


Swiftpage

Quick Start Guide to:

The Document Library


The Document Library allows you to upload text files, Word documents, Excel spreadsheets, PowerPoint presentations, and PDFs for use with your Swiftpage templates. This Quick Start Guide provides an overview of accessing and utilizing the Document Library.


1. From the Swiftpage Connect portal, click Template Editor.






The screenshot shows the Swiftpage Connect portal dashboard. At the top left is the Swiftpage Connect logo. Below it is a navigation menu with buttons for Template Editor, Reports, Call List, Drip Marketing, Leads, Send Email, List Manager, Surveys, and Social Sharing. An orange arrow points to the Template Editor button. Below the navigation menu is a Resource center section with buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right side, there is a My Swiftpage section with account details and Account Management buttons (Edit User Profile, Manage Account, Upgrade Account). At the bottom right, there is a Support Information section with contact details.


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

[Edit User Profile](#)

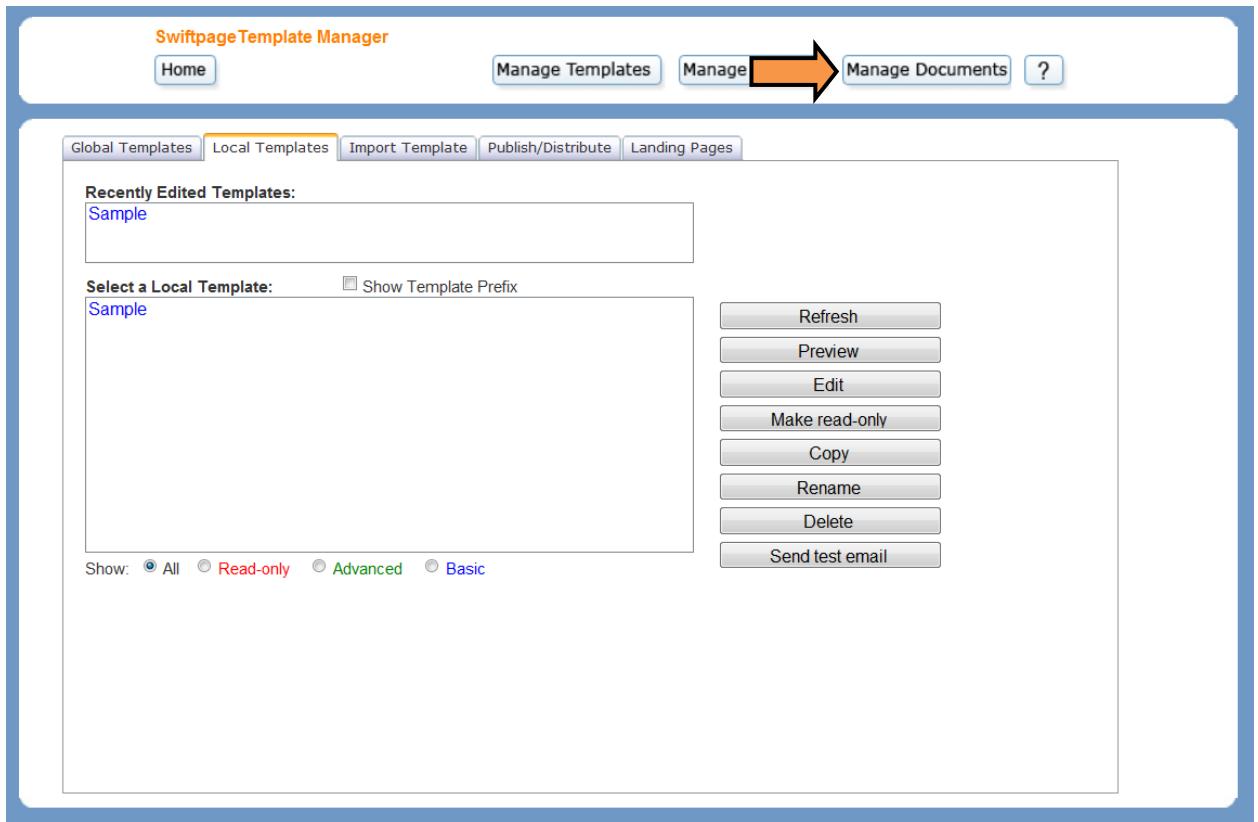
[Manage Account](#)

[Upgrade Account](#)

