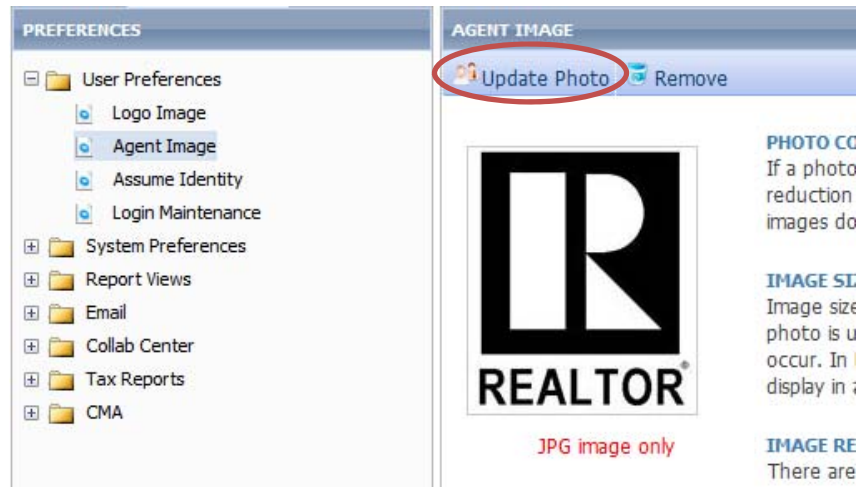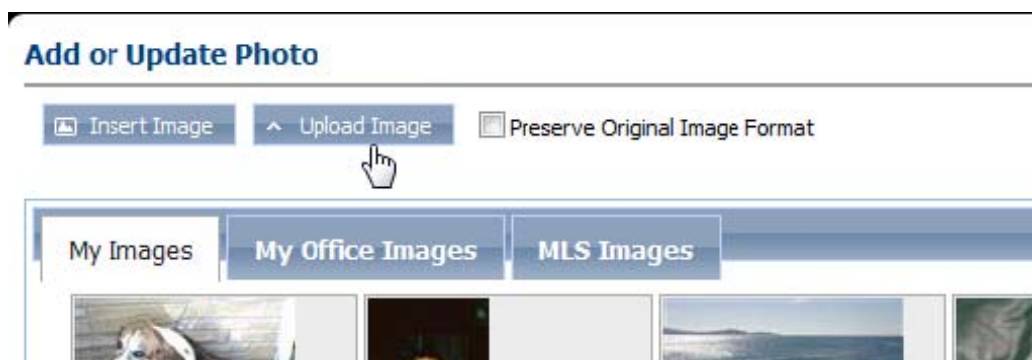# Agent and Logo Image Uploads

Size requirements for listing photos also apply to Agent and Logo photos. They must be .jpg, about 125KB in size, and 1280x960 pixels. To load these pictures into Paragon:

Agent Image

To add your Agent Image, click on **Preferences** and choose **User**. On the left side menu choose **Agent Image.** Above the photo space, click on **Update Photo.**
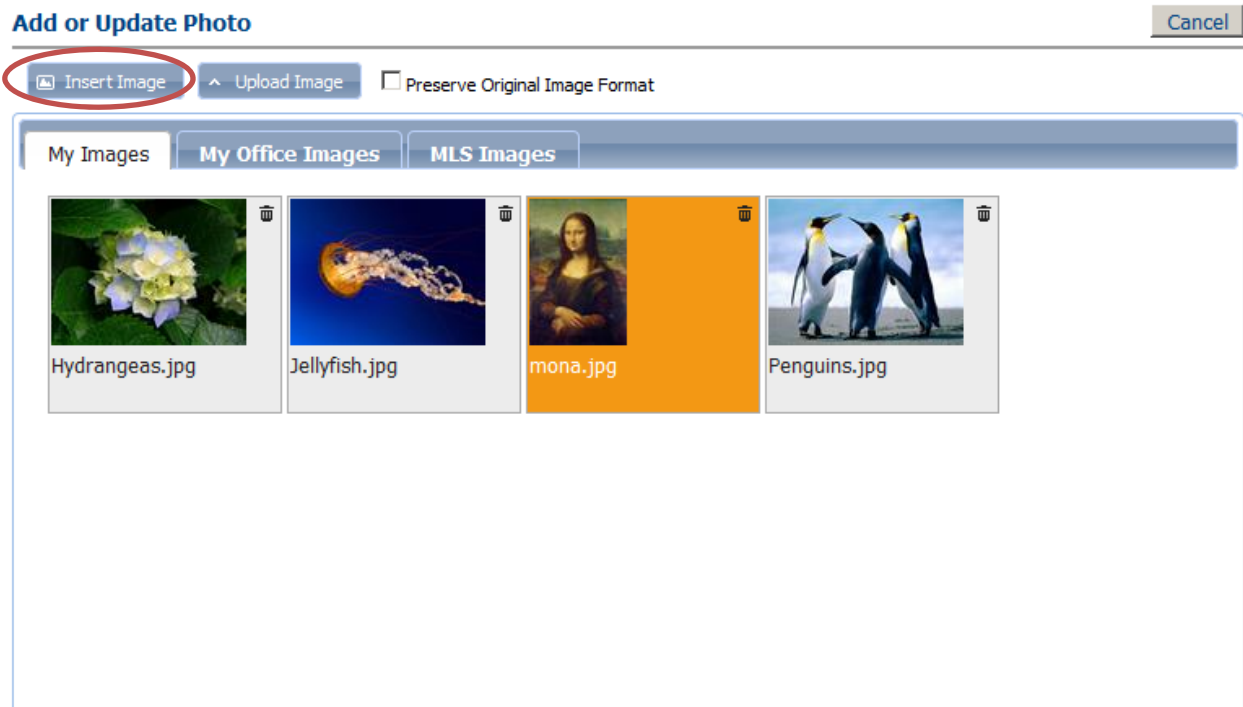

In the modal window that appears, click on **Upload Image** at the top. This will allow you to browse out to your computer for a previously saved and appropriately sized image.

When you find the image, **double click** on it. This will add it to the list of choices you have in your modal window. Click Start Upload and the picture will be added to the My Images folder.

Click on the image so it is highlighted yellow, and then click Insert Image in the upper left-hand corner of the modal window. If you can see the image in the Agent Image space, it has been successfully uploaded, and will appear on your reports.

Logo Image

Logo images are loaded in the same way Agent images are. There are a few more options for pictures, however.

When you click on Update Office Logo, you will see 3 tabs that you can select from – **My Images**, where you can load your own logo, **My Office Images**, where the Broker can load a logo for the office, and **MLS Images**, where the MLS has loaded a few logos for everyone to use.

As with the Agent Images, if you can see the image in the Logo images space, it has been successfully uploaded, and will appear on your reports.

Removing Agent Photos and/or Logos
If you ever move companies or are unhappy with your picture or logo and you need to remove it, but you do not have a replacement, you can remove the image by simply clicking on **Remove** above the image space. The space will revert to the default, and you can always go back and upload a new image when you are ready.