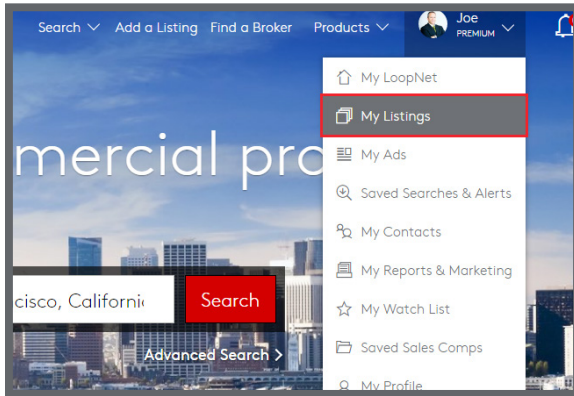


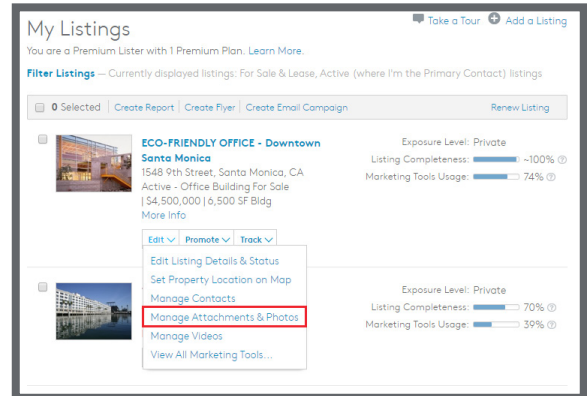
# Add Photos, Attachments & Links

Add a Main Photo and Get your Listing Viewed 5x More

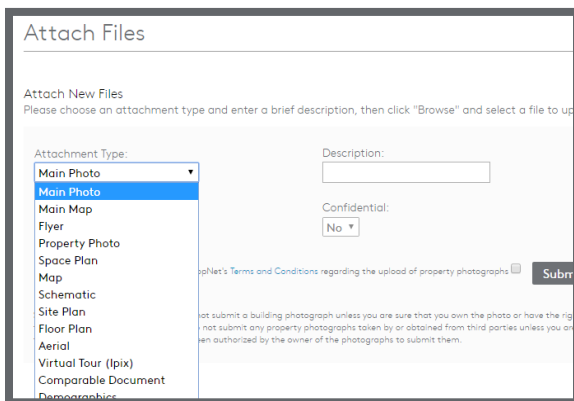
- 1 Log in to [www.LoopNet.com](http://www.LoopNet.com). Click on your name, and select **My Listings** from the drop down menu.



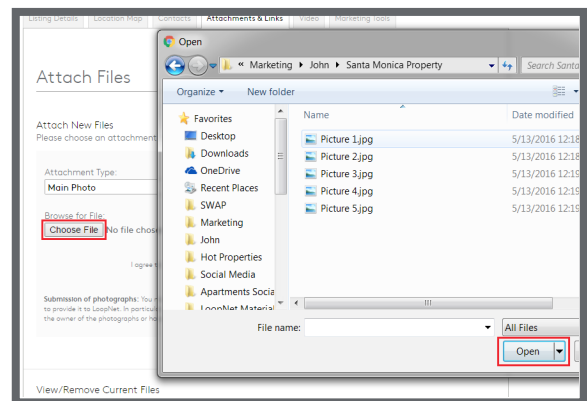
- 2 Hover over **Edit** beneath the listing you want to edit. Click **Manage Attachments & Photos**.



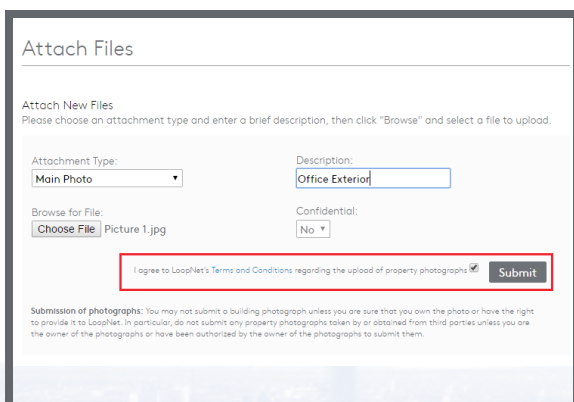
- 3 Select **Attachment Type** and enter **Description**.



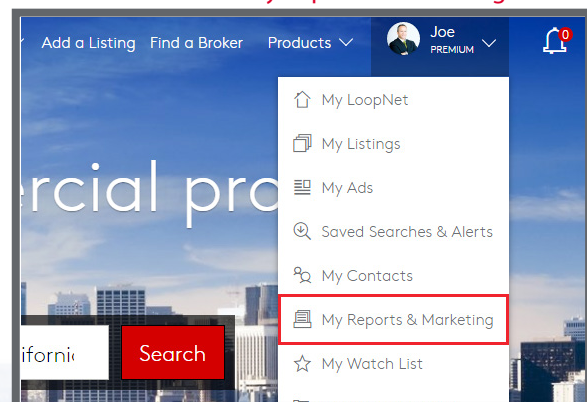
- 4 Click **Choose File** to locate the attachment. Select the attachment and click **Open**.



- 5 Agree to LoopNet's Terms and Conditions and click **Submit**.

