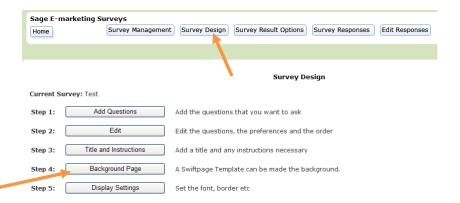**Quick Start Guide To:**

Creating Background Pages for Sage E-marketing Surveys in the Basic Editor

You can design your survey and personalize it by creating a background page for it to appear on. **Note:** this functionality is only available with our Pro and Team level accounts. To create a survey background page, follow these steps:

1. Create a template that your survey will be displayed on. For example you can have a template with a background color then your logo in the upper corner. In the place in the template where you want your survey to appear, put this mail merge field into the text: [[SpeSurveyHere]]

2. Click Save As and add "SurveyBk" to the beginning of the template name (e.g. "SurveyBk XYZ Corp Survey").

3. Go to the Surveys section of Sage E-marketing Connect (log in using the windows at the top of www.swiftpage.com, then click on Surveys) and choose your survey or create a new one within the Survey Manager. When you have the survey as you need it, click on the Survey Design button and then click on the Background Page button (see below).

Sage E-marketing Surveys

Home | Survey Management | Survey Design | Survey Result Options | Survey Responses | Edit Responses

Survey Design

Current Survey: Test

Step 1:	Add Questions	Add the questions that you want to ask
Step 2:	Edit	Edit the questions, the preferences and the order
Step 3:	Title and Instructions	Add a title and any instructions necessary
Step 4:	Background Page	A Swiftpage Template can be made the background.
Step 5:	Display Settings	Set the font, border etc

4. Choose the SurveyBk template you just created from the drop down menu, and then click Submit. Your survey will now appear with the background page you designed for it.

Special Instructions:
Survey Background Pages are stored in your template library and include 'SurveyBk' within their name, for example: Elegar

A template must contain the key phrase '[[SpeSurveyHere]]' which is replaced by the survey questions, and no other 'Mail

Your Survey Pages: SurveyBk Test x

Submit

Any future changes to the template selected above, must be saved into your library, then return here and press submit.

Note: survey background templates cannot be emailed as a Sage E-marketing email blast. In other words, surveys cannot appear in the actual body of a Sage E-marketing email sent out to your customers.