



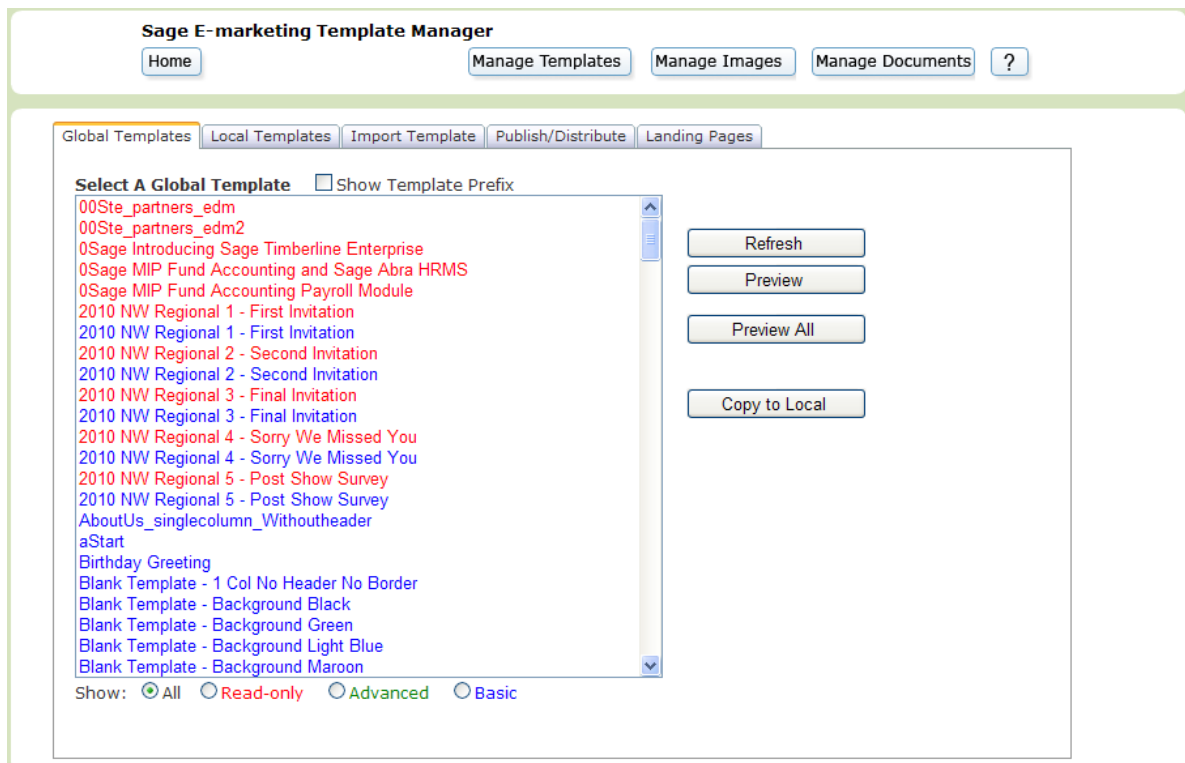
## Quick Start Guide to:

### Global Templates

Global templates are templates provided to you by Sage E-marketing, as opposed to templates you create.

To view Global Templates in Sage E-marketing's Template Manager, please follow these steps:

1. From the Sage E-marketing Template Manager screen, click on the Global Templates tab.



2. Listed in this window are all of the Sage E-marketing Global 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.
- Click the Preview All button to be taken to the Sage E-marketing Template Gallery on the Sage E-marketing web site.
- Highlight a template and click the Copy to Local button to copy the Global Template into your Local Templates. You will be prompted to give the template a new name (see below). Enter the name you desire (**note:** special characters are not allowed in template names). Then click Copy. You will receive a confirmation screen, and from there you can view all of your Local Templates or Edit the template you have just copied.