

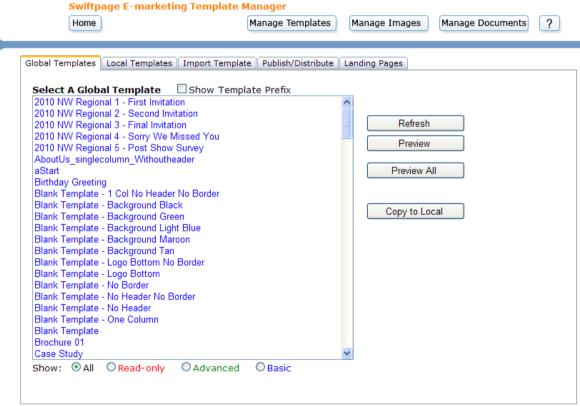
Sage E-marketing for Sage CRM

Quick Start Guide to:

Global Templates

Global templates are templates provided to you by Sage E-marketing for Sage CRM, as opposed to templates you create. To view Global Templates in Sage E-marketing for Sage CRM's Template Manager, please follow these steps:

1. From the Sage E-marketing for Sage CRM Template Manager screen, click on the Global Templates tab.



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- 2. Listed in this window are all of the Sage E-marketing for Sage CRM Global Templates. Read-only templates are in red, basic templates are in blue and advanced templates (usually imported templates) are in green. You can filter them using the radio buttons at the bottom of the screen. From this screen, you can perform the following functions:
 - Click the Refresh button to show the most up-to-date list at any point.
 - Highlight a template and click the Preview button to view that template.
 - Click the Preview All button to be taken to the Sage E-marketing for Sage CRM Template Gallery on the Sage E-marketing for Sage CRM web site.
 - Highlight a template and click the Copy to Local button to copy the Global Template
 into your Local Templates. You will be prompted to give the template a new name (see
 below). Enter the name you desire (note: special characters are not allowed in
 template names). Then click Copy. You will receive a confirmation screen, and from
 there you can view all of your Local Templates or Edit the template you have just
 copied.

Copy to Local Template Library

Template to copy: zzz_aStart
New template name: aStart
Copy