

## How to list an item on bidorbuy.co.za

### 1. Images

The first thing you need to do is make sure all your images you want to use are ready. Your images may need to be resized, cropped and optimised (file sizes for each image need to be less than 50kb). Once you have taken the photographs with your digital camera do the following:

#### 1.1. Resizing.

- i. Open the software program called *IrfanView*.
- ii. On the menus select **File -> Open** and browse to select the image you want to use.
- iii. On the menus select Image -> **Resize/Resample**
- iv. Change the width setting to suit. Normally 400 to 500 pixels in width is a good size.
- v. Click **Ok**.

#### 1.2. Cropping.

- i. Using your mouse left click and drag the mouse selecting the area you want to crop.
- ii. On the menus select **Edit -> Crop Selection**

#### 1.3. Optimising.

- i. You will want to save your image in an optimised format. On the menus select **File -> Save as**.
- ii. In the menu box that appears make sure the file type selected is **JPG – JPEG files**.
- iii. Give the file a different name under **File name** if necessary.
- iv. Select an alternative folder / directory to save the file in if necessary and click **Save**.

1.4. Check the new resized/cropped and optimised file in Windows Explorer to ensure that it is below 50kb in size. If not you will need to make the physical size (under point 1.1 above) smaller.

1.5. Repeat steps 1.1 to 1.4 above for all your images.

### 2. Creating the Item

2.1. Open Internet Explorer and go to [www.bidorbuy.co.za](http://www.bidorbuy.co.za)

2.2. Click on **My bidorbuy** in the top navigation.

2.3. Log in using your bidorbuy username and password.

- 2.4. Click on the **Selling** tab and then click on **Auction** or **Buy Now** from the options down the left hand side depending on what format you would like to use to list your item.
- 2.5. Complete the fields on this page to suit the items you are listing. Note that a red star (\*) next to the field name indicates a compulsory field and must be completed. In order to use the online HTML editor you're your description you will need Internet Explorer Version 6.0 or later (available on the bidorbuy CD).
- 2.6. To upload images.
  - i. Click on the **Upload Item Image** button between the Title and Description fields.
  - ii. On the resultant pop up window click the **Browse** button and locate the relevant image on your computer's hard drive.
  - iii. Select the Image and click **Open**.
  - iv. Now click on the **Upload** button (on the page that originally popped open).
  - v. Once the image has uploaded (this may take a little while), copy the image URL (this is the string beginning with "http").
  - vi. Click **Return to item**.
- 2.7. In order to add an image in the description, make sure your cursor is in the place where you want the image to be inserted. Click on the **Insert Image** icon on the HTML editor. Paste the image URL (the thing beginning with "http") into the box. Click the **Insert** button.
- 2.8. You may find it easier to adjust the zoom option on the HTML editor to 50% whilst you are doing this.
- 2.9. Repeat points 2.7 to 2.8 above for all images you want to add.
- 2.10. Once you have entered all required fields scroll down to the bottom of the page and hit the button **Create Listing**.
- 2.11. If there are any errors you will be promoted to correct these otherwise you will be asked to confirm your listing by clicking on **Submit Listing** on the following page.