



Making the Move to My Florida Regional MLS

Quick Tips and Tricks

1. **Full View or F11** - Increase screen size by freeing up space by shrinking your Internet Explorer toolbar. Using the toolbar, click on **View** and then click on **Full View**. To put it back when done, just follow the steps again, click on **View** again and **Full View**. A simple shortcut for these same steps is the **F11** key.
2. **Control + N**. To open up two MLXchange browser sessions at the same time to multi-task, simply press the **Control** button and **N** at the same time on your keyboard.
3. **Shortcut for Picklists**. Use **Shift + Click** Your Mouse button on each selection OR **Shift + Ctrl** button to select a range or multiple fields in a picklist when creating search templates, grid/column views or selecting values within a search picklist. Click the **First Letter** of the field you want to select within a picklist. For example, click P in a picklist to find Pool.
4. **Shortcut for Search Picklist**. In addition to the above, a quick way to **Select All** or **Select None** within a search picklist such as Area is to simply place the cursor within the picklist and **Double Click**.
5. **Shortcut to Select All on Results**. To **Select All** properties on the **Results** screen (Grid View), click on the **Check Box** in the first column. Click again to deselect all.
6. **Expand or Collapse Thumbprint View**. To expand or collapse the thumbprint view while on the **Results** screen (Grid View), place the cursor on any text field within the one liner report for the specific property you wish to view. Click again to collapse. Note: Avoid fields such as MLS # and Address which are linked to other features such as Detail Report and Map. Fields with hyperlinks to other features are underlined.
7. **Zoom and Crop Images**. Use the zoom control when submitting an image to ensure it fills the screen (no white space). Pan and crop using a right mouse click. Images cannot be modified once they have been uploaded. If you wish to make changes, you will need to reload and replace previously submitted image.
8. **Sign Out**. Always use the **Sign Out** button near the MLXchange toolbar to log out of MLXchange. Closing the Internet Explorer browser session does not properly log you out of MLXchange.

Online MLXchange Tutorials and Webinars

Online tutorials and recorded webinars are available to supplement your MFRMLS and local association training. Additional tutorials and webinars can also be found by clicking on "Tutorials and Recorded Webinars" section in the Resources menu from within MLXchange. Webinars and online training can also be found by visiting www.mfrmlsuniversity.com.

Please note if you are using a MAC to access MLXchange, please click [here](#) to download the instructions for installing and running the IDS solution which allows for access to MLXchange via a MAC computer.