

Quick Start Guide to:

Global Templates

Swiftpage provides a variety of Global Templates which you can use as a foundation for creating your own customized templates. This Quick Start Guide provides an overview of the Global Templates tab. In order to access this section:

- 1. Go to <u>www.swiftpageconnect.com</u>.
- 2. Enter your account details at the top of the screen and click Submit.
- 3. Once you are on the Swiftpage Connect Portal, click Template Editor.

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Template Editor	Email	brightpeak visit website > email templates - postcards
Reports	List Manager	landing pages - microsites logos - and more
Call List 🛛	Surveys	My Swiftpage
Drip Marketing	Social Sharing	rs_121211_spe Service Level Team
Leads		Drip Marketing Service Level Free Send Limit 100
Resource	se center	Account Management
Live Demos	Feature Tours	Edit User Profile
Consultants	Swiftpage Support	Manage Account

4. Select the Global Templates tab. The Swiftpage Global Templates appear on the left hand side of the screen. You can sort the list by selecting the appropriate radio button at the bottom of the screen. Read-only templates are listed in red, Advanced in green, and Basic in blue.

Global Templates Local Templates Import Tem	plate Publish/Distribute Landing	g Pages	
Select A Global Template 🔲 Show Template Pre	fiv		
2010 NW Regional 1 - First Invitation	A		
2010 NW Regional 2 - Second Invitation			
2010 NW Regional 3 - Final Invitation	=	Refresh	
2010 NW Regional 4 - Sorry We Missed You		Preview	
2010 NW Regional 5 - Post Show Survey		Preview	
aStart			
Blank Template - 1 Col No Header No Border		Preview All	
Blank Template - Background Black			
Blank Template - Background Green Blank Template - Background Light Blue	_		
Blank Template - Background Light Blue		Copy to Local	
Blank Template - Background Tan	-	1000 1 00	
Blank Template - Logo Bottom No Border			
Blank Template - Logo Bottom			
Blank Template - No Border			
Blank Template - No Header No Border			
Blank Template - No Header			
Blank Template - One Column			
Blank Template			
Brochure 01			
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Case Study Company Showcase - Black Bg	-		
Company Snowcase - black bg			

- 5. Click the Refresh button to show the most up-to-date list.
- 6. Select a template and click Preview to view that template.
- 7. Click the Preview All button to open the Swiftpage Template Gallery.
- 8. Once you have identified the template you would like to use, click Copy to Local.
- 9. Enter a template name and click Copy. (**Note:** the names of all Swiftpage templates contain a prefix to aid identification and classification. Basic templates contain zzz_, Advanced templates are indicated by the prefix zze_, and zzu_ denotes a Read-Only template.)

Template to	copy: zzz_2010 NW Regional 5 - Post Show Survey
Vew template nam	e: Sample 1

10. A confirmation message appears once the template has been successfully copied. Click Local Templates to return to the Template Manager or select Edit Template to begin customizing your template.

Global Templates	Local Templates	Import Template Publish/	Distribute Landing Pages	
		Template Cop	y confirmation	
			te - One Column' was copied nk Template - One Column Edit Template	