



Quick Start Guide to:

Publishing and Distributing

The Publish/Distribute tab allows you to send your Swiftpage templates to other Swiftpage users, both within your account (Publish) and from another account (Distribute). To Publish or Distribute templates in Swiftpage's Template Manager, please follow these steps:

1. From the Swiftpage Template Manager screen, click on the Publish/Distribute tab.

The screenshot shows the 'Publish/Distribute' tab in the Swiftpage Template Manager. At the top, there are navigation tabs: 'Global Templates', 'Local Templates', 'Import Template', 'Publish/Distribute', and 'Landing Pages'. Below these, there is a section for selecting a local template. It includes a checkbox for 'Show Template prefix' and a 'Refresh' button. A list of templates is displayed, with colors indicating their status: green for advanced, blue for basic, and red for read-only. The templates listed are: 'cfg_ms_bales_wrong' (green), 'cfg_ms_bales' (green), 'DCMaryland' (green), 'EMP_justlink' (green), 'PlainText_Test 2' (blue), 'Sample 1' (red), 'Sample' (red), 'SurveyBk Sample 1' (blue), 'SurveyLand Test 6' (blue), 'Test 1' (blue), 'Test 3' (blue), 'Test 4' (blue), and 'Test 5' (blue). Below the list, there are radio buttons for filtering: 'All' (selected), 'Read-only', 'Advanced', and 'Basic'. To the right of the list, there are three buttons: 'Preview', 'Publish', and 'Distribute'. Below the list, there are two empty text boxes labeled 'Templates queued to be Published' and 'Templates queued to be Distributed'.

2. Listed in this window are all of your Swiftpage Local 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.
 - Highlight a template and click Publish to send the template to another user in your Swiftpage account. You will see the screen below when you click this button. Choose the checkbox to publish either as an editable template or a read-only template. Then select the user(s) to whom you wish to publish the template and click Publish to Selected. (Click Publish to All to send the template to all valid

users.) You will be asked to confirm the choice and when you say OK, you will receive a confirmation screen.

Publish Template

Select valid Users in your Account to receive
Template: **Sample 1**

awebb
ctaylor
cvostrejs
dleach
dogdon
dspevak
Google
jburgess
rogdon
Sales

Template will be published as: z_idoescher_Sample 1

- Highlight a template and click Distribute to send the template to another user in your Swiftpage account. (**Note:** to Distribute templates, you should first set up your distribution list in the “Your User Profile” section of My Swiftpage.) You will see the screen below when you click this button. Select the account/user combination(s) to whom you wish to distribute the template and click Distribute to Selected. (Click Distribute to All to send the template to all valid users.) You will be asked to confirm the choice and when you say OK, you will receive a confirmation screen. (If needed, you can also add an account and user ID to your distribution list by clicking the Add User button.)

Distribute Template

Note The selected Users must add your Swiftpage Account and UserID to their "Receive From" list in their distribution list.

Select Users in other Swiftpage Accounts to receive
Template: **Test 4**

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Template will be distributed as: zz_Test 4