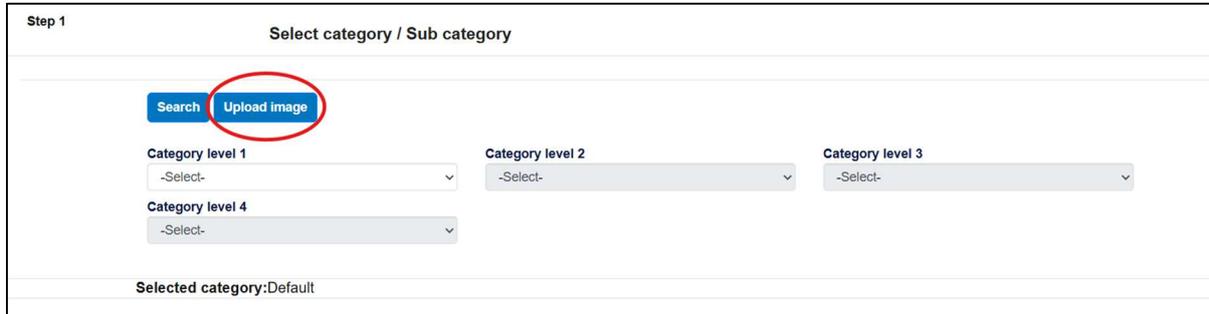


Adding an Image to an Advert on CBL

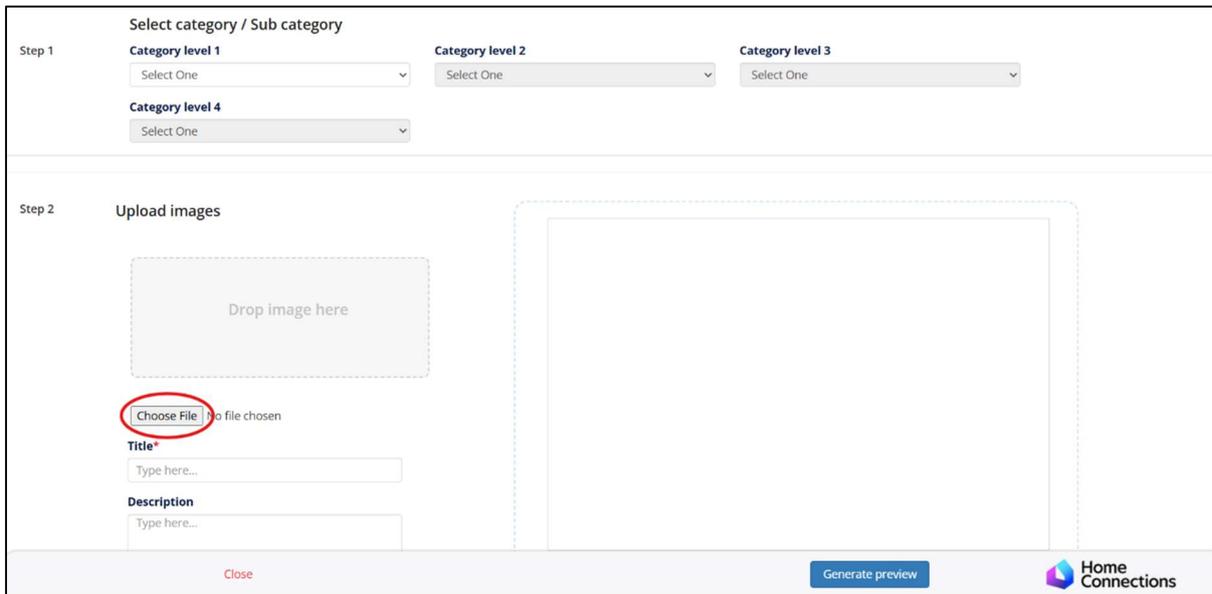
- 1) Tick the box under 'Images' on the edit page



