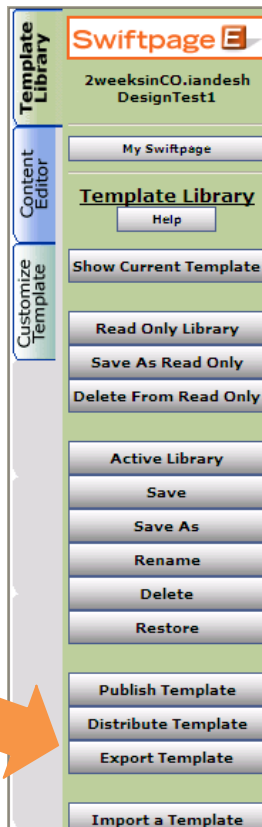




## Quick Start Guide To:

### Importing Email Templates

Follow these instructions to import your custom HTML template for use with a Swiftpage email blast.



1. Click on the orange E icon in the toolbar of (ACT!, SalesLogix, Excel, etc.) the application you use to access Swiftpage and select the Import button; the Import button will vary where it is in the window depending on how you access Swiftpage. If you don't have the Import button in this window you will want to log into the Swiftpage editor by clicking Edit or logging into your account through the windows at the top of our homepage, <http://www.swiftpageconnect.com>. This will take you to the My Swiftpage portal. From there, click on Template Editor and then click on the green Template Library tab and then the Import a Template button at the very bottom (see image to the left).

2. Click Browse to locate your HTML created email and then click Submit. **Note:** All imported emails must be created in HTML format. Your imported email will be saved with the template name "u\_..." followed by the file name of your HTML document.

3. If the images from your HTML are hosted you can skip to step 4; if your images aren't hosted you will need to upload each image one-by-one (see below).



#### UpLoad Images for an Imported HTML Email Template

Select the Image file referenced as  
ms\_logo.jpg

The file will be uploaded and used in the email template you are currently Importing.

All images must be hosted on an Internet accessible server. This function shows image references in your template that have relative addressing or are not hosted on a web server.

As each image reference is displayed use the browse button to find that image on your computer and upload a copy to the SwiftPage Email server. If you do not have access to the required image press "Show Current Template" to CANCEL the import process or use the "Skip" button below. Skipping an image may effect the look of the template you are editing.

- Once your images are uploaded (or have uploaded automatically), you will be taken to a template verification page. If your template looks correct, scroll to the bottom of the page and click the “Click here to verify” link. You may need to adjust the Swiftpage footer (left, center or right) as appropriate.

Rapid Growth—We provide unlimited access to capital based on the creditworthiness of a client's customers. We also provide full accounts receivable management services that allow these business owners to focus on delivering high-quality products and services and maintaining profitability.

By referring a client you cannot help or one of your problem accounts to CFG, you improve your chances of continuing a non-landing relationship and ending up with a successful client down the road. You will also be helping support the search for a cure to IMS.

Sincerely,  
Terry Bales  
Business Development Officer  
918-408-3489

For any questions or inquires you may also email us at [tbales@cfgroup.net](mailto:tbales@cfgroup.net)

Sent to:  
[[ReplaceSendEmailTo]]  
If you prefer not to receive future e-mails of this type, [Leave this List.](#)

Sent By:  
Swiftpage  
383 Inverness Parkway  
Englewood CO 80112  
USA

powered by Swiftpage

To view as a [web page](#)

[Forward to a Friend](#)

Use these buttons to align the footer.  
[Left](#) [Center](#) [Right](#)

When your template and the footer are displayed correctly and visible [Click here to Verify](#)

- Once you have verified your template, you are done. The template is now in your library and may be used to send email blasts.

**Note:** Once an email has been imported no changes or edits can be made inside of the Swiftpage Basic Template Editor. With the Basic Template Editor, any edits and alterations to the template must be made outside of Swiftpage and then re-imported back into the system. However, the Swiftpage Advanced Template Editor allows you to make changes to imported templates. Contact Swiftpage support to begin using the Advanced Template Editor (no extra charge).