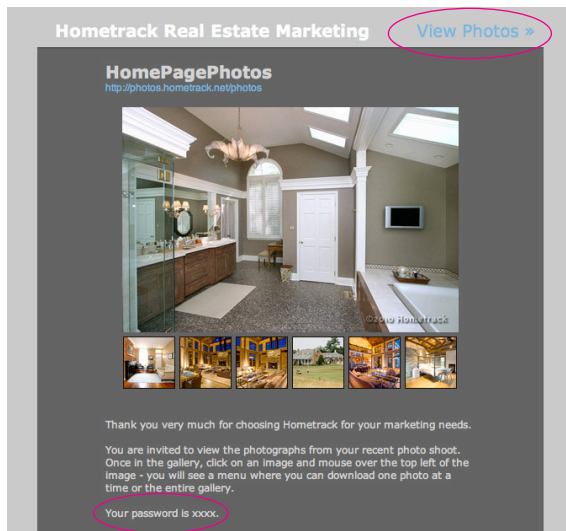


HOMETRACK – Photo Gallery Instructions



Invitation E-mail

Within one business day of your photo shoot. You will receive an e-mail from HOMETRACK containing your photo download password and a link to your online photo gallery. Please add our e-mail address to your e-mail address book to avoid losing your invitation e-mail in your spam folder.

Please make a note of your **password** and keep it private. Only you (the listing agent) and your brokerage are granted usage rights to your listing photos, so no one else should have access to the downloaded files. Please review our terms and conditions for more information about usage rights.

Keep in mind that the password is case sensitive, and the same password will apply to all your HOMETRACK photo gallery downloads.

Click **View Photos** in your invitation e-mail.

This will open a new page in your web browser. You should see thumbnails of your images and a column with your contact information.

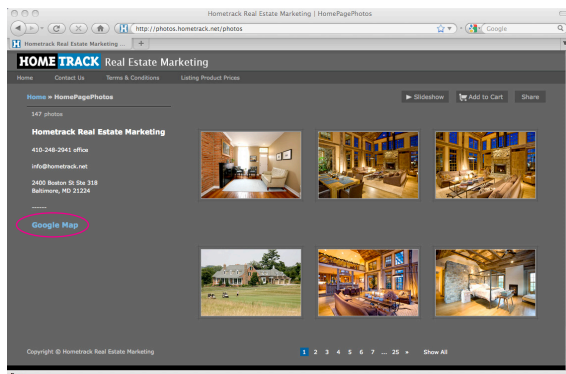
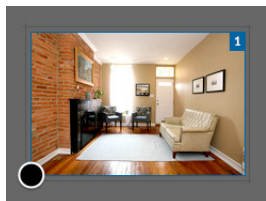


Photo Gallery View

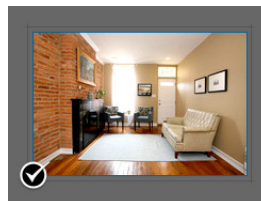
Your online photo gallery is how you will gain access to the photo files you can upload to MRIS, and a way for you to share your photos and market your listing. The gallery contains all the photos from your photoshoot, your contact information, and a link to a **Google Map** of the property location. A link to your listing brochure is available for \$10.

In your online gallery, you have the option to download all your photos or only the photos you select. You can easily share the entire gallery, slideshow or selected photos through e-mail, Facebook or Twitter. You and your seller or buyer can also order photo prints, puzzles or postage stamps created from your images.

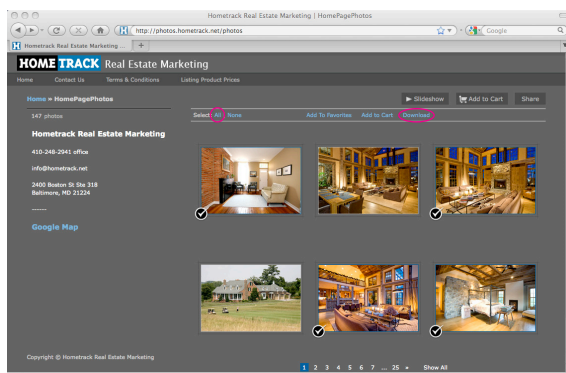
Selecting Photos for Download or Sharing



Mover your mouse over one of the images you would like to download. A black circle will appear in the lower left-hand corner of the image.



