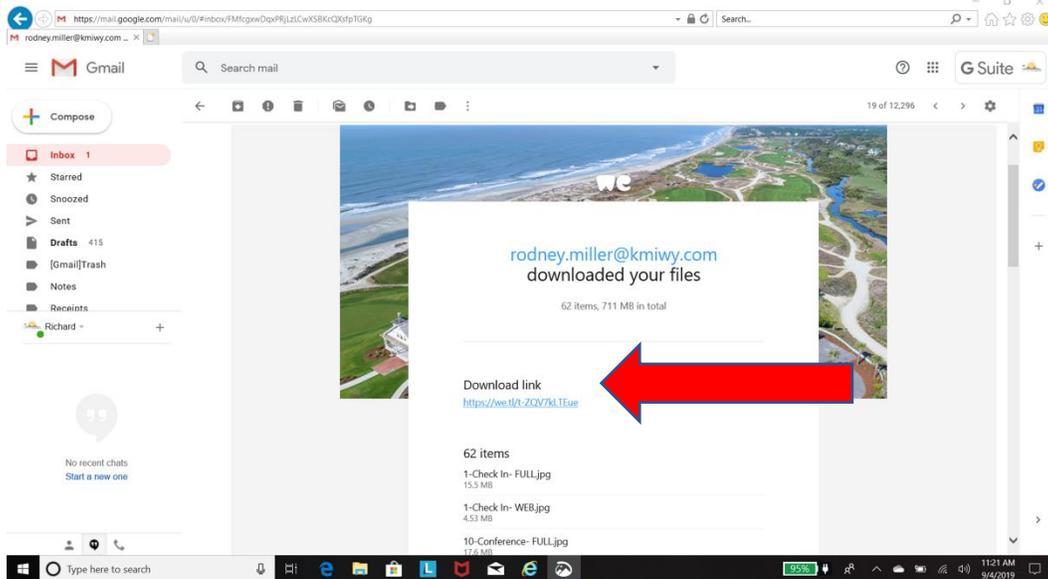


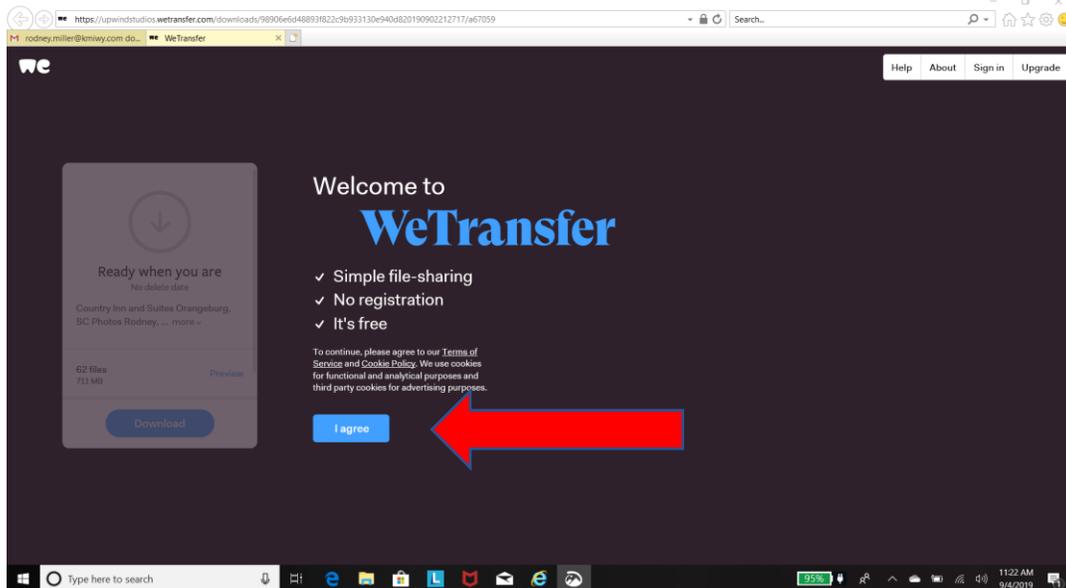
## PC Download Instructions

Some PC users may not have automatic .zip file extraction enabled. This set of instructions will guide those needing assistance with the download of the photo files and upload into the Flex MLS system.

