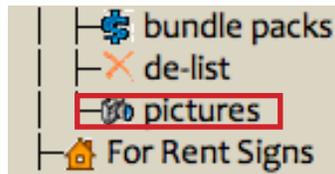


How to Add Pictures on www.umbc.och101.com

1. Once you have logged on to your account, find the MANAGEMENT TOOLS in the left-hand column. These are the tools you use to manage your property listings.



2. To modify your listing, find "listings / ads" under the LOGOUT (flashing button). To add pictures to your property listing, click pictures. The Photo Manager screen appears. Select the property you want to add pictures, and click Add Photos.



3. Click Browse to search your computer (or other media storage device) for desired picture file(s). The website software will only accept .gif or .jpeg (or .jpg) file formats and will automatically resize the picture to 550 x 367 pixels and upload it to the website for you.

Note: It is recommended that only landscape (4" high x 6" wide) formatted pictures be used.

4. An active thumbnail photo appears with the following options listed below:



- Description - This space allows you to provide a description to the picture you just uploaded (eg, "Kitchen" or "Living Room"). To do this, enter the text in the Description box.
- To change a description, highlight existing text and type over with new description. Click Change Description when finished. Your descriptions will appear when a viewer moves their mouse over the top of the pictures.

- Replace Photo allows you to replace the existing picture. Click Browse to search your computer (or other media storage device) for desired picture file(s). Click Replace Photo to complete the process.
 - Reorganize - To change the order in which your pictures are displayed, enter a new position number in the Reorganize Photo box next to the picture.
 - De-list - To de-list an active picture for future use, simply click the 'de-list' button. UNLISTED Full Size Photo(s) appears next to the de-listed photo. The photo is temporarily hidden in case you want to use it at a later date.
 - Delete - To completely delete a picture from the website listing, click Delete. A dialog box will pop up confirming you want to delete this photo. Click OK.
5. Unable to add pictures online? We will be happy add pictures to your listing free of charge. Send the pictures, including the AD# for the listing, along with a self-addressed, stamped envelope (only if you want the pictures returned to you) to our office at:

ECOM Media Group Inc.
Landmark Technology Center
Suite 106 - 1726 Dolphin Ave.
Kelowna, BC, V1Y 9R9

Or email your pictures as an attachment to info@emg.ca

Important: Please write the listing AD# on the back of each picture to ensure that the pictures are added to the correct listing.

If we can be of any further assistance, please email [info @emg.ca](mailto:info@emg.ca) or give our office a call, toll free, 1-800-862-9874