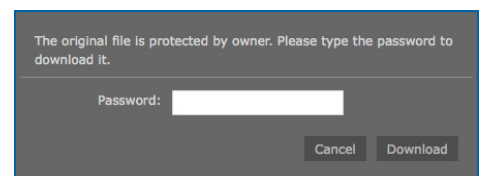
Click the black circle. A check mark will appear. This image is now selected.



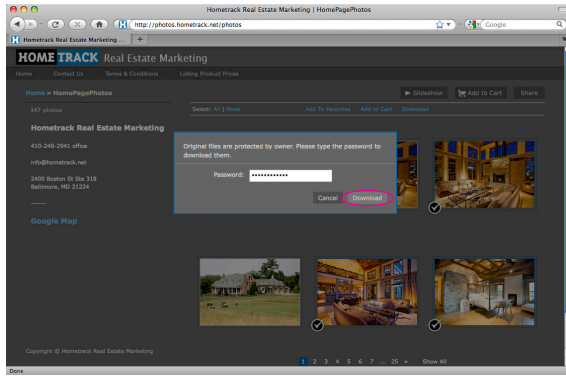
Downloading High-Resolution Photos for Print

Select all the photos you would like to download. If you want to download all of your photos, click **All** next to the Select option at the left-hand side of the selection menu.

Next, click **Download**, the option furthest to the right on the selection menu. You will then be prompted to enter the password you were provided in the invitation e-mail. →



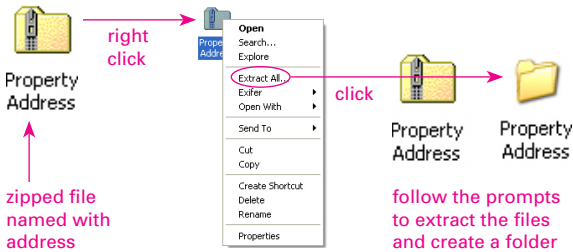
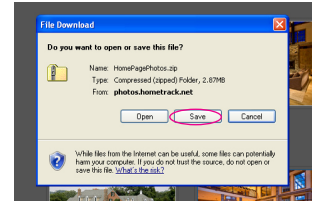
HOMETRACK – Photo Gallery Instructions



Downloading Photos Continued

Type in your case sensitive password and click **Download**. You should then see a pop-up menu asking if you would like to open or save the file. If you do not see the File Download menu, see Problems Downloading? below.

Click **Save** and navigate to the folder on your PC where you would like to store your photos. It is good practice to save all your photos in the same place, so you can easily locate the files for uploading to MRIS, creating print materials, or sending them to publications for advertising the property.



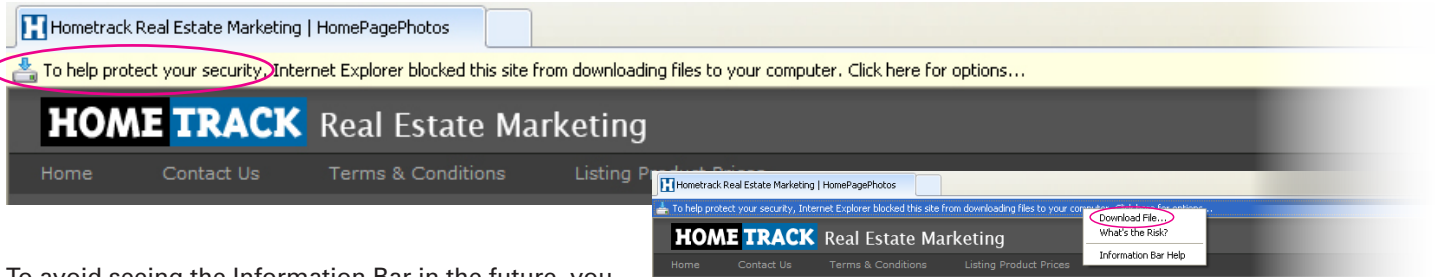
Accessing Your Downloaded Files

Navigate to the folder on your computer where you just saved your photos. There, you will find a **.zip file** named with your listing's address. Right click on the file and choose **Extract All...** Follow your computer's prompts to extract the files to their current location. This will create a folder of your images also named with your listing's address. Double click the **folder** to see your image files. Once the folder is created, you can delete the zip file from your computer.