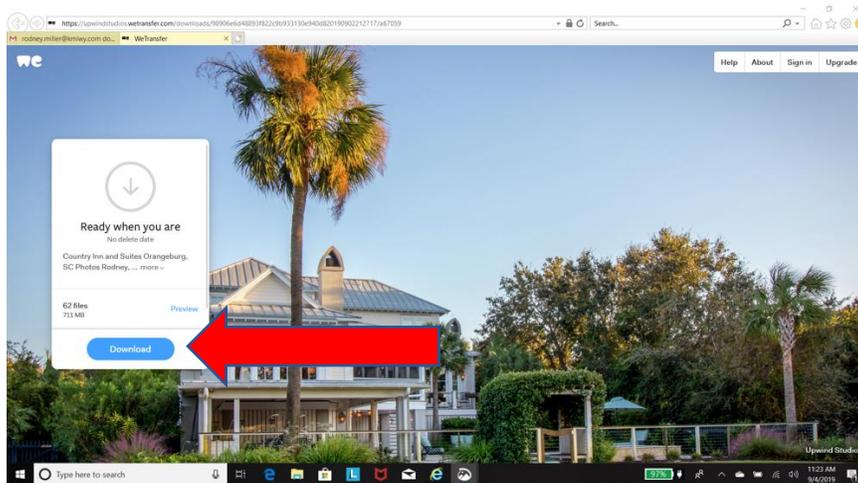
1. Find the We Transfer email sent to you and click the “Download Link” similar to the photo below.



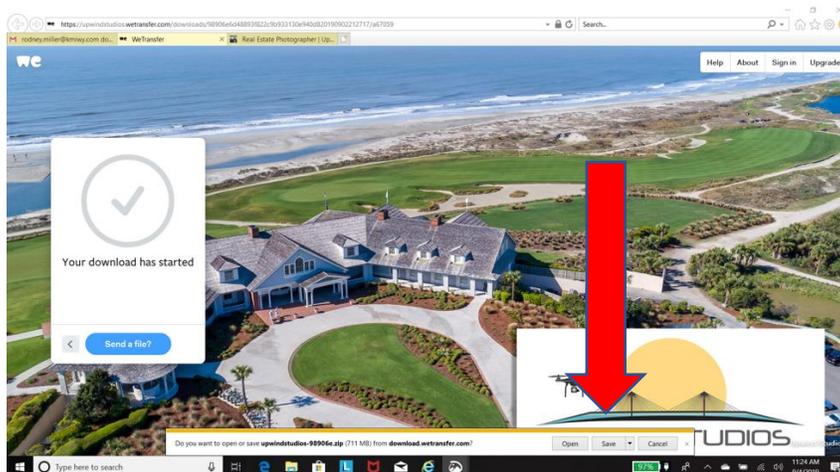
2. Agree to the terms and conditions of the download. It's free and does not require registration of any kind.



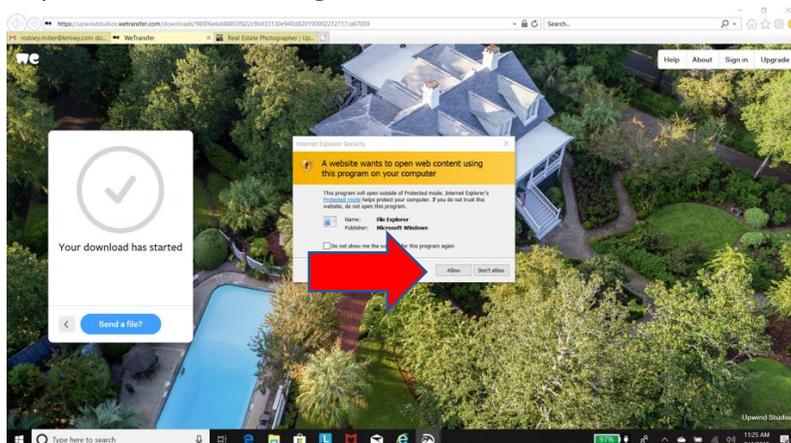
3. Click Download to begin the transfer.



