

MaryAnn's Computer Corner
**MLXchange Frequently asked Questions –
Mapping Listings and Image Maintenance**

1. Q: How can I change the placement of my listings on the map?

A: If listings are not mapped correctly, MLXchange allows those members with the appropriate access level to adjust the placement of a property on the Map. The quickest way to correct a property that is plotted in the wrong location would be to:

1. Click on the **Active Listings** link in the **Inventory Watch** section of the MLX Home Page. Your active listings will be displayed on the Results page.
2. You can either hover over the i-bubble menu and click on the "edit" shortcut that looks like a piece of paper and pencil OR select a listing and click on the **Edit** action at the bottom of the page.
3. Once on the **Listing Summary** page click on the **Map** button, place the mouse cursor on the Map where the property should be located and click one-time to move the plotting marker (red bulls-eye) and click OK.

2. Q: When loading my listing pictures I get a message that the image is too large. How do I make it smaller?

A: The Image file size in MLXchange was increased from 2 MB to a whopping 6 MB on 6/7/2007. But, if your images are larger than 6 MB, follow the below instructions to resize the image in MSPAINT (Microsoft Paint)

- a. Click start>run and type mspaint and click OK
- b. Click file>open and open the image.
- c. Click IMAGE>STRETCH/SKEW: change horizontal from 100% to 50% and change vertical from 100% to 50%.
- d. Click file>save as and give it a new name.
- e. Try to upload this image with the new name into MLXchange.

3. Q: I went to edit my listing picture but can not find the zoom bar anymore?

A: The zoom feature is only available when first loading in an image. When you click on **Edit**, you will not see the easy Zoom tool bar. You could delete the image, re-load it and if it is smaller than the boarder box, use the Zoom tool to enlarge to eliminate any white space.

4. Q: My client would like the pictures in a different order. Can I do that without deleting them and re-entering them back in?

A: Yes. The ability to reorder images is easily done by clicking on the Reorder Image arrows and then clicking on the **Apply new order** button.

5. Q: How do I add comments to each of my listing images and where will the comments show up?

A: Click on the **Active Listings** link in the **Inventory Watch** section of the MLX Home Page. When your active listings are displayed on the Results page, select a listing and click on the **Edit** action at the bottom of the page. Once on the **Listing Summary** page click on the **Images** link, click on the **Edit** link and go to the **Comments** section. You can add up to 255 characters of comments to each image and use the new Spell Check (ABC) button. Your comments will show when you or your client double click on the Listing Image in a report view and access the Slideshow and Photo Gallery pages in the new Image viewer.