PROBLEMS DOWNLOADING?

If you're using an older computer operating system (Windows 2000, 98, 95, or ME) you will have to download a zip tool - you can find a free one at <http://www.DON'TKNOW.com>.

If you are using Internet Explorer, you may not see the File Download menu after entering your password and pressing **Download**. Instead, a yellow **Information Bar** will appear at the top of the screen. Click the bar, then click **Download File**. You will need to once again choose **Download** from the selection menu. Type in your password when prompted and choose **Download**. You should now see the File Download menu that will allow you to save your photo files on your computer.

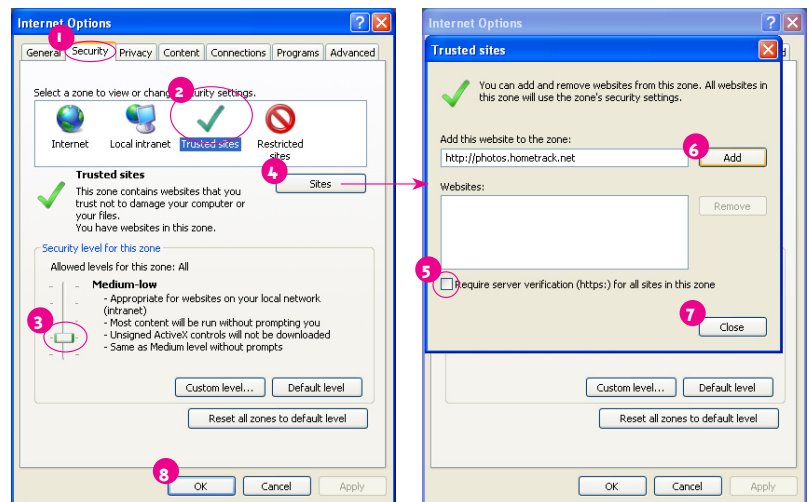


To avoid seeing the Information Bar in the future, you will need to add <http://photos.hometrack.net> to your list of Trusted Sites. While viewing your gallery, click **Tools** in your browser menu, then **Internet Options**. The browser menu is slightly different in each version of Internet Explorer but is generally located in either the top left or top right portion of your screen.

In the Internet Options menu, click the (1) **Security** tab. Then click the (2) **Trusted Sites** icon. Set the security level for this zone to (3) **Medium-low** by sliding the gauge down to the second-to-last rung.

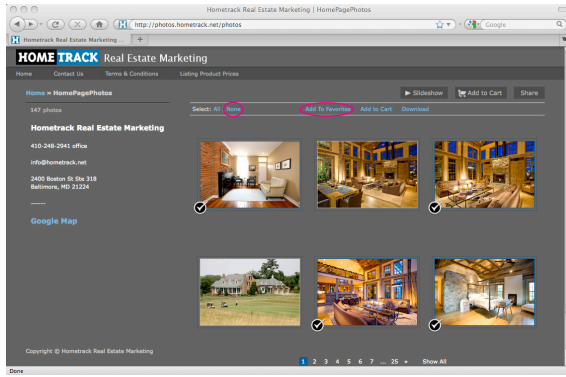
Then click (4) **Sites**. This will open the Trusted sites menu. (5) **Uncheck** the Require server verification option, and click (6) **Add**.

Exit the Trusted sites menu by clicking (7) **Close**, and click (8) **OK** to exit the Internet Options menu.



Change these setting on every computer used to download HOMETRACK photos. Once changed, you will no longer see in the Information Bar when downloading. Be careful of what sites you add to your list of Trusted Sites.

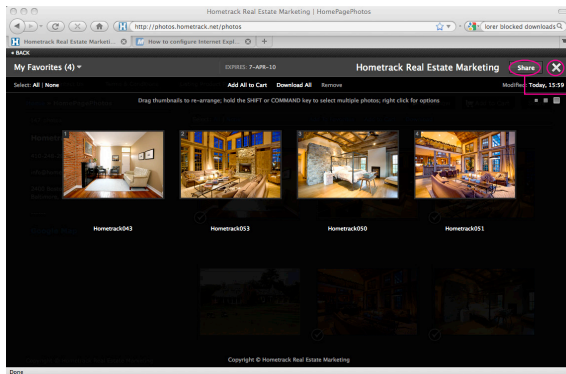
HOMETRACK – Photo Gallery Instructions



Selecting Photos for Your Listing Brochure

Please review “Selecting Photos for Download or Sharing” on the previous page. If you have previously selected and downloaded all your photos, you may want to clear those selections by choosing **None** next to the Select option at the left-hand side of the selection menu.

