



## Quick Start Guide to:

### Publishing a Template

The Publish feature allows you to share your Swiftpage templates with other users on your account. This Quick Start Guide will walk you through the steps of publishing a template to another user.

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.

**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

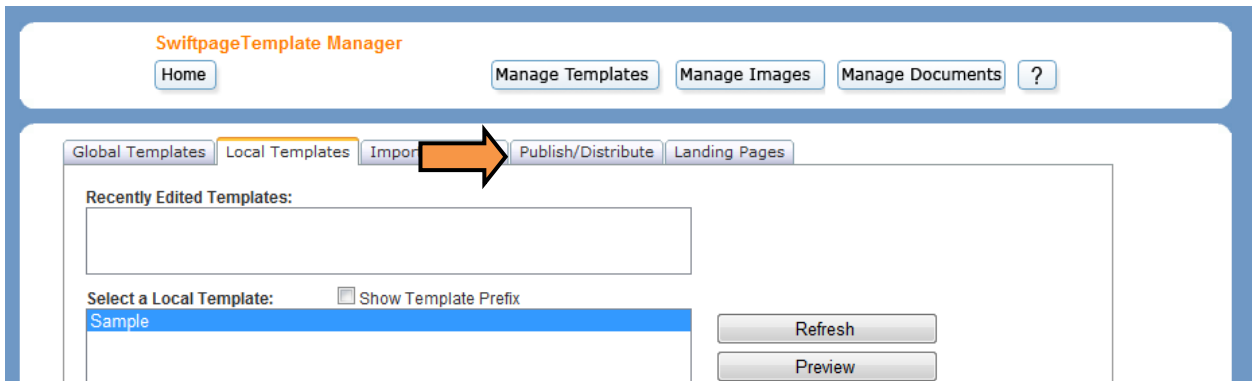
**Account Management**

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

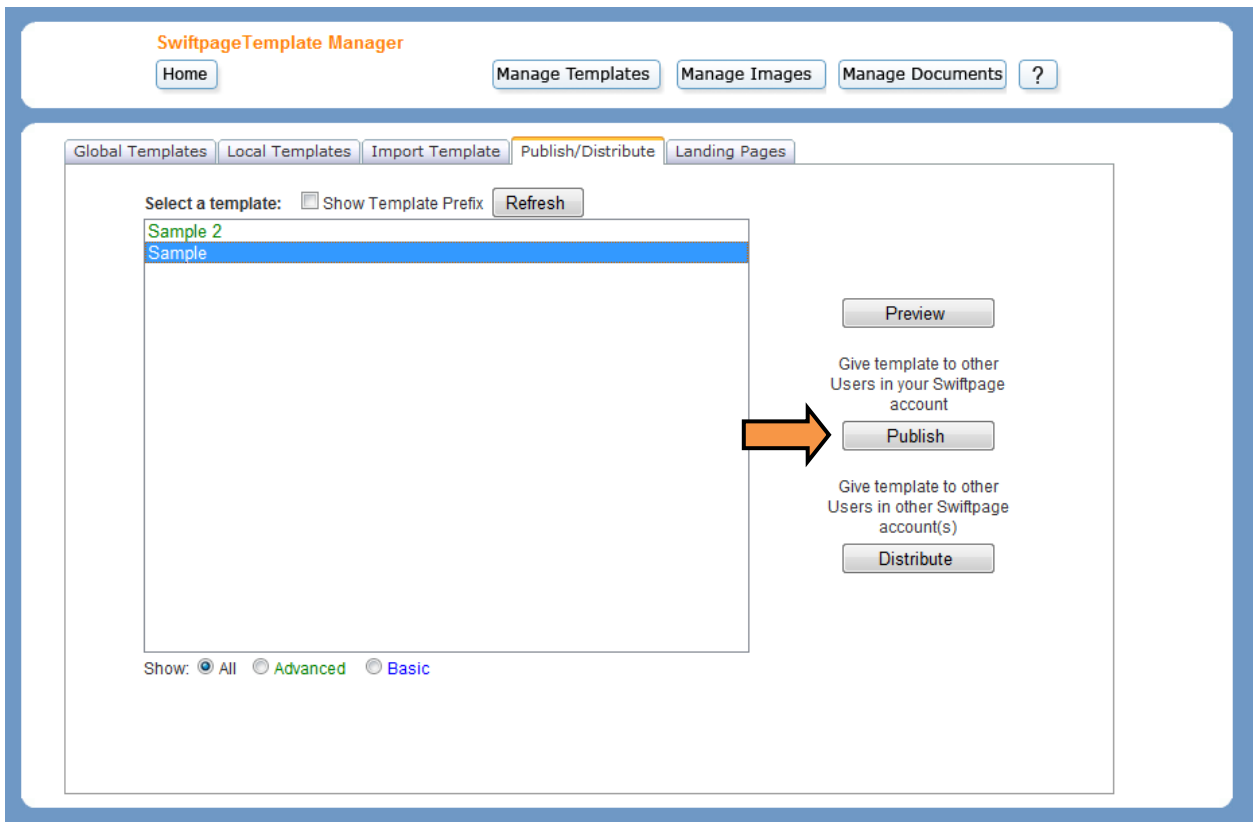
**Edit User Profile**  
**Manage Account**  
**Upgrade Account**

