



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.

Swiftpage E-marketing Template Manager

Home Manage Templates Manage Images Manage Documents ?

Global Templates Local Templates Import Template Publish/Distribute Landing Pages

Select A Global Template Show Template Prefix

- 2010 NW Regional 1 - First Invitation
- 2010 NW Regional 2 - Second Invitation
- 2010 NW Regional 3 - Final Invitation
- 2010 NW Regional 4 - Sorry We Missed You
- 2010 NW Regional 5 - Post Show Survey
- AboutUs_singlecolumn_Withoutheader
- aStart
- Birthday Greeting
- Blank Template - 1 Col No Header No Border
- Blank Template - Background Black
- Blank Template - Background Green
- Blank Template - Background Light Blue
- Blank Template - Background Maroon
- Blank Template - Background Tan
- Blank Template - Logo Bottom No Border
- Blank Template - Logo Bottom
- Blank Template - No Border
- Blank Template - No Header No Border
- Blank Template - No Header
- Blank Template - One Column
- Blank Template
- Brochure 01
- Case Study

Show: All Read-only Advanced Basic

Refresh Preview Preview All Copy to Local

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:

Copy

Cancel