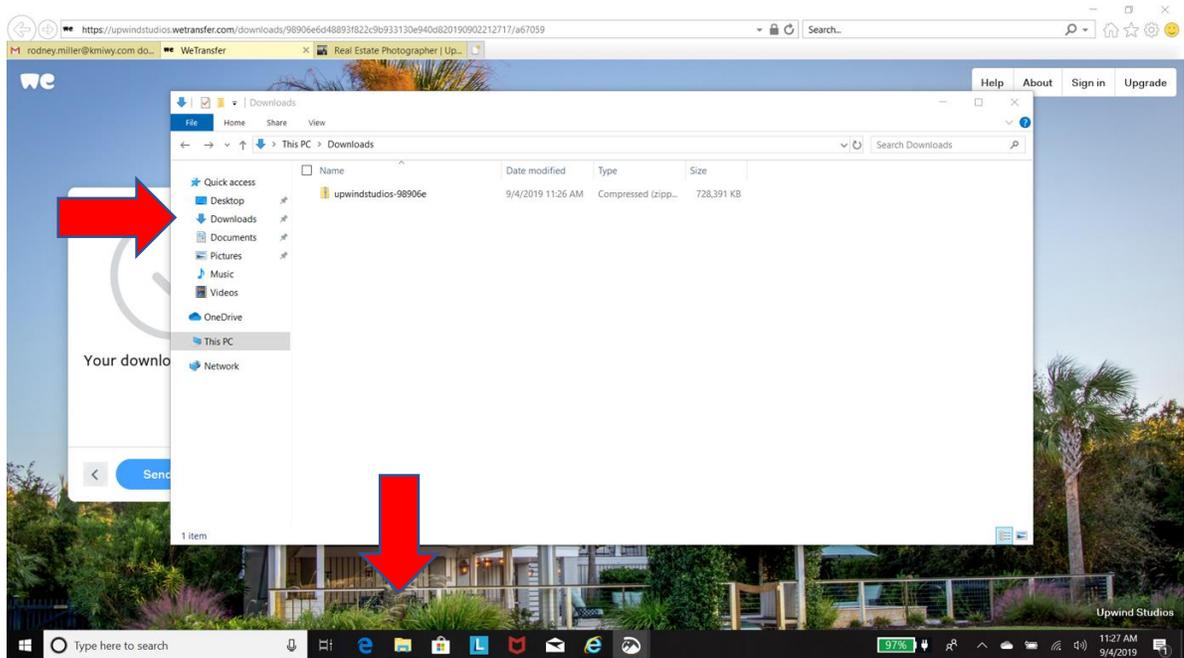
4. Click "Save" to store the photos into a folder. Your computer will most likely place it in the "Downloads" folder. You may download it to any location but for simplicity, put it in the downloads folder if it is not the default.



