



## How To Upload Property Images

### Step 1: Organize the Image Files on Your Hard Disk

- Digital photos are just computer files, like letters you write and save on your computer, except the file extension is \*.jpg or \*.gif instead of \*.doc.
- We suggest you create a folder on your hard disk where you will organize all of your property images, like C:\MyDocuments\PropertyImages\
- The folders can be created with Windows Explorer. Place the cursor over the Start button on the bottom of your screen, click the right mouse button once, then select Explore.
- You will receive the image files by:
  - 1) email, with the image files sent as attachments;
  - 2) on a disk; or
  - 3) by downloading the files from your camera to your computer.
- Save the image files into your Property Images folder.
- We recommend you take the time to rename your image files to avoid confusion in the future. We name our pictures like this – 1234MainStLivingRoom or 1234MainStreetExterior.
- You can rename your files by using Windows Explorer. Find the file, then select it by clicking the left mouse button once, then click the right mouse button and select Rename. Be sure to edit the front part of the name only and leave the .jpg or .gif extension in the name.

### Step 2: Uploading Images Into Your Property on LagunaRentals.com

- You can upload the property images at the time you first create a property record on LagunaRentals.com (“Add New Property”), or later with Edit Property.
- The property form has room for 4 different images for each property.
- Scroll down the property form to the area titled Property Images.
- To select an image to upload click the Browse button. Click through to find your Property Images folder, and then select the image file you want to upload for the property you are editing, then hit the Enter key.
- You can then move down to the next Browse button to select a second, third and fourth image file.
- When you are finished with the form scroll to the bottom and click the Edit Information button to submit the revised form and to upload the image files onto our server. Please be patient this may take a minute if your image files are large.

### Additional Help

Please contact us at [ads@lagunarentals.com](mailto:ads@lagunarentals.com) or 949.719.1440 and we will be happy to assist you in uploading your images.