


## 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.** 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.

[Add Photos](#)

[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 its published on the MLS and 3<sup>rd</sup> party sites.]


## Manage Photos


**Select Photo.** To select a photo, click the circle in the upper left corner of the photo. Empty circle indicates unselected:




Filled circle indicates selected:



**Rotate Single Photo.** Click the Rotate icon (upper right of 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 blue section at the bottom right of the screen to rotate all selected photos clockwise in 90-degree increments. 

**Delete Single Photo.** Click the Trash Can icon in the upper right corner of the photo. Click the “Confirm” 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 blue section at the bottom right of the screen. Click the “Confirm” button to complete the delete (or click the Cancel button to undo).

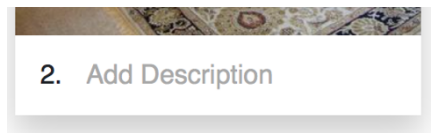


**Set Primary Photo.** The first photo (left side, top row) is automatically assigned the Primary Photo position as indicated by the blue star below the photo. The Primary Photo is the default display photo on displays in the MLS system and on third-party websites. To make a different photo primary: 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 method:** Select the photo you want to make Primary. Click the Star icon in the blue section at the bottom right of your screen.



**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.

**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 above 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 main one. From this view you can set a photo as Primary, rotate photos and delete photos. When finished, be sure to click the “Save” button in the upper right to save your changes.



## **Photo Specs and Getting Help**

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

