

Using ZIP Files

A Guide to Downloading and Accessing Our Images

You will receive an email from HIGHTAIL that contains a download link for 3 files as soon as the images are processed. The photographs are found in either of the two Zip files. The Zip files will need to be de-compressed and saved before you can fully use them.

In order to access and use the images follow the instructions below.

1) Open the email from HIGHTAIL and follow the links to download the 3 files.

The XXX_LARGE.zip contains the large print resolution jpegs.

The XXX_MLS.zip contains the small MLS ready jpegs.

The XXX_Preview.pdf is a PDF file with 6 images per page that are numbered so you can quickly decide on which photo numbers you want to upload to the MLS.

2) Once you have downloaded the files from HIGHTAIL double click the XXX_MLS.zip file to open it on your desktop.

3) Click the first photography to highlight its name then hold down the CTRL + A buttons to select all the images.

4) Press CTRL + C to copy all the images into memory.

5) Go to your desktop or location on your Hard Drive that you wish to store the images and create a NEW FOLDER and call it "Listing Name_MLS "

6) Open the new folder and press CTRL + V to paste the images into the folder. You now have full access to the images to rename and load onto the MLS

7) Repeat the steps above to open the LARGE size images and save those to a new folder call "Listing Name_LARGE" and use these images for Print and Advertising.

TIPS: Use the PDF to quickly decide which images you wish to upload to MLS or send the PDF to your client for feedback. Make sure to download ALL the files as they only remain available for 2 weeks on the HIGHTAIL server.