



Quick Start Guide To:

Sharing Templates with Users in your Account

If you have multiple users under one account and want to share a template amongst yourselves, you will want to publish a template. This is different from the template distribution, which is done from one Swiftpage account to a completely different Swiftpage account.

Publishing (Sharing with Users in your same Account)

-You will need to be inside of the Swiftpage online editor, so either click on the orange E icon in the toolbar of (ACT!, SalesLogix, Excel, Outlook, etc.) wherever you access Swiftpage and then click Edit or go to our homepage and log in <http://www.swiftpage.com/site/logineditor.htm> .

- Click on the green Template Library tab
- Select the template that you wish to share
- Click on the Publish Template button
- Select which users you want to share the template with and hit Submit Selected; to select all of your users, just click Submit ALL and you are done