

## Cindy Connell

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**From:** Randi Cameron <eo@thunderbay-mls.on.ca>  
**Sent:** Wednesday, May 09, 2018 2:21 PM  
**To:** Cindy Connell  
**Subject:** Uploading Picture Sizes

Distribution: Offices and Realtors

### NOTE: NEW MINIMUM SIZE REQUIREMENTS

The following are the instructions to upload pictures in Paragon (these are also available in the photo upload area lower down on the page) We have heard the large size in cell phone photos are uploading successfully.

#### HOW TO UPLOAD PHOTO:

To upload a photo, click the 'Add Files' button. Then click the Start Upload button. Note: Various browsers may perform differently with the Drag and Drop feature.

#### PHOTO COMPRESSION:

If a photo is over 320K in file size, the image will be compressed to 320K. Note: this could result in a reduction in quality. For users who upload photos larger than the 320K limit, it is recommended that the images do not exceed 20MB in file size.

#### IMAGE SIZE:

Image size refers to the resolution of the photo. Paragon's maximum resolution is 2048 x 1536. If a photo is under the 320K limit but has a resolution of image size larger than 2048 x 1536, compression will occur. In MS Windows, the image size of a photo can be accessed by mousing over the image—details will display in a pop up. – **Note new minimum size is 640 x 480.**

#### IMAGE RESIZING TOOLS:

There are several free tools available for resizing images. For a list of recommended easy-to-use tools, **CLICK HERE.**

#### RECOMMENDED FORMATS:

Only .jpeg, .gif and .png image formats are recommended to be uploaded into Paragon.

#### FILE NAME SPECIAL CHARACTERS:

Special characters, such as V:\*?"<>| etc., cannot be used in the photo file name.

Randi Cameron