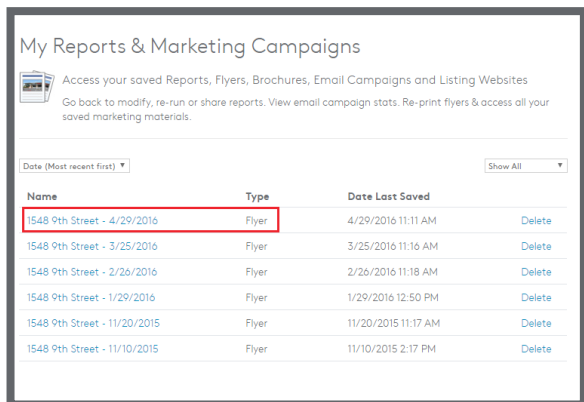


- 6 If you want to attach your Pro Tools flyer to your listing and property website, first open the flyer from My Reports & Marketing. Hover over your name and select **My Reports & Marketing**.

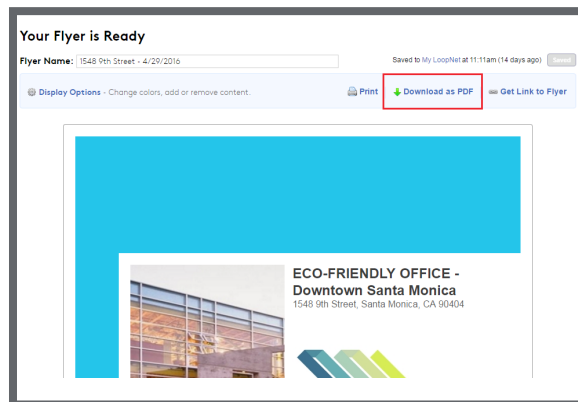


**TIP** An image site of 328 pixels by 246 pixels will fill the entire Main Photo box

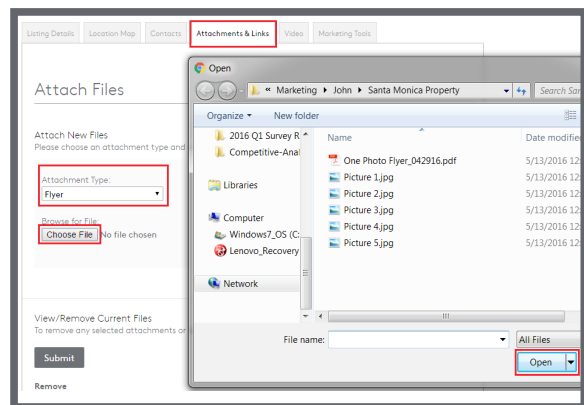
**7** Find your flyer in the list.  
Click on the flyer name.



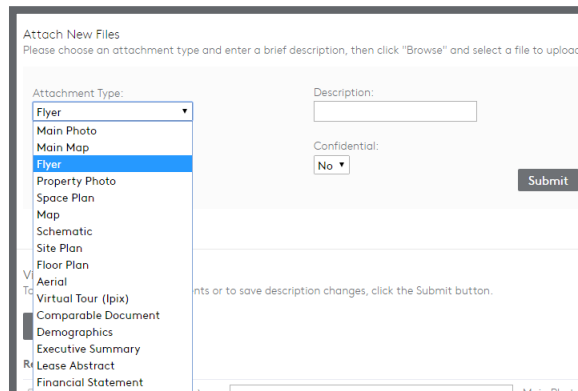
**8** Click **Download as PDF** and save in a folder you can quickly and easily locate later.



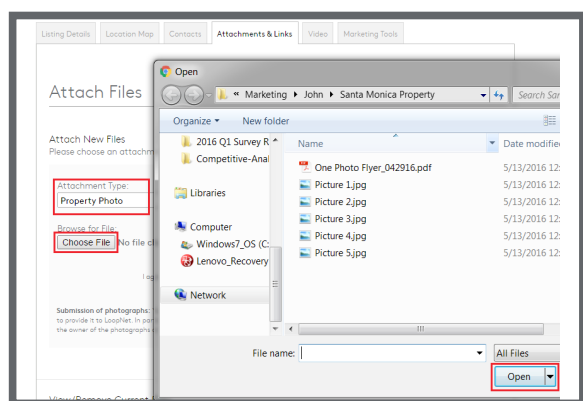
**9** Repeat steps 1 & 2 but click **Edit Listing Details & Status**. On the **Attachments & Links** tab, **Browse** for your saved flyer on your computer. Click **Open**.



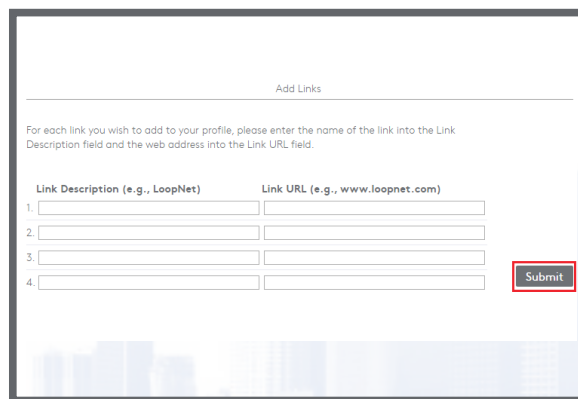
**10** Attach an **offering memorandum** by selecting attachment type **Flyer**.



**11** To **add a photo**, select attachment type **Property Photo**. Browse for your photo. Click **Open**. Click **Submit**.



**12** To **add a link**, scroll down. Describe your link and then enter a destination URL. Click **Submit**.



Start Now!

(Takes you to My Listings)

**TIP** Add flyers, offering memorandums, floor plans, virtual tours and more.