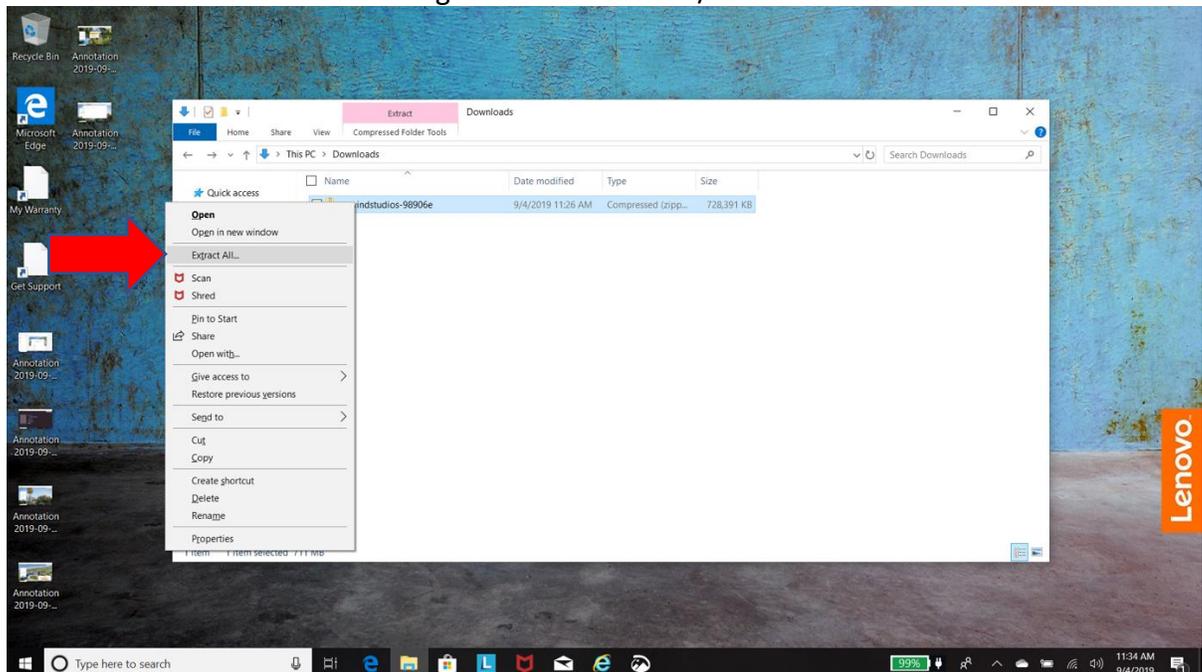
5. If you receive this dialog box, click "Allow"



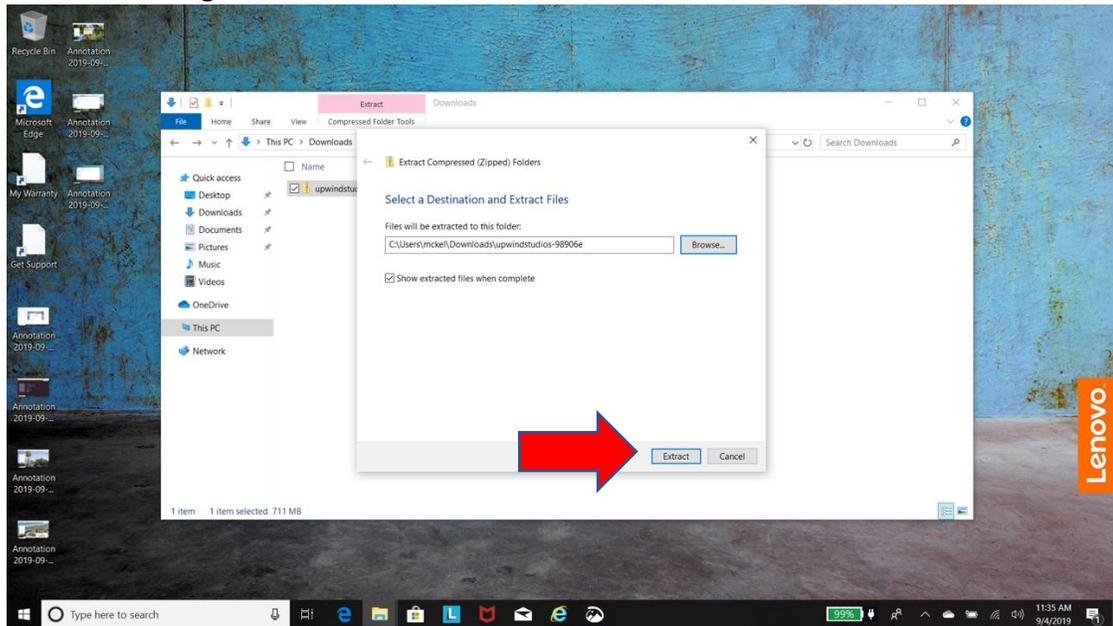
6. Open File Explorer and navigate to the “Downloads” Folder.



