



Quick Start Guide to:

Importing a Template

To import a template in Swiftpage's Template Manager, please follow these steps:

1. From the Swiftpage Template Manager screen, click on the Import Template tab.

The screenshot shows the 'Sage E-marketing Template Manager' interface. At the top, there are navigation buttons: 'Home', 'Manage Templates', 'Manage Images', 'Manage Documents', and a help icon '?'. Below this is a horizontal bar with tabs: 'Global Templates', 'Local Templates', 'Import Template' (which is highlighted), 'Publish/Distribute', and 'Landing Pages'. The main content area is titled 'Import Template' and shows 'Step 1 of 4: Upload html file'. It contains a text input field labeled 'Select a HTML file' with a 'Browse...' button to its right. At the bottom of the main area is a 'Next' button.

2. Click on the Browse... button, browse for your HTML file, and then click Scan for Swiftpage to scan the file (a required step prior to importing).

3. Swiftpage will perform a scan of your HTML document. If you receive a message saying "No unresolved Image references found," skip to Step 5 below.

4. If you receive a message saying, "Unresolved Image references were detected. These can be resolved in the next step" click on Next. In the screen that opens, you will see, in the dropdown list at the top, the image names from your imported template that need to be matched with their corresponding images.

Import Template

Step 3 of 4: Match References to Images Importing template: **cfg_ms_bales_wrong**

• 6 unmatched image references remaining

1 Choose Image reference to match:

2 Select Matching Image Reference

Upload:

or

Use:

Matched Image References (0)

* Unmatched Images will be displayed as a "Red X" on the verify page and must be changed before sending

Click on an image from the dropdown list, and then click Browse... (under number 2) to upload a new image or select an image from the dropdown list of images from your Image Library to use one of those. If you upload a new image, a window will appear (see below). Enter a name to save the image to your Image Library, then click Match.

Import Template


Upload Image to match Image reference Importing template: **cfg_ms_bales_wrong**

Matching Image: **cfg_logo.jpg**

Image source: chat.JPG

Save Image as:

Image Thumbnail



You will be taken back to the screen asking you to match images. Repeat this process for all images listed in the dropdown menu. When all images are matched, you will see a message that says "All Image references have been matched. Click [Next] to continue Importing." Click Next and proceed to step 5 below.

5. Look over the template to make sure it looks as you want it to. Check for image placement, text placement and so on. If it looks good, click on the "click here to verify" link at the very bottom of your template. If you

need to make changes, click on Back button. If the Swiftpage footer is not visible, click on “Footer not visible” to troubleshoot.

6. Once your template is verified, you are finished. You have imported your template into Swiftpage and it can now be edited. Choose the Import Templates button to import another template or the Edit Template button to edit your imported template. Also, if you click on the Local Templates tab, you should now see your imported template listed.