



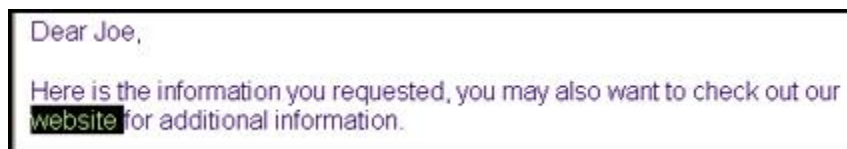
Quick Start Guide To:

Linking Text to a Website

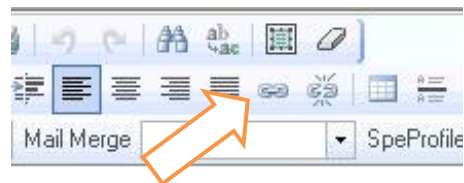
Linking text to a website is a simple process. It can be used to direct email recipients to certain places such as your website or product information.

To link to a web address:

1. Click on the Swiftwindow in which you have text that you want to link to a web address.
2. Under the Content Editor tab, select the Text Options button.
3. Click on the Edit Text button.
4. If the text you want to be a hyperlink is not already in the window, type it in here. If the text you want to be a hyperlink is already in the window, skip to the next step.
5. Highlight the text you would like to link to a web address:



6. Click on the Insert link button:



7. A pop-up window will appear with the following options:
 - Link Type: You can select URL and type in the web address for the website you'd like to direct your contacts to if they click on the link. There is also the option to change the Link Type to Email Address. This option will allow your contacts to send an email to the email address you provide. You can prepopulate the Subject line and Message Body as well.

Link [X]

Link Info

Link Type
URL [v]

Protocol URL
http:// [v] |

OK Cancel

Link [X]

Link Info

Link Type
E-Mail [v]

E-Mail Address
[]

Message Subject
[]

Message Body
[] [v]

OK Cancel

8. Once you have set the options you desire, click on the OK button and your hyperlink will be created.