



Quick Start Guide To:

The First Step to your First Email: Accessing the Template Editor

To edit a template or create a Swiftpage email from scratch, you will need to access the Swiftpage Template Editor. This Quick Start Guide will illustrate how.

1. Go to www.swiftpage.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.

The screenshot shows the Swiftpage Connect dashboard. At the top left is the Swiftpage logo. Below it is a navigation menu with buttons for Template Editor, Reports, Call List, Drip Marketing, and Leads. An orange arrow points to the Template Editor button. To the right of the menu are buttons for Send Email, List Manager, Surveys, and Social Sharing. Below the menu is a Resource center section with buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right side of the dashboard is a My Swiftpage account management section. It includes a header for brightpeak with a 'visit website >' link, a list of services (email templates, postcards, landing pages, microsites, logos, and more), and account details for 'rs_121211_spe'. Below the account details are buttons for Edit User Profile, Manage Account, and Upgrade Account. At the bottom right is a Support Information section with contact details: Monday-Friday, 5:00am - 8:00pm EST; Phone: 1 (877) 228-8377; For international customers +1-303-978-1000; Email: support@swiftpage.com.

4. Select the desired template from your Local Library. Click Edit to open the editor and begin building your email.

The screenshot displays the 'Swiftpage Template Manager' interface. At the top, there is a navigation bar with buttons for 'Home', 'Manage Templates', 'Manage Images', 'Manage Documents', and a help icon. Below this, a sub-navigation bar includes 'Global Templates', 'Local Templates' (which is highlighted), 'Import Template', 'Publish/Distribute', and 'Landing Pages'. The main content area is divided into two sections: 'Recently Edited Templates:' and 'Select a Local Template:'. The 'Recently Edited Templates:' section shows a list with 'Sample 2'. The 'Select a Local Template:' section has a checkbox for 'Show Template Prefix' and a list of templates, with 'Sample 2' selected and highlighted in blue. To the right of this list is a vertical stack of action buttons: 'Refresh', 'Preview', 'Edit', 'Make read-only', 'Copy', 'Rename', 'Delete', and 'Send test email'. An orange arrow points to the 'Edit' button. At the bottom left, there is a 'Show:' filter with radio buttons for 'All' (selected), 'Read-only', 'Advanced', and 'Basic'.