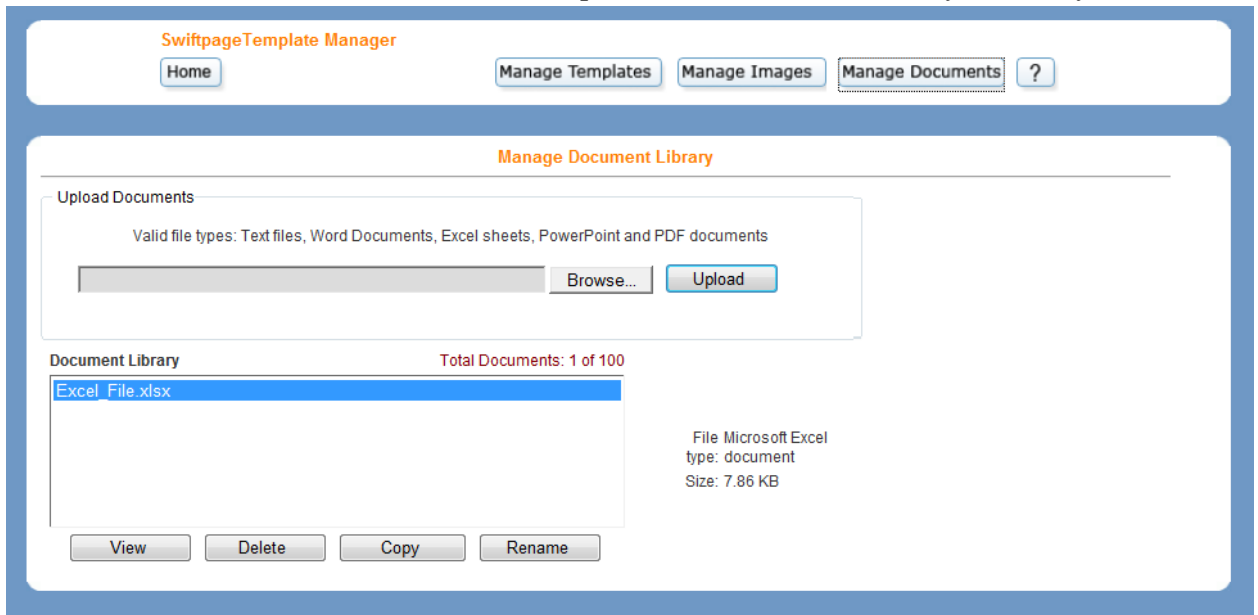
Support Information

Monday-Friday, 5:00am - 8:00pm EST
Phone: 1 (877) 228-8377
For international customers +1-303-978-1000
Email: support@swiftpage.com