**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

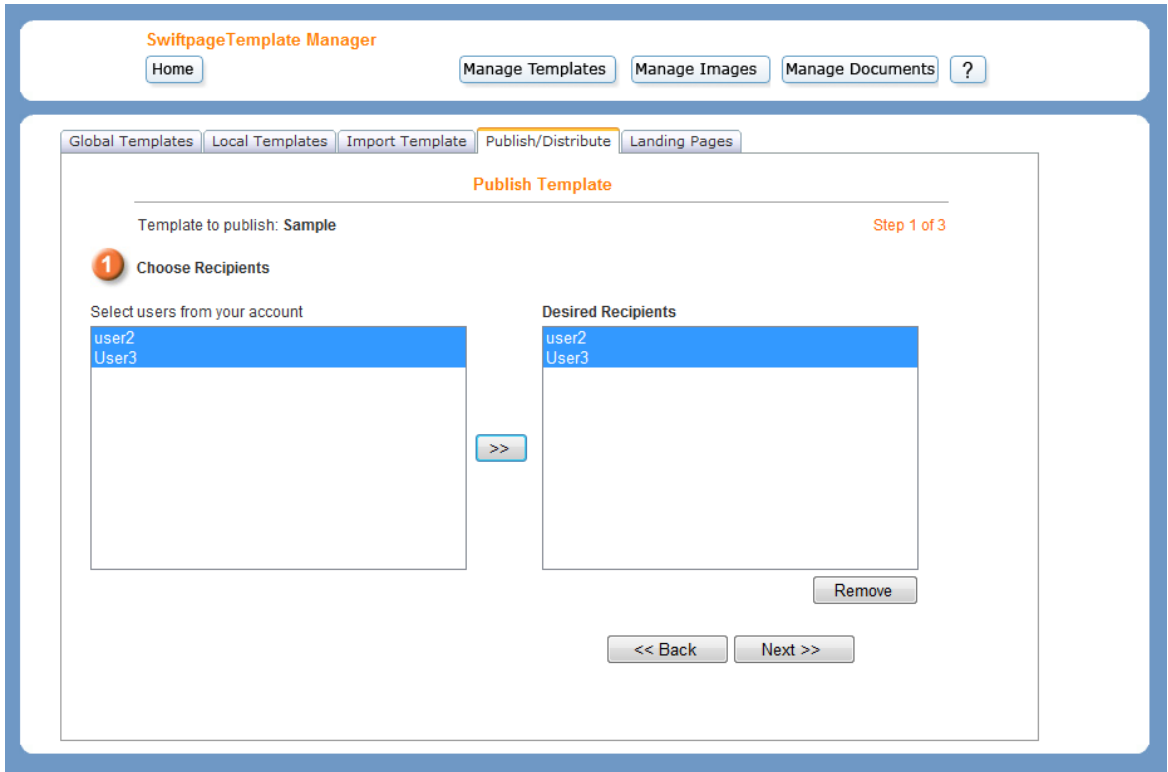
- Click the Publish/Distribute tab.



