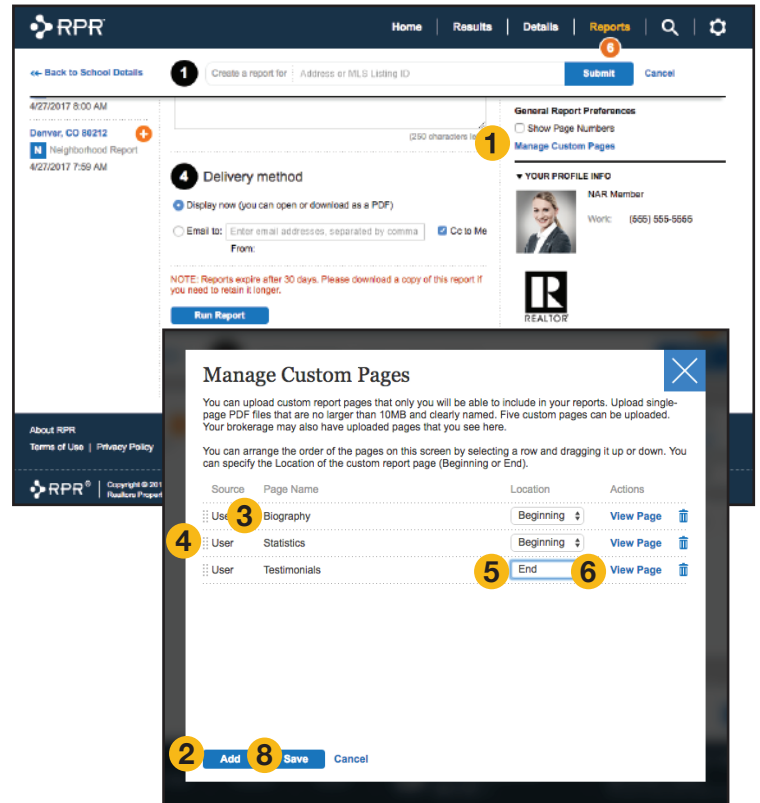


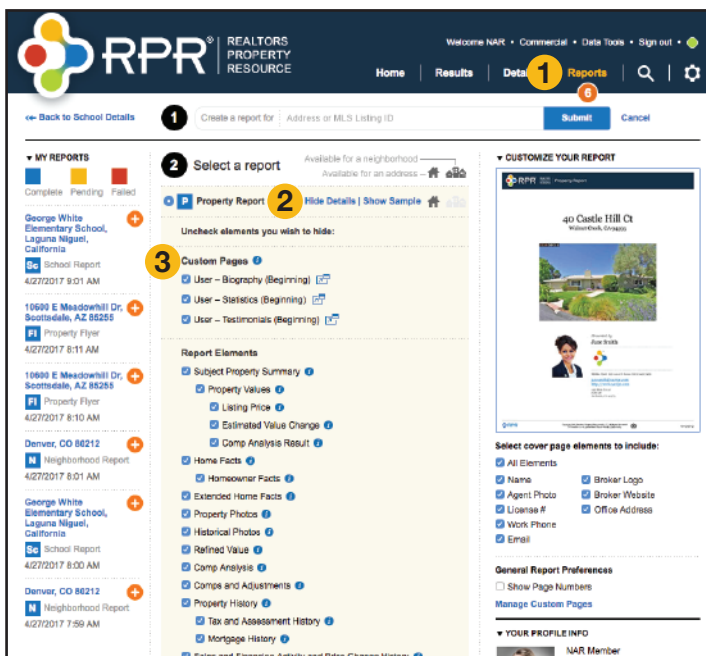
How do I add and manage custom PDF pages?

- 1 On the Reports generation page under *General Report Preferences*, click *Manage Custom Pages*.
- 2 From the pop-up window, select *Add*.
- 3 Select *Browse for File* to choose a PDF file from your computer.
- 4 Click *Open* to start the upload process.
- 5 To rename the document, click the name of the PDF.
- 6 Rearrange the order of the pages by selecting the far left side of the line item and dragging up or down.
- 7 Change the placement of the PDF to the beginning or end of the report under the *Location* toggle.
- 8 Select *View Page* to preview the page uploaded.
- 9 Select the trash can icon to delete the page.
- 10 Select *Save* when finished.



PRO TIP

Your Broker may add custom PDF pages for your reports. Add these pages to your reports following the same steps.



How do I add or remove PDF pages from individual reports?

- 1 From the *Reports* page, select any report.
- 2 Select *More Details*.
- 3 Select or unselect PDF pages under *Custom Pages*.
- 4 Follow the remaining steps to run your report.

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REALTORS® can easily upload PDF's into reports they create from RPR. The feature is an excellent way to showcase your biography, testimonials, additional statistics, and specific marketing tools and methods you employ for your clients.



PRO TIP

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