

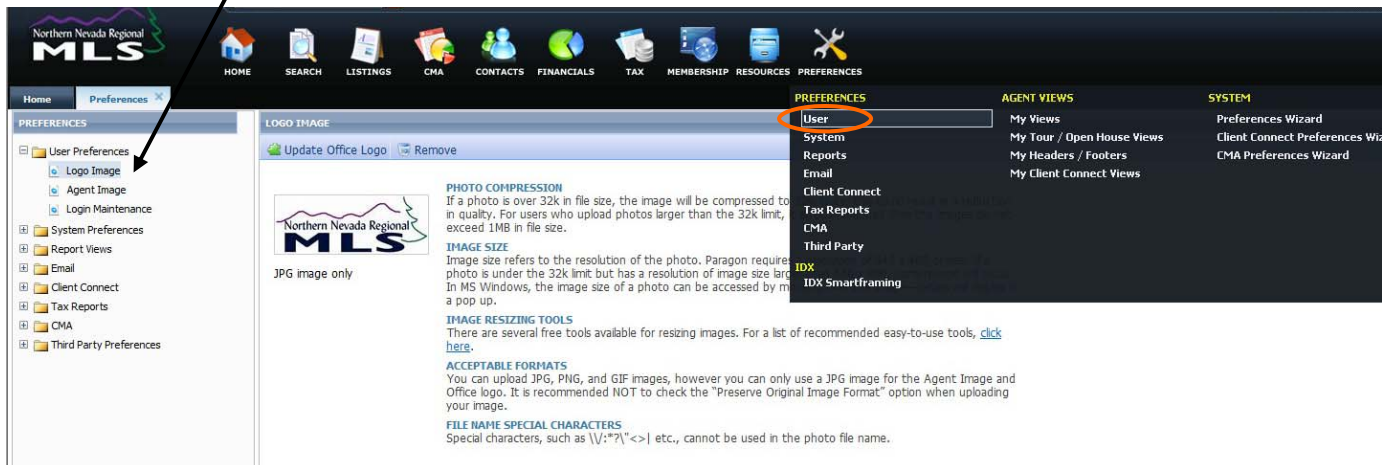
Upload Your Photo and Logo into Paragon

Adding your agent photo and office logo into Paragon Online has many benefits. Your photo and logo will automatically be placed on any of the customizable brochures and handouts, and will appear on the custom web pages that are created when you e-mail listings to your client. Your agent photo will also be distributed to the NNRMLS consumer website, www.nnrmls.com. You can also easily add them to your e-mail signature block and CMA presentations.

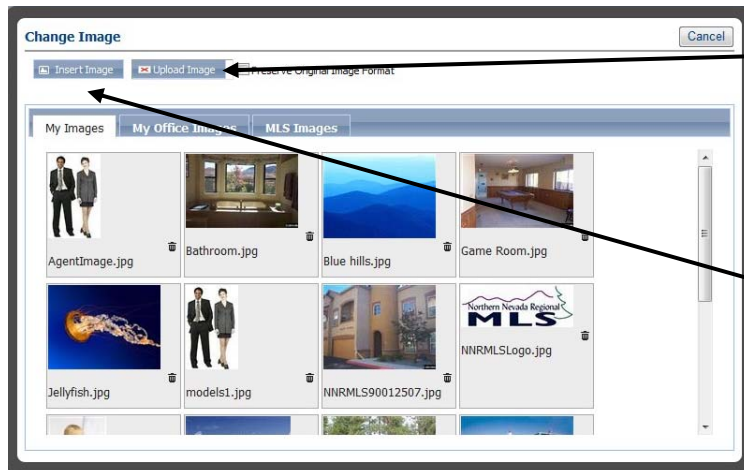
To start, you will need to have an electronic image available on your computer's hard drive or on a CD or Flash Drive. This image must be a .JPG or .JPEG and be no larger than 640x480 pixels. For the best results, your image should be between 200x200 and 300x300 pixels.

Next, select User from the Preferences Menu in Paragon.

Under the User Preferences folder, select the Logo Image or Agent Image.



Click **Update** button.



On the Change Image dialog box, click on the Upload Image button to upload a new image into your image folder.

Browse to the image you wish to upload, and click the Open button to upload the picture from your computer to Paragon.

Once your picture has been uploaded into the Paragon system, click on the Insert Image button to place your image.

Once your image has been uploaded into the Open Image dialog box, you may use that image in other places in the Paragon system, such as the E-mail signature block or the CMA presentation.