

Industry Portal Instructions



How to Add Images to Your Listing

Updated February 2026

Industry Portal Instructions



Uploading images works the same way for every type of listing whether it is a business, deal, or event.

Thumbnail Image

Only one thumbnail image can be added. This image should have an aspect ratio of 3:2 and 337x225 pixel dimensions are recommended.

1. Click the x to remove the generic thumbnail image.

THUMBNAIL IMAGE



default_image_1.jpg

The image should have an aspect ratio of 3:2 and 337x225 pixel dimensions are recommended. Partners, please preview your thumbnail before submitting your listing. Improperly sized or low quality thumbnails will be rejected.
The maximum number of media items have been selected.

- a. Click Add Media to add a new thumbnail image.

THUMBNAIL IMAGE

No media items are selected.

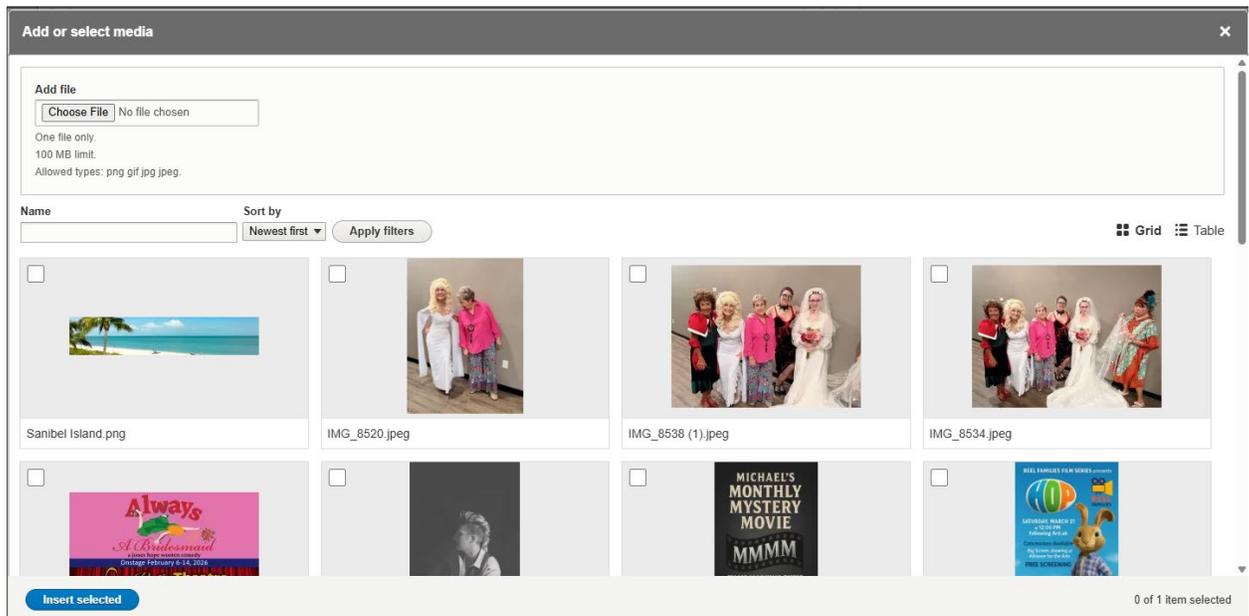
[Add media](#)

The image should have an aspect ratio of 3:2 and 337x225 pixel dimensions are recommended. Partners, please preview your thumbnail before submitting your listing. Improperly sized or low quality thumbnails will be rejected.
One media item remaining.

