

## How to Load Listing Images with Restb.AI – Paragon Pro

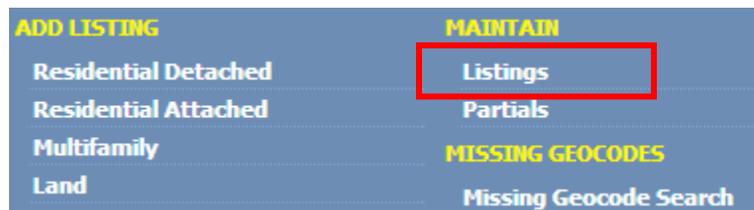
*To upload images, ensure they are saved on your computer in a folder for easy access.*

**If you do not wish to use Restb.AI to generate photo labels, descriptions or public remarks, please follow this guide to step 6 and opt out.**

1. Click the **Listings** icon on the navigation bar at the top of the page.



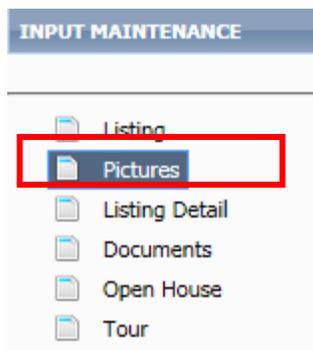
2. Under *Maintain*, click **Listings**.



3. The list of your active properties will be displayed. Click directly on the MLS **number** to open *Input Maintenance*.

MLS #	Address	Address2	Price	Status	Type	Listing Agent	Pics	Action
V1023567	2316 FAKE STREET		\$500,000	Expired	Other	Ian Abbott	0	<a href="#">Select an Action...</a>

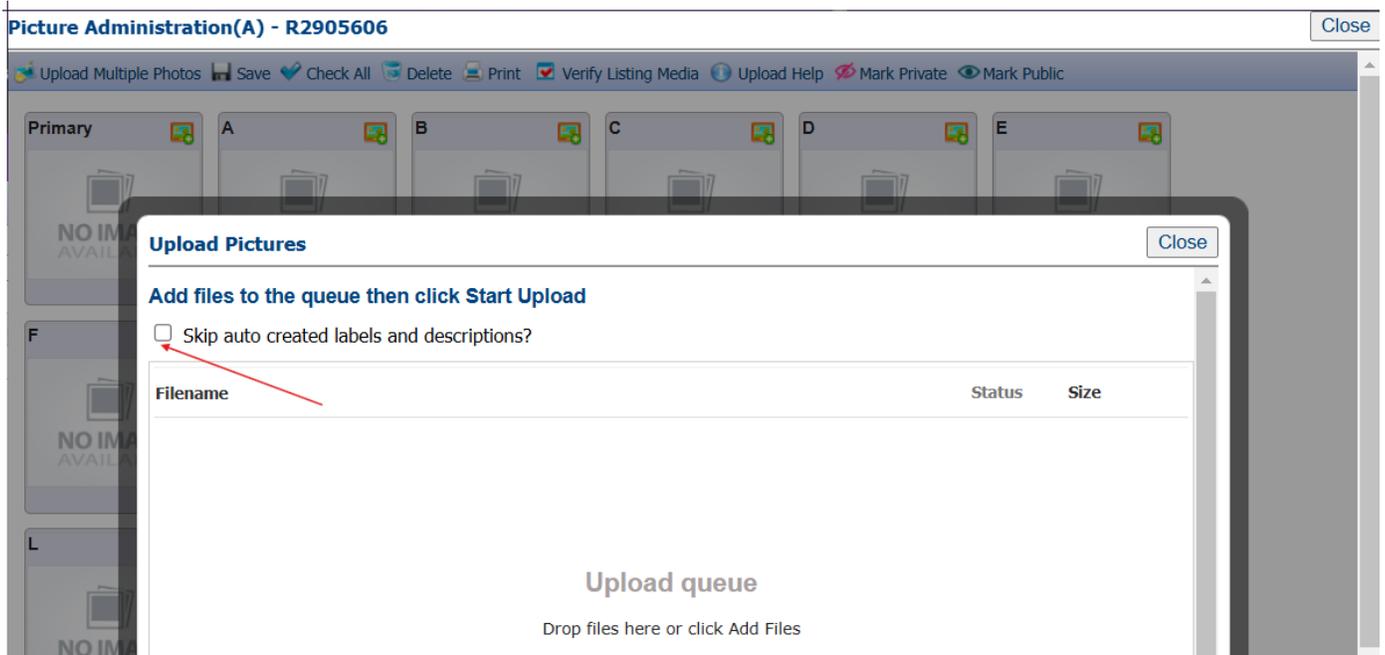
4. In *Input Maintenance*, click the **Pictures** folder on the left hand side of the screen.



