

Entering My Photo Gallery Information

1) In order to make changes to the 'Photo Gallery' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



3) Select the property you are editing from the 'Villa Owners Menu'

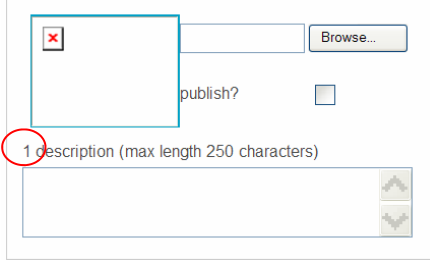
4) Select 'edit villa' option to the right of the tabs.



5) Select the 'Photo Gallery' tab.

A screen will appear filled with boxes like this:

You will notice all the boxes are numbered. This is the order your photos will appear. Please make sure No. 1 is a picture of the front of your property



6) Select Browse and locate the digital photo on your computer.

7) Once you have located your photograph please select 'Open'.

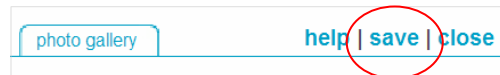
8) Tick the publish box if you wish for the photograph to appear in your advert.

PLEASE NOTE THAT YOUR PHOTOS WILL NOT APPEAR UNTILL YOU SELECT SAVE (part 11)

9) Enter the description for your photo. Even single words are better than nothing.

10) Repeat steps 6 to 9 in each photo box.

11) Select save.

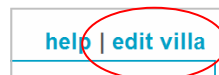


Please be aware that the size of your digital photographs will affect the time it takes to upload them. If you have difficulties please try reducing the size of your photos. If you need any assistance please contact us.

DON'T FORGET

Once you have saved all the information and uploaded your photographs you may need to go back to the Description tab and select 'Publish Villa'.

You may need to select 'edit villa'.



Once you have selected the 'Publish Villa' tick box remember to select save.