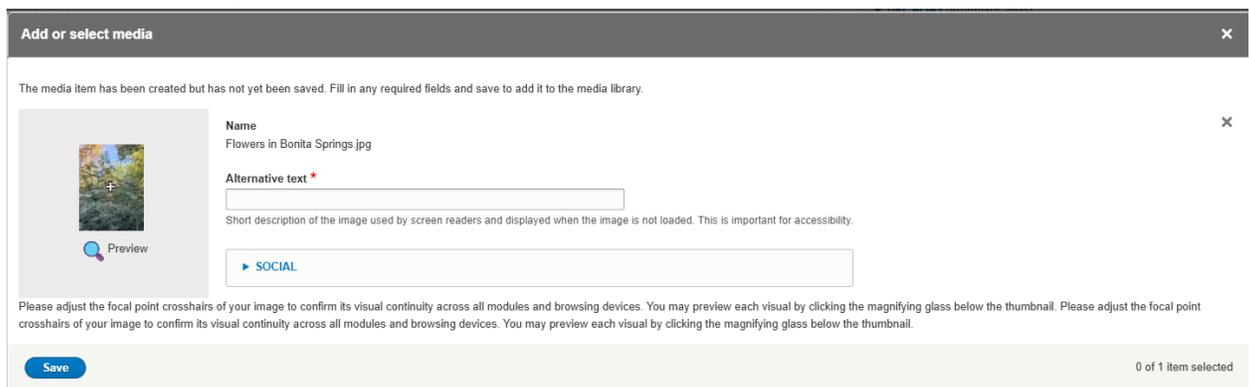
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- b. In this media gallery you will see images that have already been uploaded. Click Choose File to add an image from your own computer files.



- c. Once you have selected the image you would like to upload from your files, this box will be prompted. Here you will be required to add alternative text. Alternative text is a short description of the image that will be used for low vision or blind users as well as when the image does not display. Then, hit save.



- d.
- e. Your image will automatically be selected in the media gallery once it has been added to our system. To confirm your upload, you will need to click Insert Selected to move the image from the Media Gallery to your listing.

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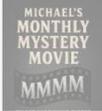


Add or select media

Add file
Choose File No file chosen
One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

Name: _____ Sort by: Newest first Apply filters

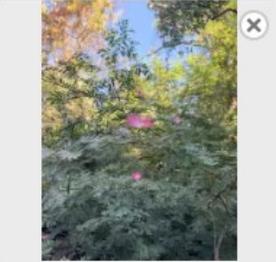
Grid Table

<input checked="" type="checkbox"/>  Flowers in Bonita Springs.jpg	<input type="checkbox"/>  Sanibel Island.png	<input type="checkbox"/>  IMG_8520.jpeg	<input type="checkbox"/>  IMG_8538 (1).jpeg
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 

Insert selected 1 of 1 item selected

- f.
- g. Your thumbnail image has been successfully added.

THUMBNAIL IMAGE

 Flowers in Bonita Spring...

The image should have an aspect ratio of 3:2 and 337x225 pixel dimensions are recommended. Partners, please preview your thumbnail before submitting your listing. Improperly sized or low quality thumbnails will be rejected.
The maximum number of media items have been selected.

GALLERY

No media items are selected.

Add media

Images should have an aspect ratio of 3:2 and 845x745 pixel dimensions are recommended.
10 media items remaining.

- h.

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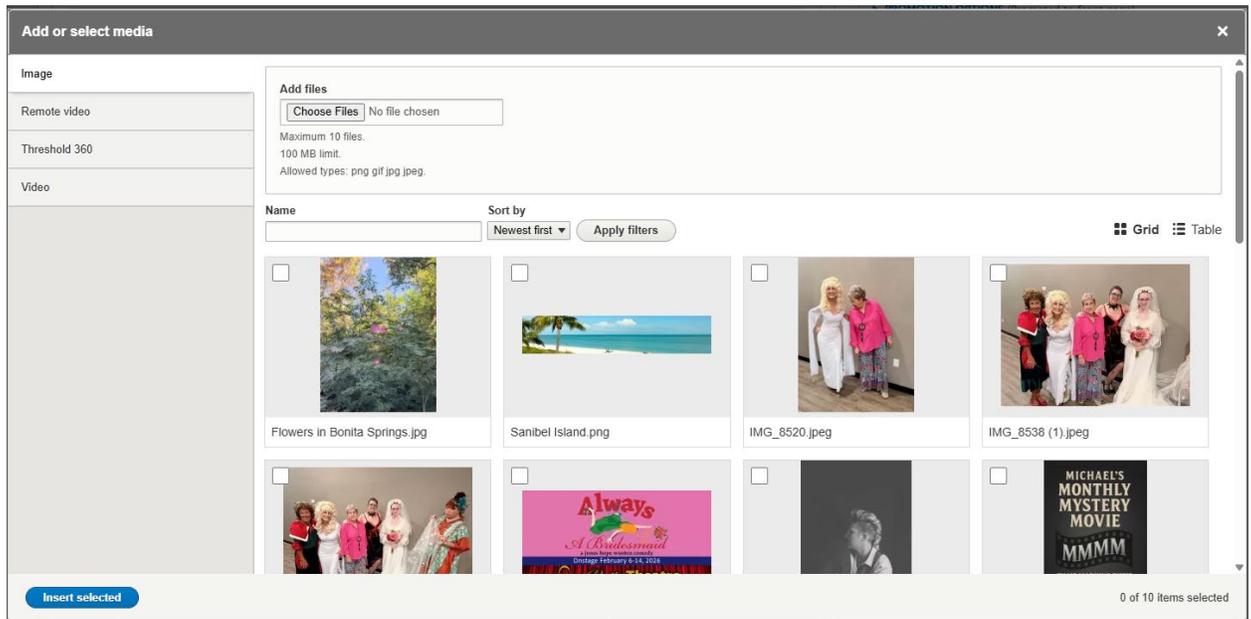
Gallery Image

