

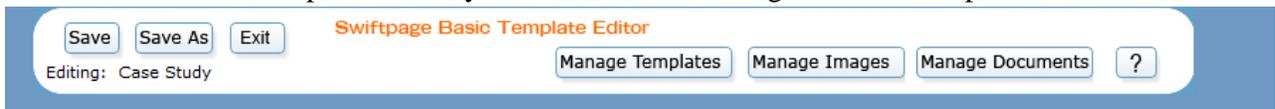


## Quick Start Guide To:

### Saving Basic Templates

This Quick Start Guide will guide you through the steps of saving changes made to your template in the Basic Template Editor.

1. In the Basic Template Editor, you will see the following menu at the top:



2. To save your template, simply click Save.
3. You will then see a screen confirming that you have saved the template. From here you can choose to Continue Editing or Exit.

### Save Template

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Template has been Saved.

Continue Editing

Exit

- a. If you select Continue Editing, you will be taken back to the template editor and the template will remain in "Edit Mode". You must Save and Exit in order to take your template out of "Edit Mode" and send it.
  - b. If you select Exit, you will be taken back to the Swiftpage Template Manager menu.
4. You can also select Save As at the top to save a copy of the template and simply rename the new template:

## Save Template

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### Select a Template to Overwrite:

Background tests	▲
Blue border	
Bluepicky	
Borders	
Case Study	
centering	≡
Chile Relleno Fest	
Contessa	
December 2009 - SupportA	
Halloween Invite	
Hyperlink Example	
lasieglesample	
Logo Demo	
Newsletter 01 white	
Sample	▼

### OR enter a new template name

Save

Cancel