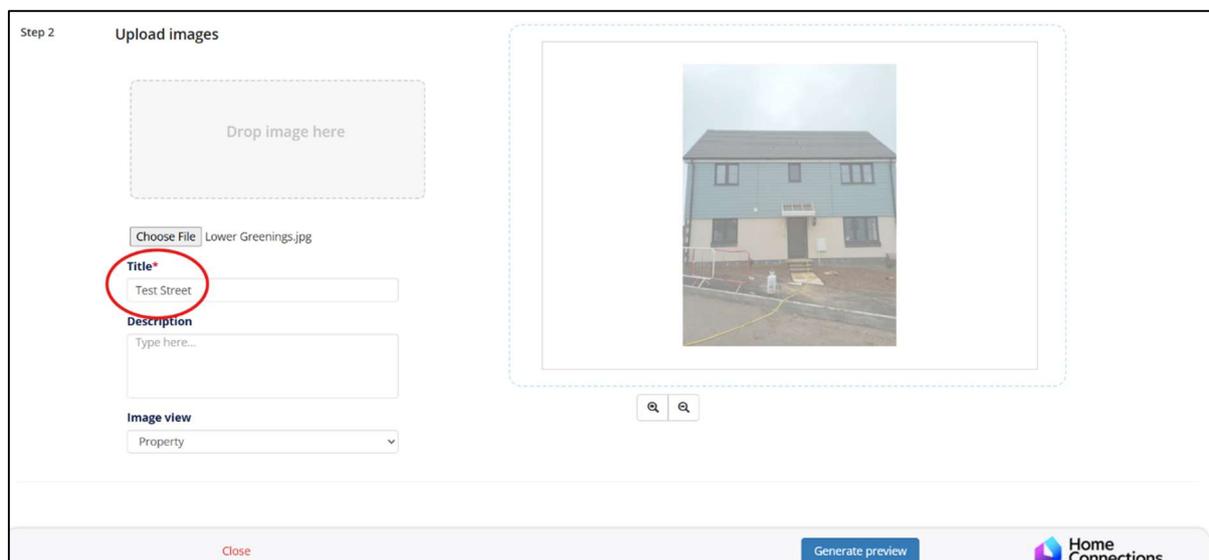
- 2) Select 'Upload image' under Step 1

A screenshot of a web form titled "Step 1 Select category / Sub category". It features a "Search" button and an "Upload image" button, with the latter circled in red. Below these are four dropdown menus labeled "Category level 1", "Category level 2", "Category level 3", and "Category level 4", each with a "-Select-" option. At the bottom, it says "Selected category:Default".

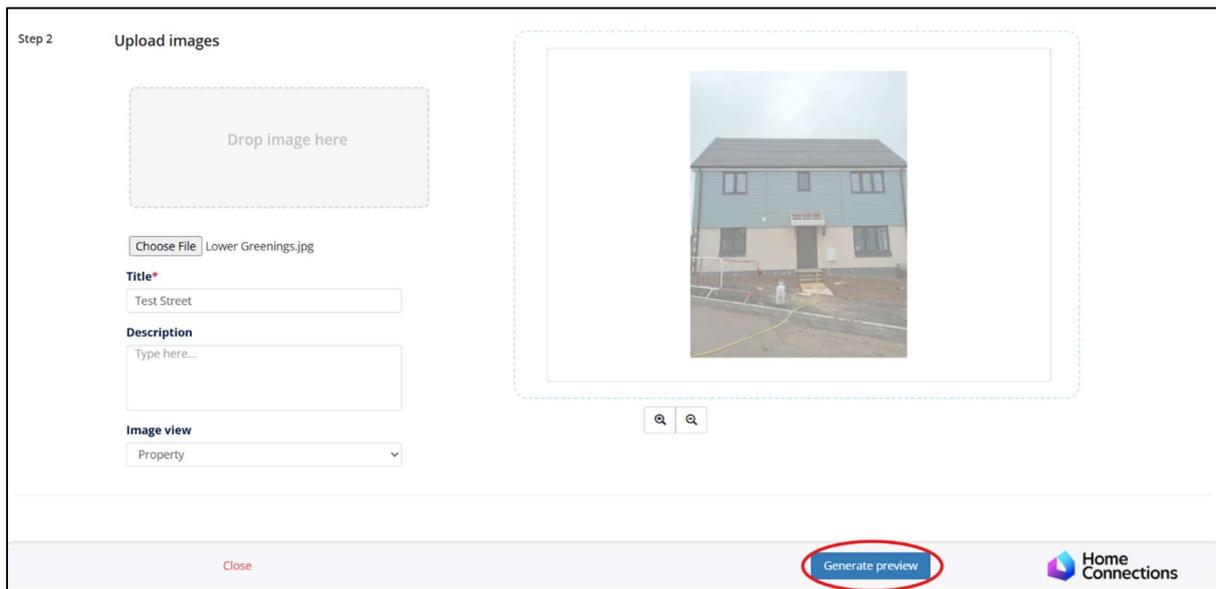
- 3) Select 'Choose file' under Step 2 and find the correct image in your documents

A screenshot of a web form titled "Step 2 Upload images". It shows a "Drop image here" area and a "Choose File" button, which is circled in red. Below the button are input fields for "Title*" and "Description". At the bottom, there are "Close", "Generate preview", and "Home Connections" logos.