Up to 10 gallery images can be added. Images should have an aspect ratio of 3:2 and 845x745 pixel dimensions are recommended. Thumbnail images can be reused but keep in mind recommended pixel sizing.

- a. Click Add Media to add your images.



- b.
- c. You will get the same view as if you are adding a thumbnail image. If you are adding new images, follow steps b-f from Thumbnail Image instructions.

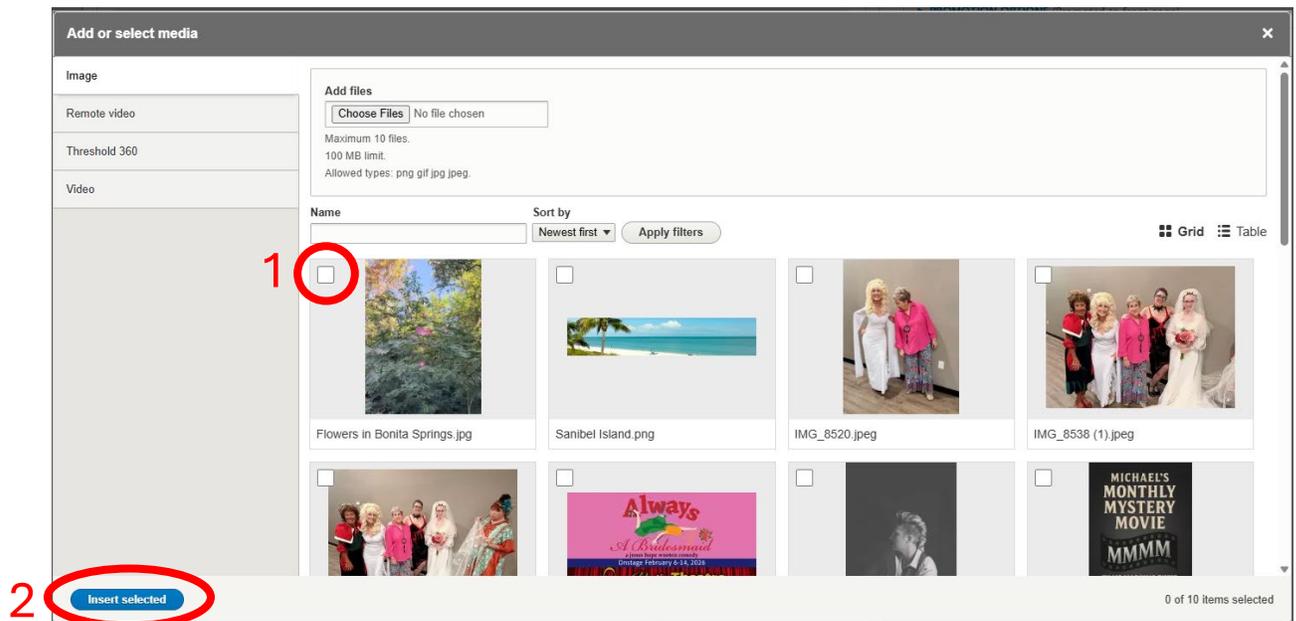


- d.

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- e. Or if you choose to add the thumbnail image to your gallery you will see that image already to the media gallery BUT it still needs to be added to your listing. Keep in mind the spec sizes.
- f. Start by selecting the image you want that has already been uploaded to the gallery such as the example below with the #1. Then select “Insert Selected” to add the image to your listing.



For any questions or requests for assistance, please contact vcblistings@leegov.com.