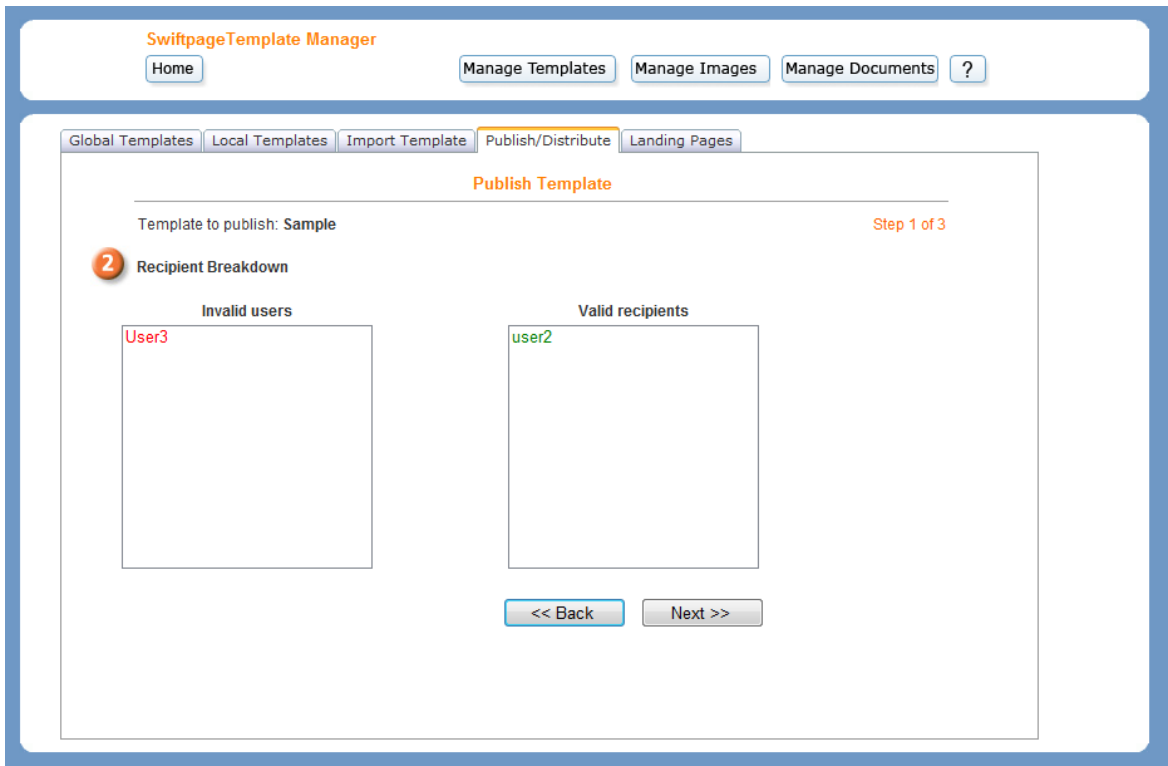
- Highlight the template that you would like to Publish and then click the Publish button.



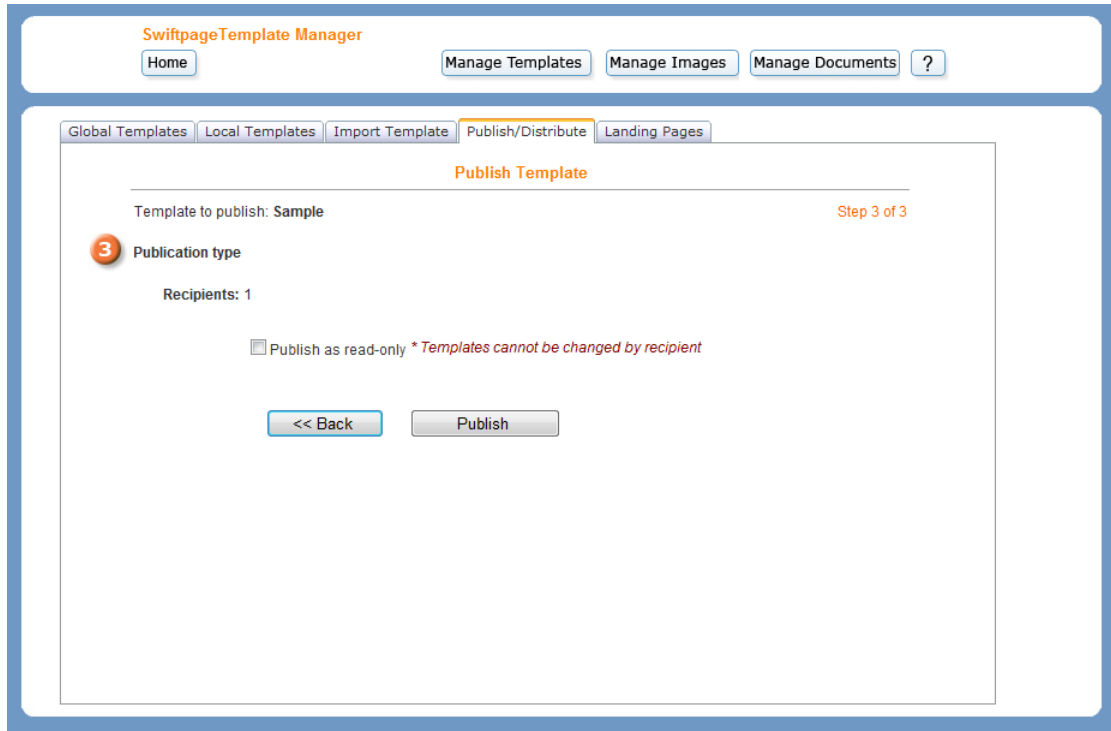
- Select each user that you would like to receive the template and then press the >> button to move them to the Desired Recipients column. Press Next.



7. The system will verify if the selected users are active and provide an overview of the results. Click Next.



8. Check the Publish as read-only checkbox if you would like to ensure that the recipients cannot make any changes to the template. Click Publish.



9. You will receive a confirmation message once your template has been successfully scheduled for publication. Click OK to return to the Publish/Distribute tab.

