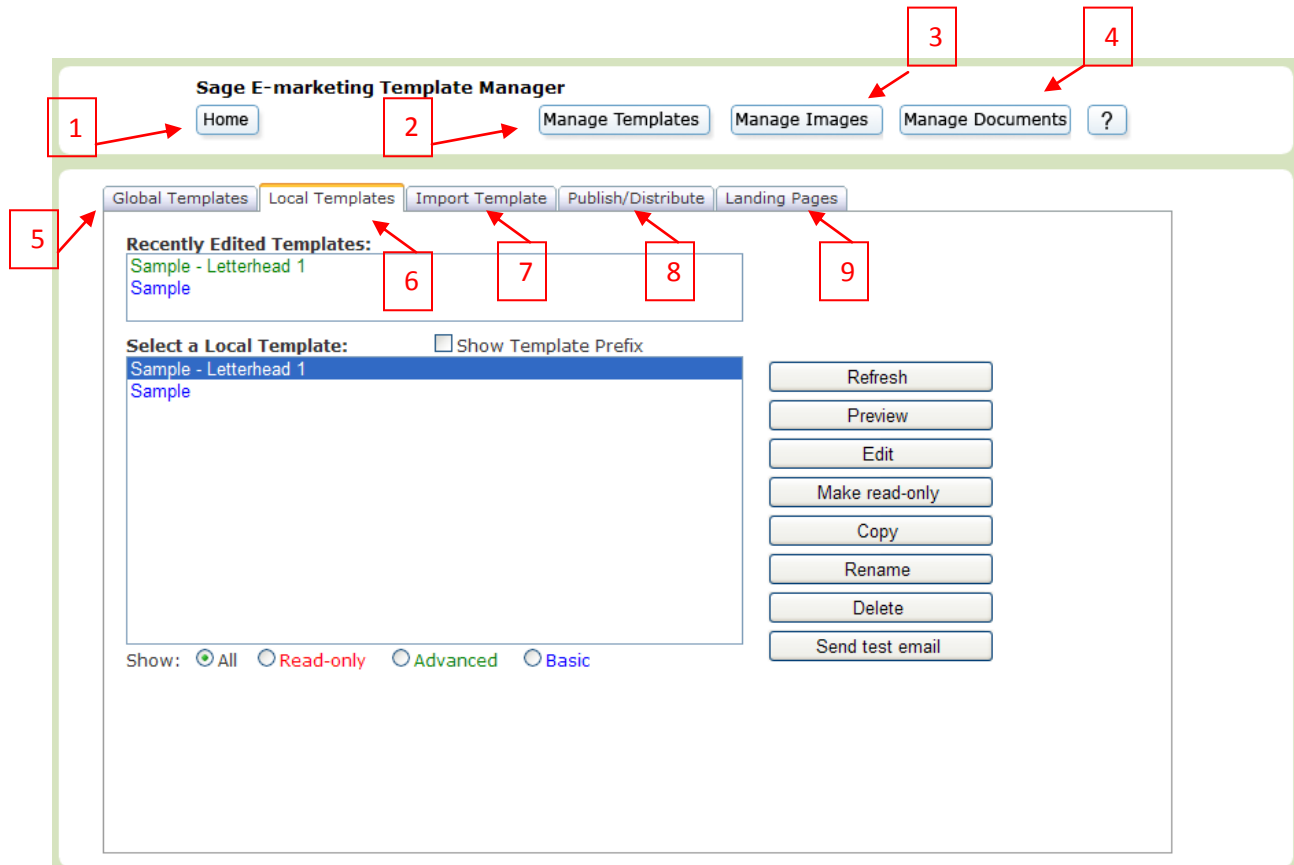


Template Manager Help

This is a brief overview of the Sage E-marketing Template Manager. For further instructions on the five tabs of the Template Manager, please read our Quick Start Guides.



1. **Home:** click here to return to the Sage E-marketing screen.
2. **Manage Templates:** this button returns you to the Template Manager, if you have clicked away to the Image Manager or Document Manager.
3. **Manage Images:** click here to be taken to your Image Manager, where you can upload and store images to be used in your Sage E-marketing templates.
4. **Manage Documents:** this button opens your Document Manager, where you can upload and store PDF documents to be used and linked to from your Sage E-marketing templates.
5. **Global Templates:** this tab displays all of the Sage E-marketing global templates which you can then Preview or copy to your Local Templates. For more information [click here](#).

6. **Local Templates:** click on this tab to display your Local Templates. You can then preview, edit, copy, rename, or delete those templates, or convert them to read-only (i.e. non-editable) format. For more information [click here](#).
7. **Import Template:** this tab allows you to import a template in HTML format. For more information [click here](#).
8. **Publish/Distribute:** use this tab to send your Sage E-marketing templates to other Sage E-marketing users, both within your account (Publish) and from another account (Distribute). For more information [click here](#).
9. **Landing Pages:** click here to see all of your available landing pages for your Sage E-marketing surveys. For more information [click here](#).