
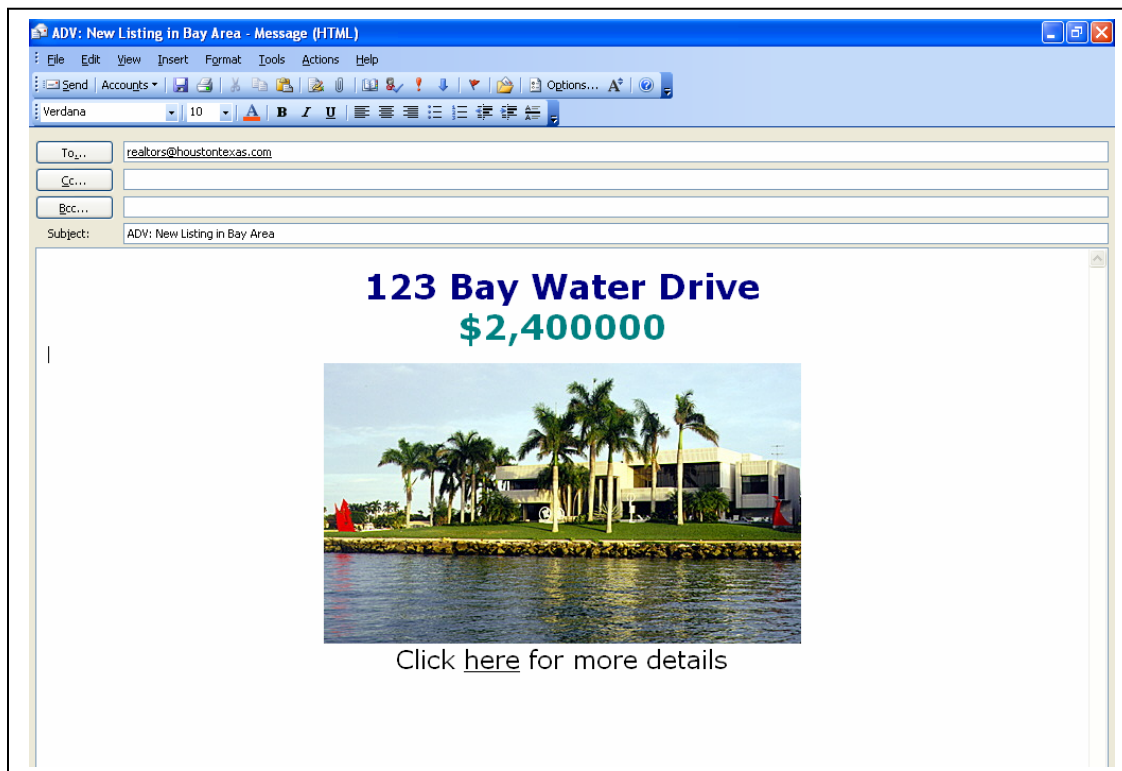


Creating a quick email flyer with a link to a listing

1. First, make sure that your email program is set to send emails in an HTML format.
2. Copy a picture (the front of the home for example) of the listing from HAR or Tempo
3. Open a new email note
4. Add desired text at the top of the email note (don't format until all data has been added!)
5. Make sure there is at least one line between the data at the top of the email and the picture by selecting the enter key twice after you have enter the last line of text at the top of the email.
6. *Paste* the picture in the email note (Refer to "Copying Pictures from the Internet) and select the *Enter* key.
7. Below the picture, type "click here for more information"
8. *Highlight* the word '*here*' and create a hyperlink for it:
 - a) *Right click* on the word, '*here*'
 - b) Select *Create Hyperlink* or *Hyperlink*
 - c) In the address field, type a link to the listing. (See page 2 for instructions) and select OK
9. *Select* the picture and create the same hyperlink using #8 a-c
10. Complete the formatting of the text at the top of the picture
You can center the picture and all the text in the email note by selecting the text and picture, then selecting the Center  button on the standard toolbar
11. In the subject line, describe what the email is advertising: [the recipient might not open it]
 - a) ADV: New listing in Memorial
 - b) ADV: Open House on Saturday, January 10th, 2004
 - c) ADV: Reduced Price! 123 Apple Way



Copying, Cutting and Pasting Text and Pictures

- Copying and pasting text and pictures is a Windows function that works in any Windows-based program. *The key is to find the source and destination*
- Copying text or pictures leaves the data in the source.
- Cutting text or pictures moves the data from the source.

Definitions

SOURCE: Picture or text to be copied

DESTINATION: Location for picture and text to be placed

Copy Text

1. Select the Text from the source
2. Select **Edit, Copy** or **Right Click** and select **Copy**
3. Navigate to the destination
4. Select **Edit, Paste** or **Right Click** and select **Paste**

Cutting Text

1. Select the Text from the source
2. Select **Edit, Cut** or **Right Click** and select **Cut**
3. Navigate to the destination
4. Select **Edit, Paste** or **Right Click** and select **Paste**

Copying pictures

1. **Select** the picture from the source
2. Select **Edit, Copy** or **Right Click** and select **Copy**
3. Navigate to the destination
4. Select **Edit, Paste** or **Right Click** and select **Paste**

Copying pictures from the Internet

1. **Right Click** on the picture from the source
2. Select **Copy**
3. Navigate to the destination
4. Select **Edit, Paste** or **Right Click** and select **Paste**

You can also use the buttons on the Standard Tool Bar to **Cut, Copy** and **Paste**



Shortcut Key Strokes

- Copy: Control + C
- Paste: Control + V
- Cut: Control + X

Inserting links on pictures and text

1. Select text or picture
2. Right click and select Create Hyperlink
3. Add the forward slash and the MLS number in the address field

Example:

www.har.com/123456