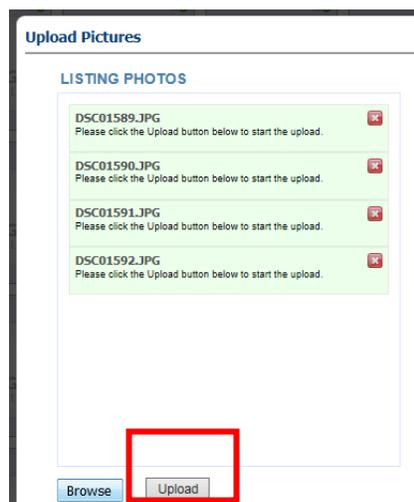
5. Click **Upload Multiple Photos**.



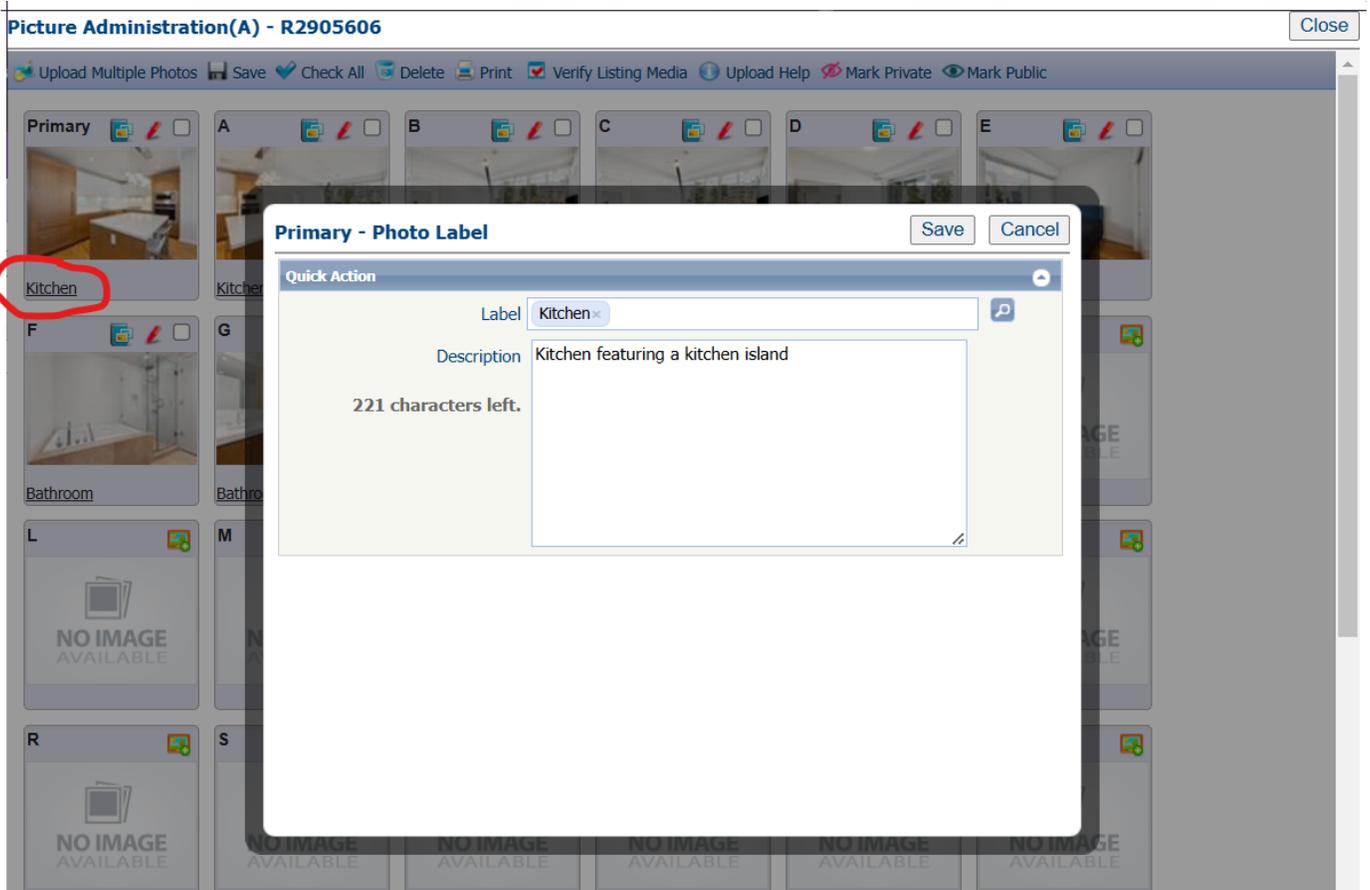
6. If you wish to opt out of using Restb.AI, Please use the “Skip auto created labels and descriptions?” by clicking on the box, as seen below.



