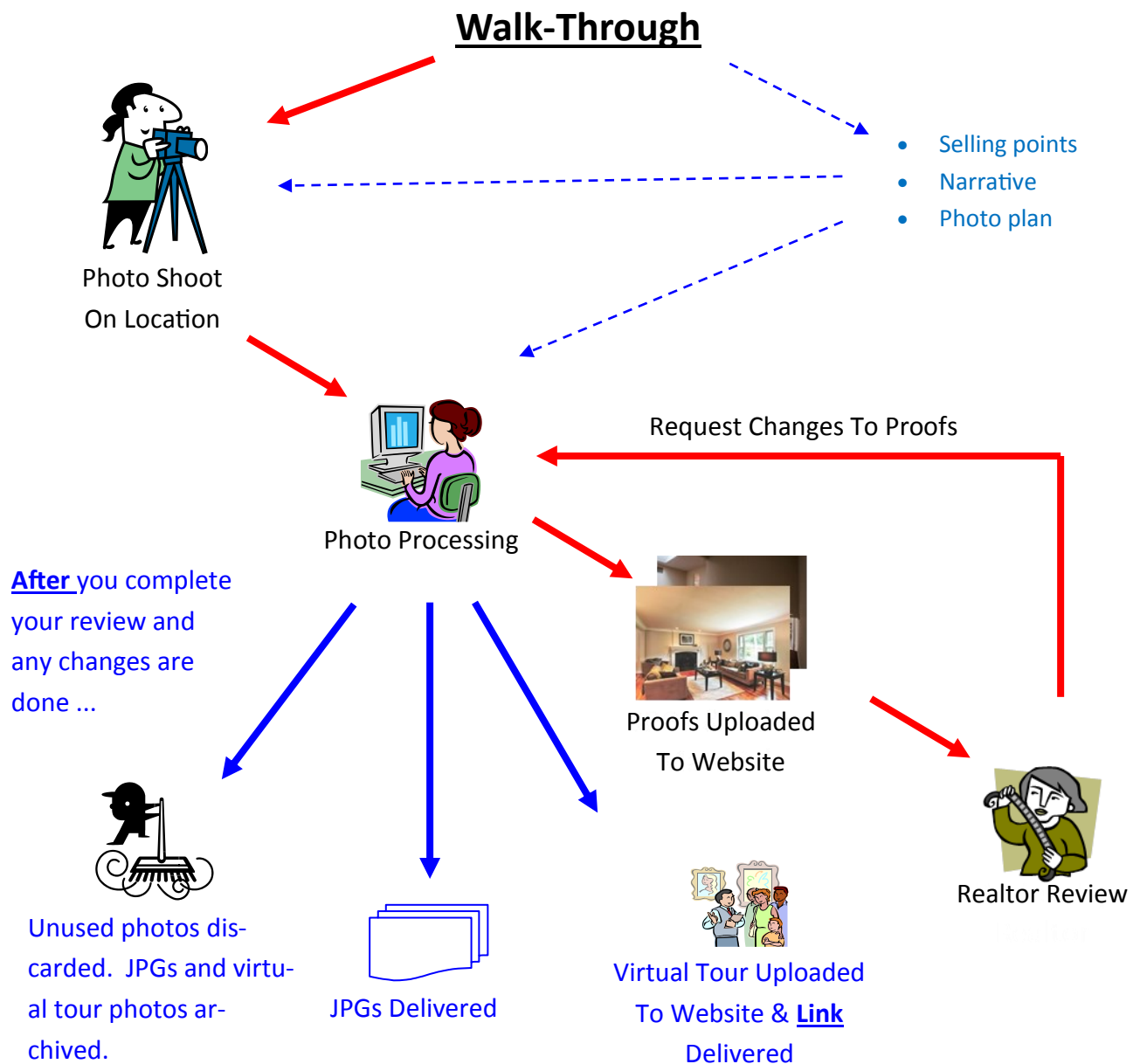


## Photographing Your Listing

### Our Workflow



## Some Do's and Don't's

- **DO** Review your proofs as soon as you can after we send you the link.
- **DO** Request changes you would like us to make to lighting, color balance, etc. Identify photos by their caption (see below for abbreviations).
- **DO** Tell us when you have completed proofing and approved the proofs. **IF YOU DO NOT**, we have no way of knowing when to create your JPGs and send them to you.
- **DO NOT** Copy proofs and insert proof photos into your MLS listing or brochures. Your photos will be lower quality: grainy, poor color rendition, wrong size, etc.
- **DO** Wait for the JPGs to ensure high quality photos. Add these photos to the MLS.
- **DO** Use MLS editing tools to size your photos, add *your* captions, put them in the order *you* choose, etc.

## Where You Can Find Your Proofs and Tour

We will send you *case-sensitive* links to your proofs and tour by email. They all have the same format. The address is usually compressed like this:

**1234 East West Street** becomes **123EastWest**

Proofs

**www.hearthstone.photo/proofs/listing address**

Virtual Tour

**www.hearthstone.photo/vtour/listing address**

## How We Deliver Your JPGs

We can deliver your JPGs in any format you like, including CD, eMail, or via the Web. Most clients prefer Dropbox (go to [www.dropbox.com](http://www.dropbox.com)). Dropbox is a free file transfer tool used everywhere.

# Abbreviations We Use For Your Proofs

<u>Abbreviation</u>	<u>Meaning</u>	<u>Example</u>
Foy	Foyer	Foy 2
LR	Living Room	LR 0
DR	Dining Room	DR 1
GR	Great Room	GR 3a
MBR	Master Bed Room	MBR 0
GBR	Guest Bed Room	GBR 4
Media	Media Room	MR 2
FR	Family Room	FR 0
MBath	Master Bath	MBath 1b
GBath	Guest Bath	GBath 2
O	Office	O 2
RecRm	Rec Room	RecRm 0

## Proof Caption Layout/Meaning

