

Sarah Adams

REALTOR

M: 734.417.1415

E: sadams@reinhardtrealtors.com

W: sarahadams.reinhardtrealtors.com

Reinhart
R E A L T O R S

Directions *(print Page 2 so it's easier to follow along)*

The smart fields should fill out automatically. If they do not, **click on the link in Red Bar at the top of this document and fill in the fields. You will not have to fill out the fields again.**

1) After your smartfields populate you need to download your email signature image:

In the upper right click the blue **Download** button
Select **PNG file, Page 1** and choose **SCREEN 72 dpi**. Then click **Download** (know where the file is saved, or in some cases you can select where you want the file to be saved).

You are now finished with Lucidpress. Move on to step 2.

2) You need to create a URL for the email signature image you just downloaded. A good way to do this is by going to the backend of your website (www.reinhartrealtors.com/admin):

- Create a new tab in your browser and type in www.reinhartrealtors.com/admin
- Log in, then click **'My Info'** on the left, then under that click **'My info'** again
- In backend scroll down to **"Step 3 - General Information"**
- Click **Image Icon** (just right of the paragraph alignment icons)
- Click **'Upload'** Tab at top of pop-up window
- Click **'Choose File'** > Select the email signature image you just downloaded
- Click **'OPEN'** or **'OK'** **THEN** click **'Send it to the Server'**
- At the top, click inside the **URL field**, select all & copy
- Click **'Cancel'**

You are now finished with the backend of the website. You can log out and move on to step 3.

3) To insert image into Email signature:

- Open your email
- Click **Gear Icon** in upper right corner and select **Settings**
- Scroll down to **Email Signature** and click **Image Icon**
- Click **'Web Address URL'** and paste URL into field
- Click **'Select'**, then scroll to bottom and click **'Save'** to save changes

If you need help, share this document with either Mary Cox or Greer Thibodeau