Action--
Kenneth Carper	0	--Select an Action--
DON NEFF	1	--Select an Action--

Click **Browse** to locate the photo file on your computer you want to upload. Double click the photo to upload it to Paragon. While uploading, an Uploading Photo tool appears indicating activity. The image will 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.

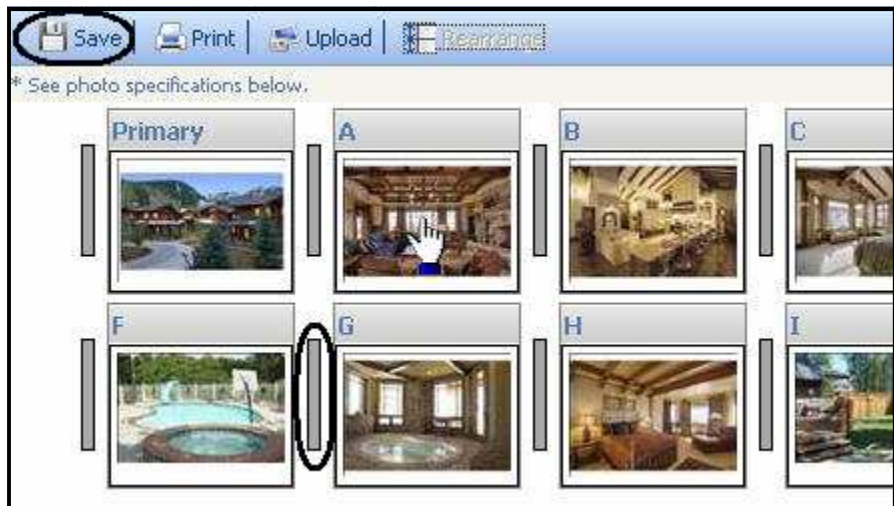


Click the **Rearrange** button to change the order of the photos. Click on the photo you wish to move with the left button on your mouse. Hold the button down and move the picture to the desired position.

- 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, that photo and all subsequent photos will slide to the right making room for the inserted picture.

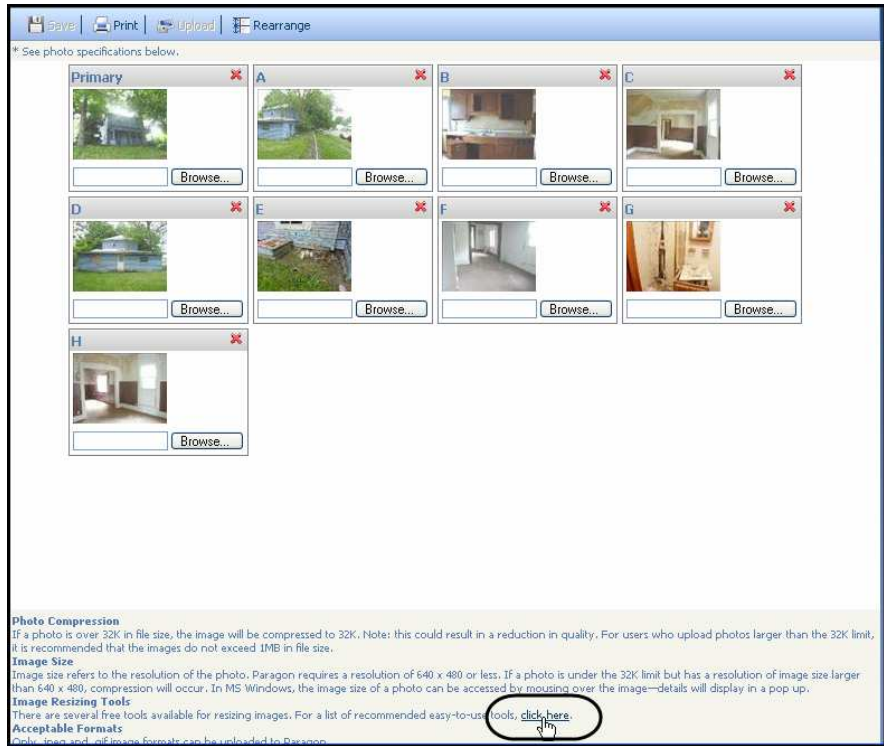
Click **Save** to save changes.

Click **Close** when done.



Resizing Photos Guide:

With all the new digital cameras available on the market, the file size of your photos of your listing could vary widely. In the Photo Admin tool of Paragon where the photo guidelines are now listed, you will find a link to a FNRES support site that will give you the software tool and instructions on how to use it to resize your photo to a file size manageable by Paragon.



On this site, we link you to a Microsoft download site via one of the 2 links on our page. This will let you download a free resizing software tool from Microsoft. There is a download for Windows XP and a download for Windows Vista. You can print out the instructions on our site of how to use the resizing tools. Do a "Print Page" on your browser to print out these instructions.

