



### *How do I send photos to Hawaii Information Service?*

#### Via Mail

- Photo should be taken horizontally.
- 4"X6" is the preferred size.
- Fill out a photo label (more may be obtained by emailing your request to [photos@HawaiiInformation.com](mailto:photos@HawaiiInformation.com)) and place the label on the back of the photograph. The sequence number represents the order in which multiple photos for the same property should display.
- Please do not write directly on the back of the photo because the pen leaves indentations on the photo.
- If you wish to have the photos returned, please enclose a self-addressed, stamped envelope.

#### Via Email

- Open email program.
- Type [photos@HawaiiInformation.com](mailto:photos@HawaiiInformation.com) in the address box.
- Provide the following information: MLS#, taxkey, listor or listor's ID, office or office ID.
- Use "attach" function in your email program to attach the 600X400, 75 pixels/inch, jpg format photo you wish to send to HIS. If you are using Outlook or Outlook Express, the programs that come with Windows 98 or Office 2000, click "Insert" and "File" and select the file. The paperclip indicates an attachment.
- Repeat attach function to send up to 5 photos per email.

### *How do I name my photos?*

*Photo files are named using the MLS number and sequence number.*

**Example:** 3 photos for MLS# 01234  
0123401.jpg  
0123402.jpg  
0123403.jpg

*If you wish to send additional photos later for the same MLS#, send a brief message in the text of an email and name the next photo 0123404.jpg, etc.*

*Hawaii Information Service receives hundreds of photos each week (one listing has over 60 photos!), and your cooperation allows your photo to be seen on the internet as soon as possible.*

### *What can the Listing Agent do to help?*

*Always check for existing photos prior to sending photos to HIS. We check and when discrepancies are found, a courtesy call is made to the listing agent. Checking prior to sending photos will help eliminate this time-consuming step.*

*Finally, the listing agent should always check the photos on line after processing has been done. If a problem is found, notify [photos@HawaiiInformation.com](mailto:photos@HawaiiInformation.com) immediately so the correction can be made quickly.*

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