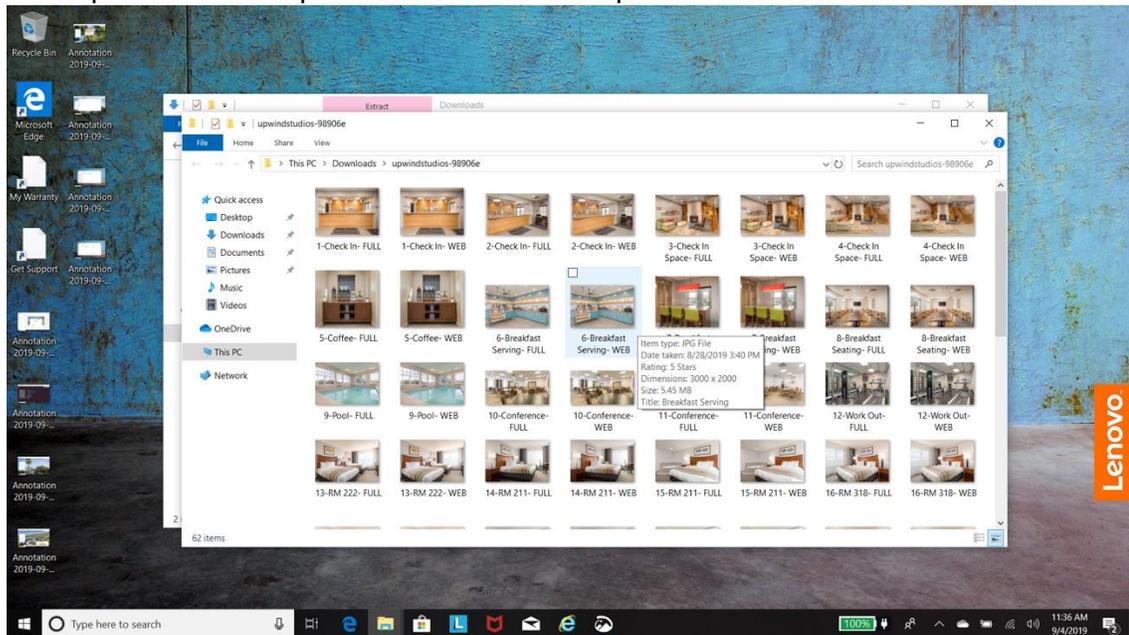
7. Find the folder that was downloaded. It will most likely be labeled “upwindstudios-” with some numbers included. “Right” click on the File/Folder and select “Extract All...”



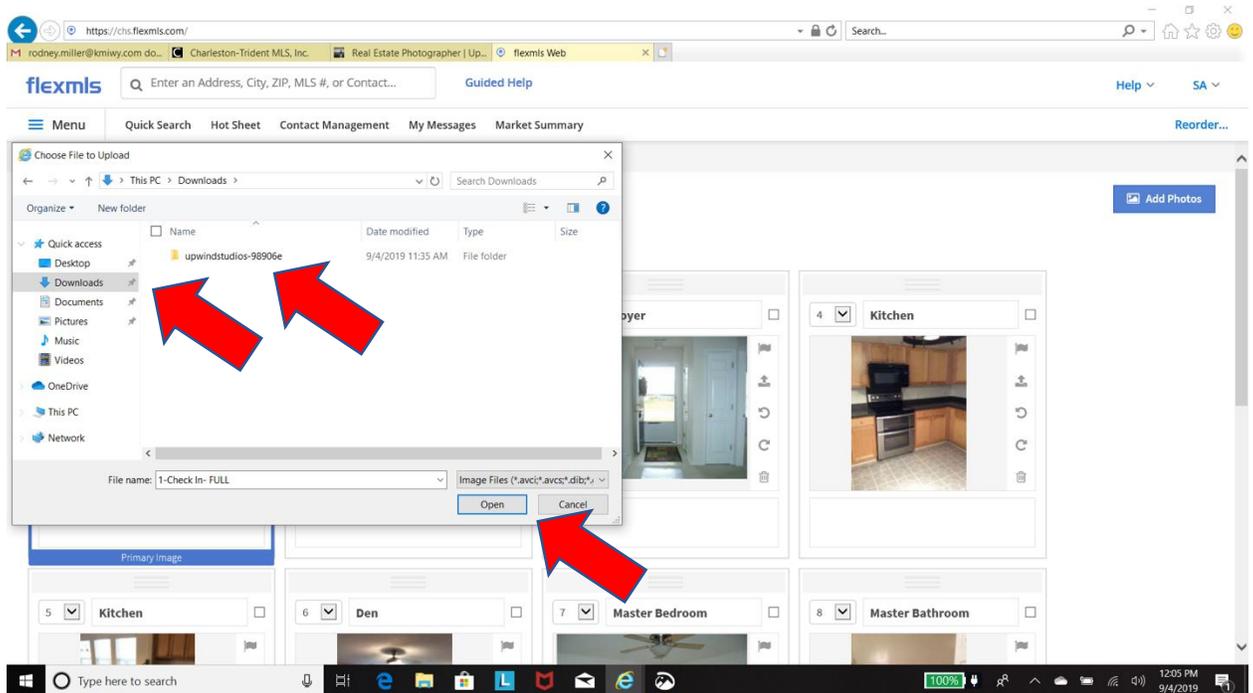
8. Select a destination folder and click “Extract”. Your computer will most likely default to “Downloads” again.