Next, select the photos you would like to use in your listing brochure and click **Add to Favorites** on the selection menu. **MY FAVORITES (#)** will appear in the top-left corner of your browser and will display the number of photos you’ve selected.



Sharing Your Selections with HOMETRACK

Share with Photographer | Share with a friend

The photographer will receive a notification and will be able to make changes to this set of favorites.

Favorites set title: My Favorites **property address**

Your name: **agent name**

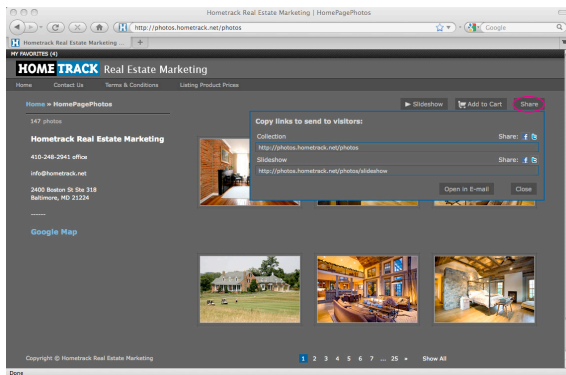
Your E-mail address: **agent e-mail**

Message: **notes or special requests**

Cancel | Share

Click **MY FAVORITES (#)** to see your selections. You can add these photos to your cart to order prints, download the selected photos, or share your selections with HOMETRACK or with your seller or broker.

Click **Share**, fill out the form with the property address as the **Favorites set title**., and click **Share**. The large **X** in the upper right will close My Favorites and return you to your photo gallery.



Sharing Your Photos through E-mail, Facebook or Twitter

You can easily share your photo gallery or slideshow with clients and friends by clicking the **Share** button in the upper right-hand corner. This will open a menu with links that you can copy and paste into an e-mail.

To share on Facebook or Twitter, click the **icon** and log in to your social media account.

Copy links to send to visitors:

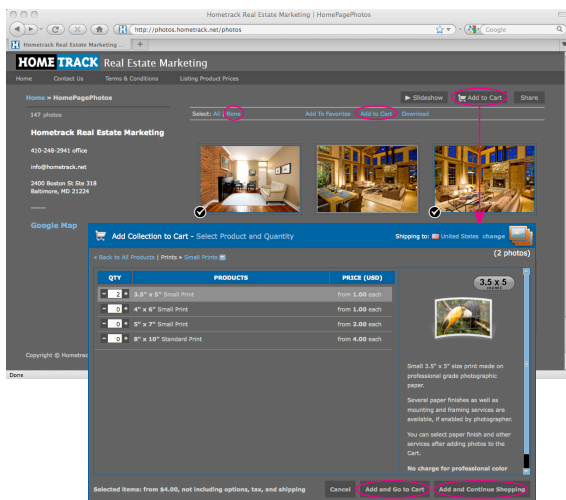
Gallery | Share: **f t**

<http://photos.hometrack.net/hometrackfavorites>

Slideshow | Share: **f t**

<http://photos.hometrack.net/hometrackfavorites/slideshow>

Open In E-mail | Close



Ordering Prints or Stock Photos

Please review “Selecting Photos for Download or Sharing” on the previous page. You can clear your previous selections by choosing **None**.

Next, select the photos you would like to order and click **Add to Cart**. This will open a product options menu. From here, choose the products you would like to order: prints, web images, print-ready images, etc. When you are ready to check out, click **Add and Go to Cart**. This will take you to a Zenfolio shopping cart. Review your order, choose **Proceed to Checkout**, and under Guest Checkout click **Continue**. Follow the prompts to complete your order.



If you would prefer to continue shopping, click **Add and Continue Shopping**, you can return to your cart by clicking **Cart** which will appear in the upper right-hand corner of your browser after one or more products have been added.