Swiftpage E

Quick Start Guide To:

Share Templates, Users in Your Account

If you have multiple users in your account and want to share templates between users, you will publish your template to the other users. (This is different from template distribution, which sends templates between users in separate accounts.) This Quick Start Guide provides instructions for publishing templates between users on the same account.

Distributing (Sharing Templates with Users in Different Accounts)

1. Log into the My Swiftpage portal via this link: http://swiftpage.com/logineditor.htm.
2. Click on the Template Editor button. (You can bypass steps 1 and 2 by clicking on the Swiftpage icon within the program you use Swiftpage in—ACT!, Outlook, Excel, etc.—and clicking on the Edit Template button.)
3. Open the template you wish to publish to another user.
4. Click on the Template Library tab, click on the Publish Template button, select which user(s) you want to share your template with, then click Submit Selected.

5. You are finished! The published template will now appear in the other user's account in their read-only library, with the prefix z_