Duplicate Photo Galleries

If you use the same photo gallery for multiple listings, you can duplicate that photo gallery and assign it to another listing so you don't have to create it multiple times!

Duplicate Photo Galleries

1. From your Roster, go to My Listings, and select any of the lists.



2. Select the listing you would like to copy the photo gallery from.



3. Select **Photo Gallery**, from the menu on the top.

Price: \$6 815 Wes	6,000 / per month stem Ave, Seattle, WA 98104	noto Gallery Lating Location Remove f	om Hor Sheet 2 Ungublish Lising	Active
		LISTING INFO	AMENITIES INFO	
Tr	Mrs. Jones heading			
- 4	comments			
Þ	virtual tour			
	Property lype		01514	Kental
	Address		V CI8	Ne Ne
	Single Stopy			No
	Bedrooms			110
	Bathrooms			
	Year Built			
	Square Feet			SF
creat	ed: 09 Dec, 2016			

4. Select the Action Button in the top left corner.



5. Select the **Duplicate** from the menu.



- 6. Select which listing you would like the photo gallery to go (Circled below)!
- 7. Select Duplicate (See below).

Duplicate Gallery				
Assign this photo gallery to a listing.				
ACTIVE LISTINGS	UNPUBLISHED LISTINGS			
NO GALLERY S555 Market St Seattle, WA 98107 Northwest MLS / 1 Non MLS Listing: Rental				
NO GALLERY Northwest MLS / 1 Non MLS Listing: Rental				
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	CANCEL DUPLICATE			

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