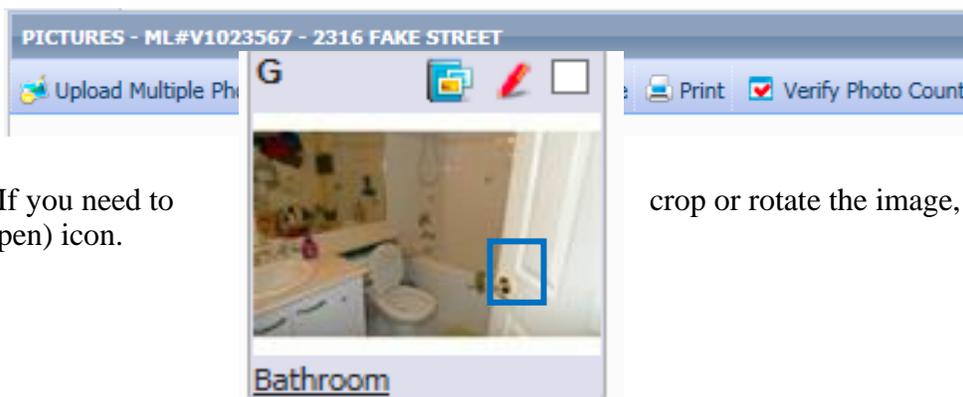
7. The *Upload Picture* window opens – click the **Browse** button on the bottom of the window. On your computer, browse to the folder and select the images you would like for your listing. If you would like to load more than one image at a time, press the CTRL key on your keyboard and select all the required images.
8. The selected photos will be displayed – Click the **Upload** button.



9. If you have chosen to use Restb.AI, this is your opportunity to review your photo labels and descriptions, by clicking on the label of the photo in the bottom left of each picture, as seen below. If you have opted out of the auto generated labels, please proceed to step 10.



10. To re-order images, click on the image, hold your mouse down and drag the image to the desired location. Click **Save**.



11. If you need to crop or rotate the image, click the **Edit** (the red pen) icon.

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12. Edit the photo with the *Rotate* or *Crop* tool and click **Save**.

