Swiftpage E

Quick Start Guide to:

Global Templates

Swiftpage provides a variety of Global Templates which you can use as a foundation for creating your own customized templates. This Quick Start Guide provides an overview of the Global Templates tab. In order to access this section:

1. Go to www.swiftpageconnect.com.

2. Enter your account details at the top of the screen and click Submit.

3. Once you are on the Swiftpage Connect Portal, click Template Editor.

4. Select the Global Templates tab. The Swiftpage Global Templates appear on the left hand side of the screen. You can sort the list by selecting the appropriate radio button at the bottom of the screen. Read-only templates are listed in red, Advanced in green, and Basic in blue.
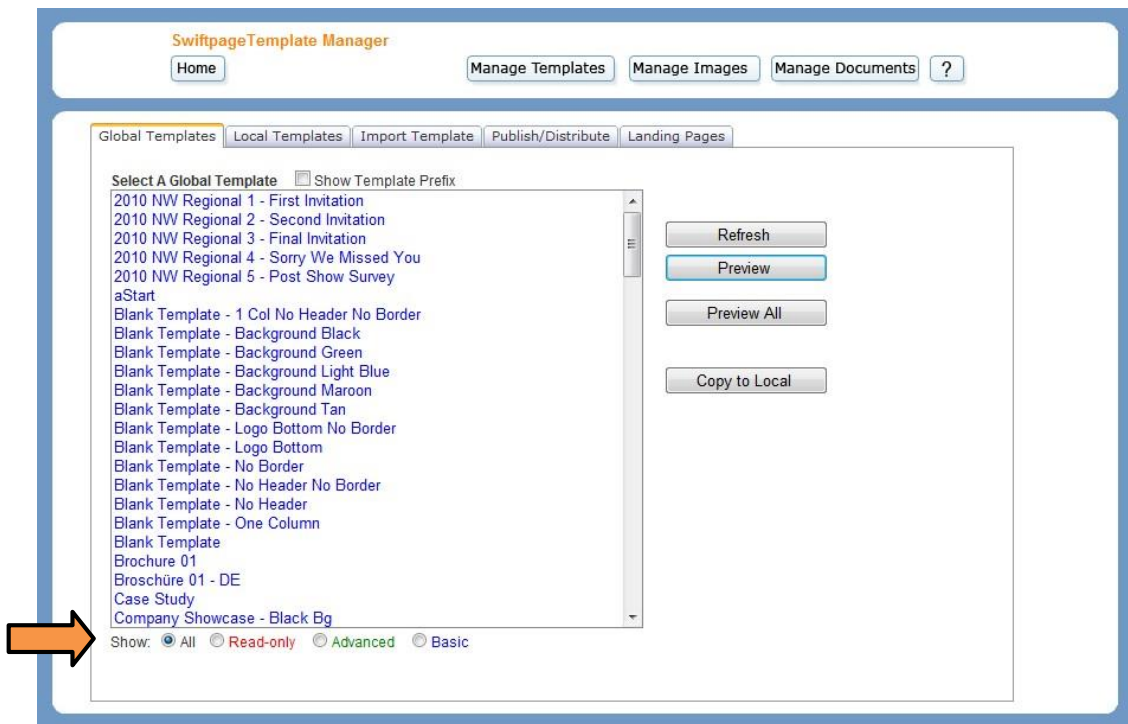
5. Click the Refresh button to show the most up-to-date list.

6. Select a template and click Preview to view that template.

7. Click the Preview All button to open the Swiftpage Template Gallery.

8. Once you have identified the template you would like to use, click Copy to Local.

9. Enter a template name and click Copy. (**Note:** the names of all Swiftpage templates contain a prefix to aid identification and classification. Basic templates contain zzz_, Advanced templates are indicated by the prefix zze_, and zzu_ denotes a Read-Only template.)

10. A confirmation message appears once the template has been successfully copied. Click Local Templates to return to the Template Manager or select Edit Template to begin customizing your template.