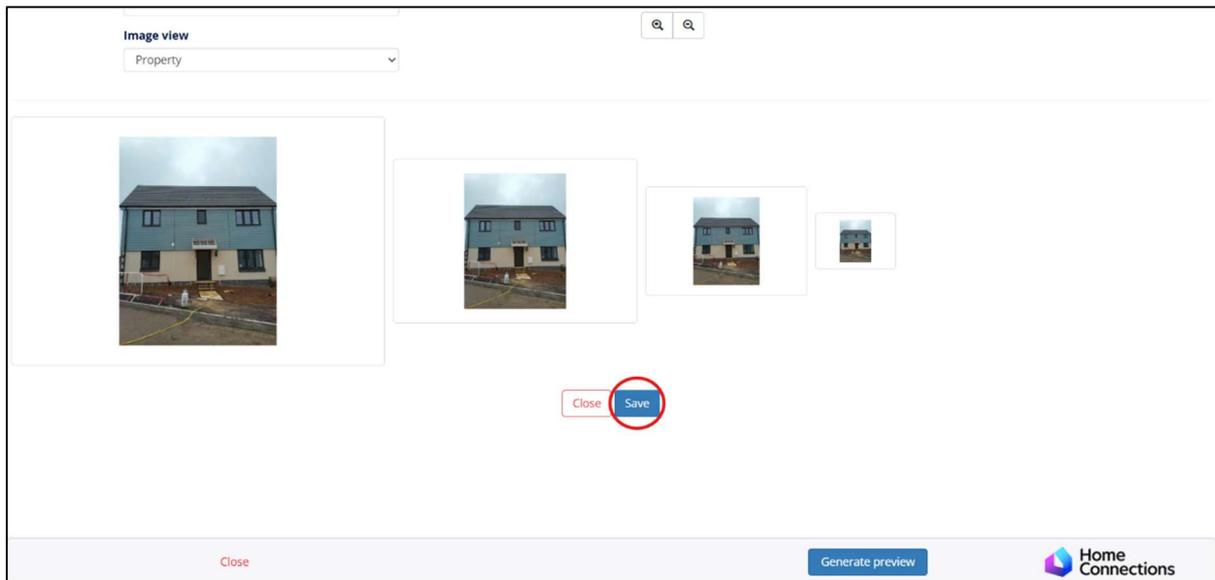
- 4) The selected image will appear on the right. Give the image a Title so you can easily locate it.

A screenshot of a web form titled "Step 2 Upload images". It shows a "Drop image here" area and a "Choose File" button. Below the button, the "Title*" field is circled in red and contains the text "Test Street". To the right, an image of a house is displayed within a dashed border. At the bottom, there are "Close", "Generate preview", and "Home Connections" logos.

5) Select 'Generate preview'



6) Scroll down to the bottom and select 'Save'

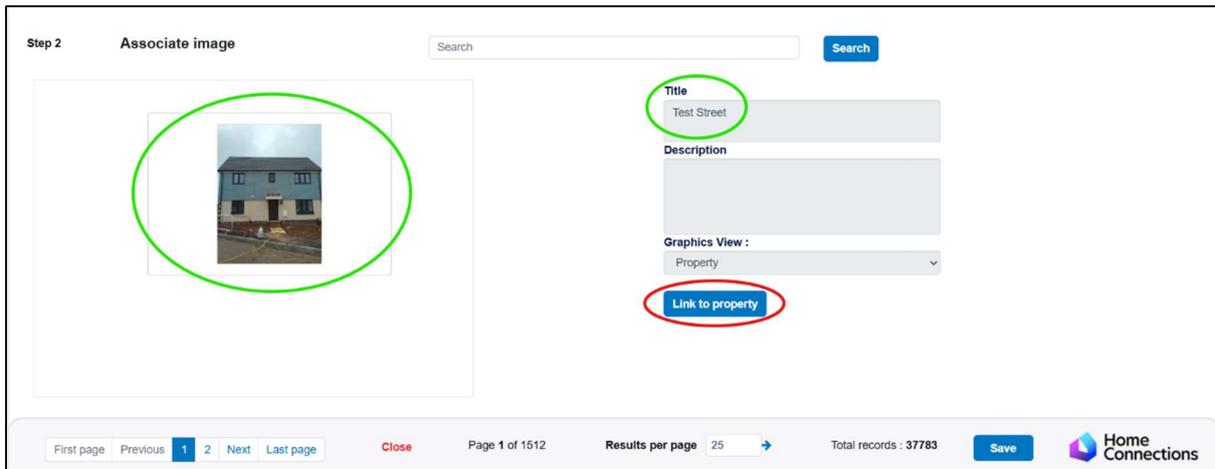


7) Check the green wording has appeared to confirm the image has been saved. This will have saved the image to the system, but it won't be added to the advert. Select 'Close'



- 8) Scroll down to Step 2, if you have just uploaded an image this should appear straight away. If you are looking for a previously uploaded image, use the search bar to find it by the title you gave it.

Select 'Link to property'



- 9) Scroll down and check the image has appeared again under Step 3. Make sure to click 'Save' at the bottom, before using 'Close' to go back to the advert editing screen.



- 10) Make sure to select 'Save' again on the editing screen after the image pop-ups have closed.