

## Fact: Spreadsheets can be customized to your preferences

The screenshot shows the Paragon MLS interface with the Preferences menu open. The 'System' option is selected, leading to the 'System Preferences' section. The 'Result Options' tab is active, showing settings for 'SPREADSHEET PAGE SIZE' and 'SPREADSHEET PAGE TYPE'. Annotations with yellow dashed boxes and arrows provide step-by-step instructions:

- STEP 1:** Click 'Preferences' and 'System'
- STEP 2:** Scroll down to 'Spreadsheet Page Size' & 'Spreadsheet Page Type'
- STEP 3:** Select Page Size (# of results/page) from menu
- STEP 4:** Select Page Type. 'Paged' will display a 'Select All' button at the top of each page. 'Virtual' allows the user to scroll through the entire list but no 'Select All' button will be available.
- STEP 5:** Save your new Settings

The 'SPREADSHEET PAGE SIZE' dropdown is set to 50. The 'SPREADSHEET PAGE TYPE' dropdown is set to 'MLS Default'. A secondary dropdown for 'SPREADSHEET PAGE TYPE' shows options: 'MLS Default', 'Paged', and 'Virtual'.

\*\*Every Paragon MLS system is customized. This Fact page is a sample view of a Paragon system used only for general illustration.