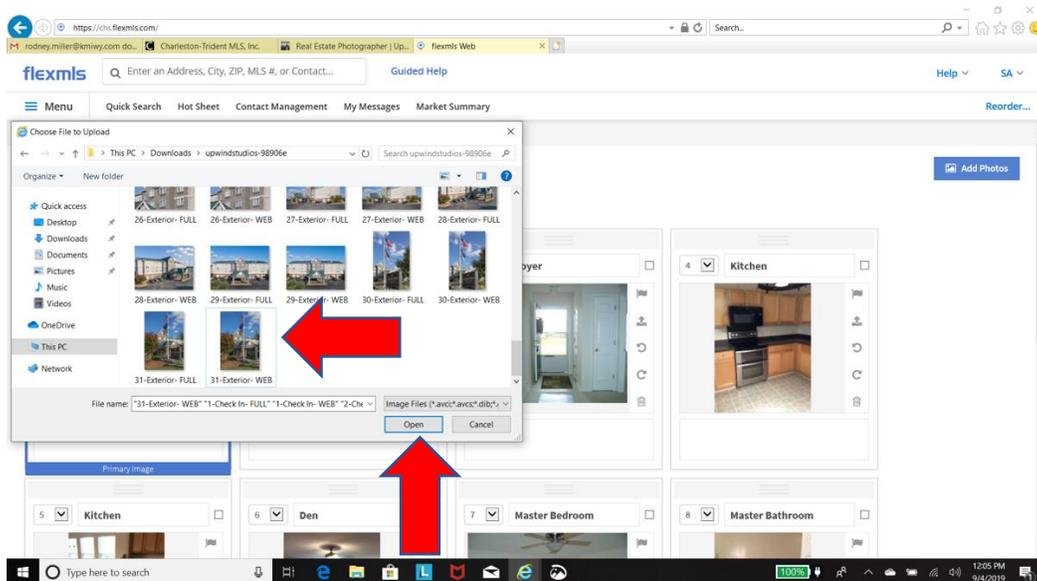
9. If you had left the box checked “Show extracted files when complete”, this folder will then open with all the photos inside when complete.



10. Open the Flex MLS and Navigate to the Add Photo section. It will either be in the incomplete listing area or new listing section. When you click on “Add Photos” a dialog box will appear. You will need to navigate to the “Downloads” and select the folder. Click Open.



11. The folder will open with all of the files inside. Single Click the first photo, scroll down to the bottom and while holding the “Shift” button down, click on the last photo to select them all. Click Open and the photos will begin uploading into the MLS.



12. That's it! Feel free to give me a call if you have any other issues.