2. Click Manage Documents to open the Document Library.

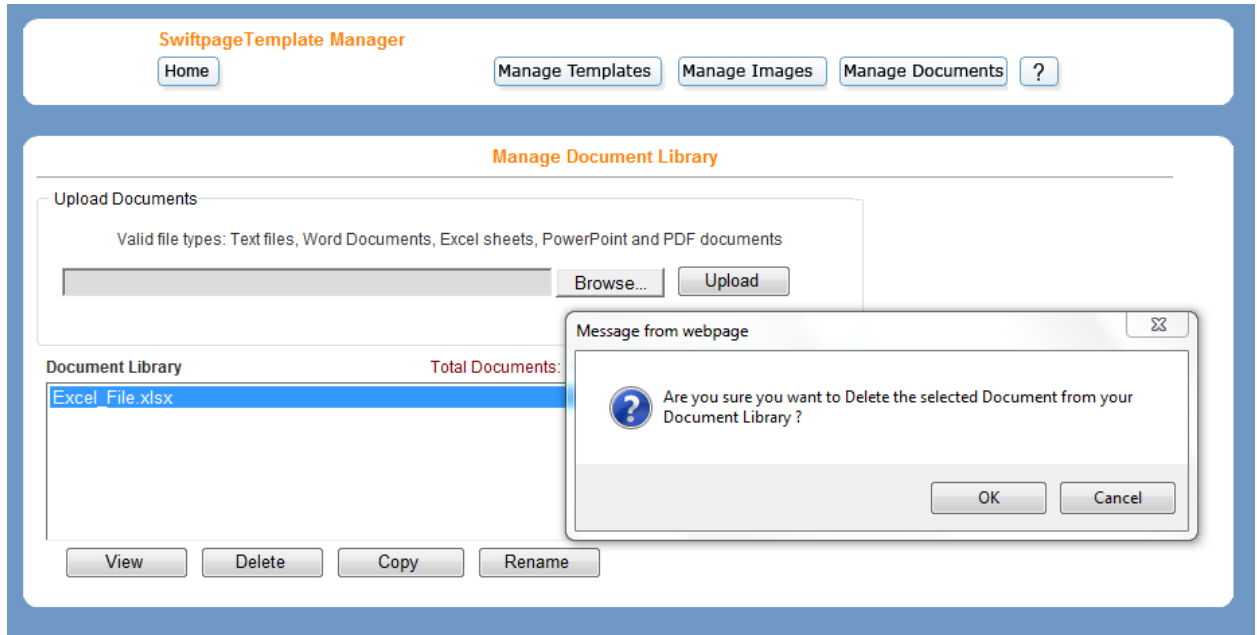


3. Click Browse to select the desired file. Click Upload to add the document to your library.

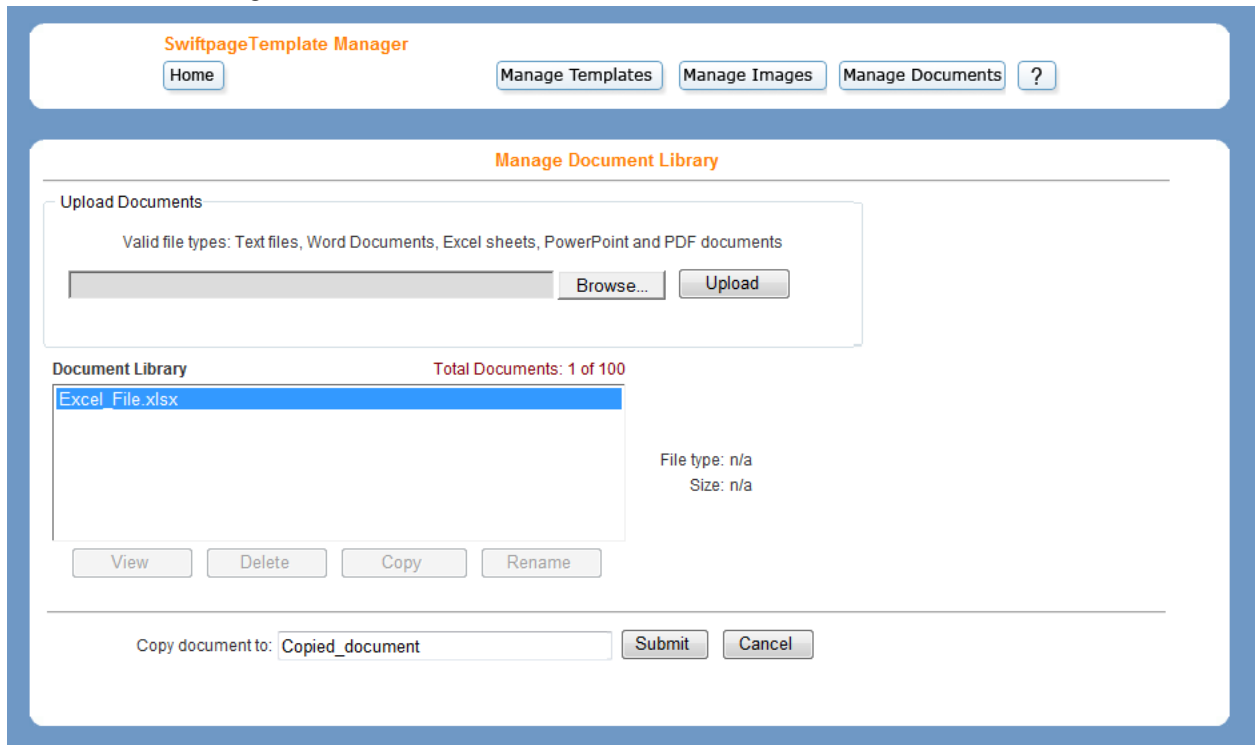


4. Click View to open the selected document.

5. To delete a document, highlight the file you wish to delete and then click Delete. Click OK to confirm your decision.



6. To create a copy of a document, highlight the file you would like to replicate and click Copy. Enter a name in the generated field. Click Submit.



7. To rename a document, select the file whose name you wish to alter and click Rename. Enter a new name in the generated field. Click Submit.

Swiftpage Template Manager

Home Manage Templates Manage Images Manage Documents ?

Manage Document Library

Upload Documents

Valid file types: Text files, Word Documents, Excel sheets, PowerPoint and PDF documents

Browse... Upload

Document Library Total Documents: 1 of 100

Excel File.xlsx	File type: n/a Size: n/a
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View Delete Copy Rename

Rename document to: Submit Cancel