



## Quick Start Guide To:

### PDF's a.k.a. Attachments Linked to Images

The traditional attachment and paper clip icons that you may be used to are done a little differently in Swiftpage for tracking and functionality purposes. Instead of doing a word document or image as an attachment, we do PDFs. So, if you have a document you want to attach and track whether or not it was clicked on, we allow you to essentially attach a PDF, that can be accessed by your recipients by clicking on a piece of linked text in your email or a linked image. The whole idea is that you will now be able to track every interaction with your PDFs / attachments.

#### Inserting a PDF

- Click on Content Editor
- Click on PDF Options
- Click on Upload a PDF and select your PDF

*(Tip- After you hit Submit, the changes won't take place until after performing the next step below. You will also want to make sure the size of your PDF is 4MB or less or else it will not load.)*

#### Linking the PDF to an Image

- After following the steps for Uploading, select the window that you want your PDF to reside in and click on Link Image to PDF
- Be sure that the image you want to have linked, already resides in that window and hit Submit
- After hitting Submit the Image will be linked to your PDF and you are done

*(Tip- One PDF per window is the maximum.)*

*(\*Tip- There are numerous programs out there, that can convert just about any document into a PDF. One group that has worked well for us can be reached through <http://www.primopdf.com/>. )*

*\*Swiftpage does not guarantee or technically support the results of the PrimoPDF group.*