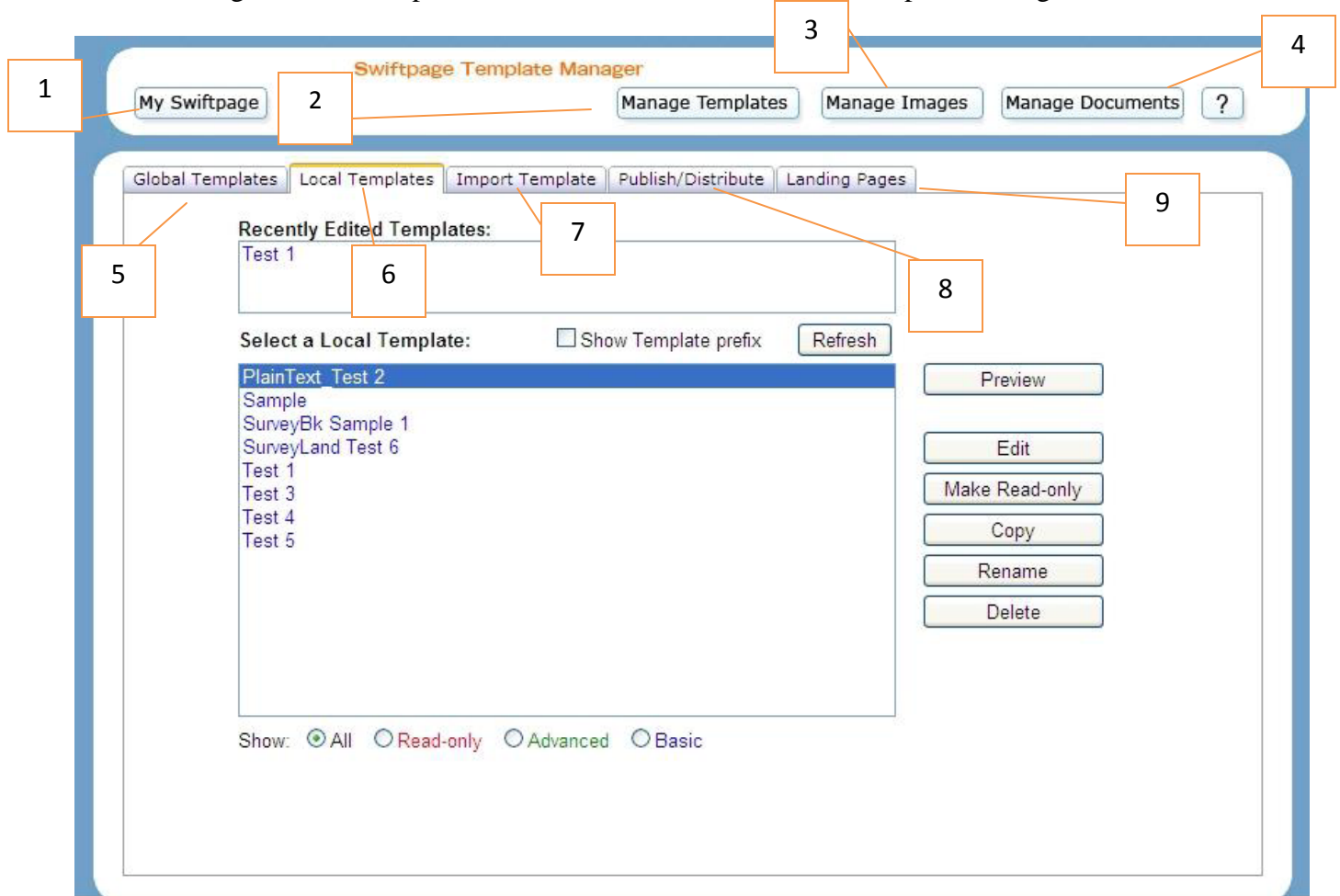


The following screenshot explains the functions of the Swiftpage Template Manager screen:



1. My Swiftpage: click here to return to the My Swiftpage screen.

2. Manage Templates: this button returns you to the Template Manager, if you have clicked away to the Image Manager or Document Manager.

3. Manage Images: click here to be taken to your Image Manager, where you can upload and store images to be used in your Swiftpage templates.

4. Manage Documents: this button opens your Document Manager, where you can upload and store PDF documents to be used and linked to from your Swiftpage templates.

5. Global Templates: this tab displays all of the Swiftpage global templates (formerly known as the Read-Only Library), which you can then Preview or copy to your Local Templates.

6. Local Templates: click on this tab to display your Local Templates (formerly known as the Active Library). You can then preview, edit, copy, rename or delete those templates, or convert them to read-only (i.e. non-editable) format.

7. Import Template: this tab allows you to import a template in HTML format.
8. Publish/Distribute: use this tab to send your Swiftpage templates to other Swiftpage users, both within your account (Publish) and from another account (Distribute).
9. Landing Pages: click here to see all of your available landing pages for your Swiftpage surveys.

This has been a brief overview of the Swiftpage Template Manager. For further instructions on the five tabs of the Template Manager, please read our Quick Start Guides.