



## Quick Start Guide to:

### Local Templates

This Quick Start Guide provides an overview of the Local Templates tab. The Local Templates tab displays any templates that you have imported into Swiftpage as well as those you have copied from the Global Templates. You may edit and modify these templates at any time. In order to access this section:

1. Go to [www.Swiftpage.com](http://www.Swiftpage.com)
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.

The screenshot shows the Swiftpage Connect portal interface. At the top left is the Swiftpage logo. Below it is a navigation menu with buttons for Template Editor, Reports, Call List, Drip Marketing, Leads, Send Email, List Manager, Surveys, and Social Sharing. An orange arrow points to the Template Editor button. To the right of the navigation menu is a 'Resource center' section with buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the far right is a 'My Swiftpage' user profile section with account details and management options.

**Swiftpage Connect**

Template Editor | Send Email | Reports | List Manager | Call List | Surveys | Drip Marketing | Social Sharing | Leads

**Resource center**

- Live Demos
- Feature Tours
- Consultants
- Swiftpage Support
- Deliverability
- Education Center

**My Swiftpage**

Account Name: rs\_121211\_spe  
UserID: rs\_121211\_spe  
Service Level: Team  
Drip Marketing Service Level: Free  
Send Limit: 100

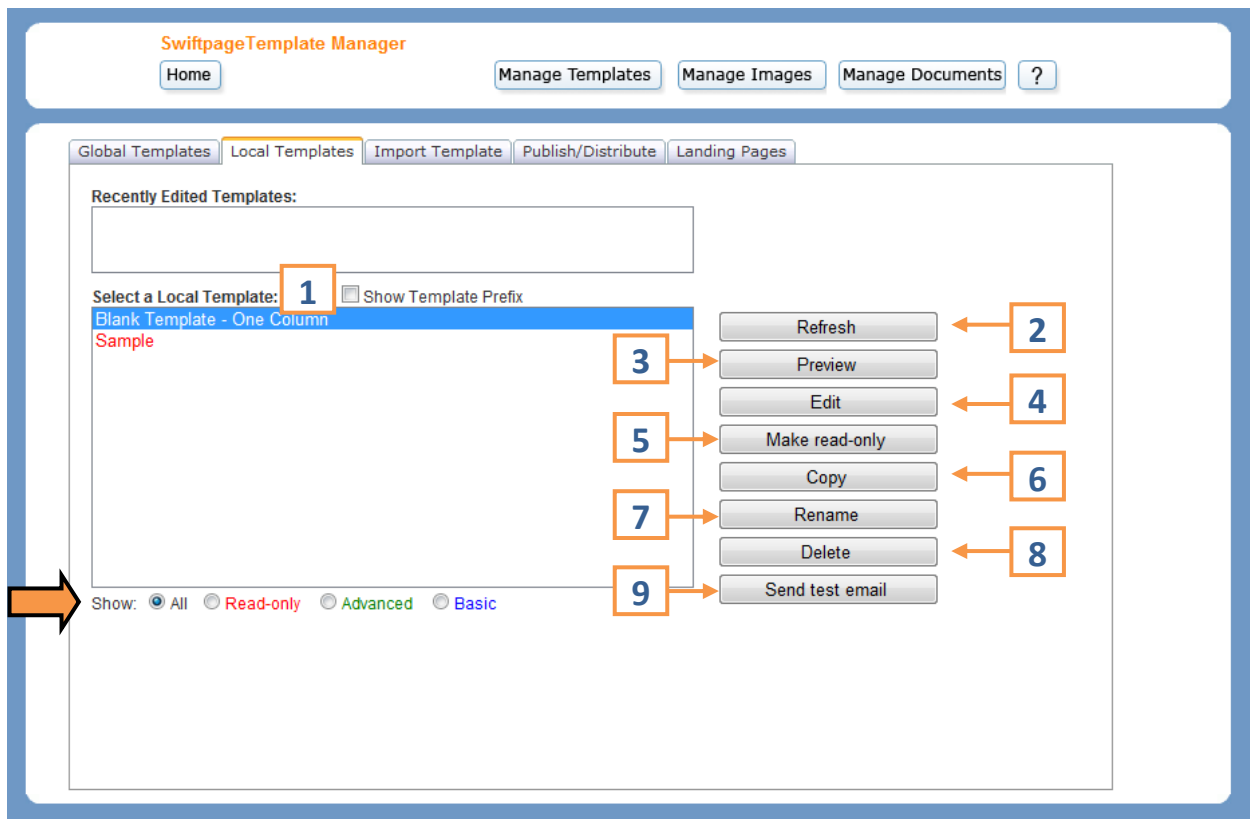
**Account Management**

- Edit User Profile
- Manage Account
- Upgrade Account

**Support Information**

Monday-Friday, 5:00am - 8:00pm EST  
Phone: 1 (877) 228-8377  
For international customers +1-303-978-1000  
Email: support@swiftpage.com

The Swiftpage Local 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 templates appear in green, and basic templates are in blue.



From this screen, you can perform the following functions:

1. The names of many Swiftpage Templates contain a prefix to aid in identification and classification; check the Show Template Prefix checkbox for the prefix to display.
  - No prefix: denotes a template which can be edited with Swiftpage Basic Editor.
  - e\_ - denotes a template which can be edited with the Swiftpage Advanced Editor.
  - y\_ - indicates a template which is read-only and cannot be edited.
  - ye\_ - indicates a template which is read-only and cannot be edited.
  - z\_ - denotes a template which has been Published to you by another User on your Swiftpage account.
  - zz\_ - denotes a template which has been Distributed to you by a User from a different Swiftpage account.
2. Click Refresh to display the most current list of Local Templates.

3. Select Preview to view the selected template.
4. Click Edit to place the highlighted template in edit mode and make any desired changes.
5. Select Make read-only if you would like to safeguard the template from any further changes.
6. Click Copy to create a copy of the selected template.
7. Rename allows you to change the name of the highlighted template.
8. Click Delete to delete the selected template.
9. Select Send test email to send a single email to a designated email address.