


# Swiftpage

## Quick Start Guide to:

### The Document Library

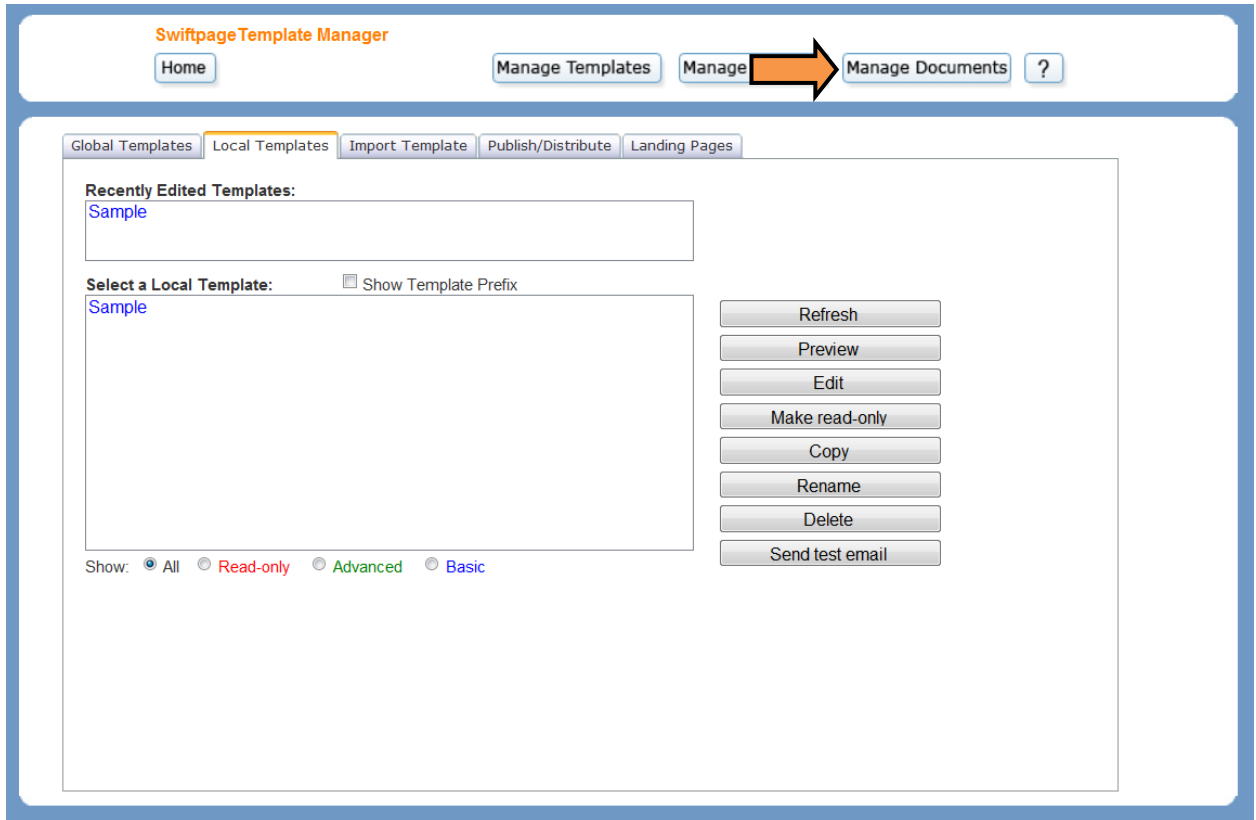
The Document Library allows you to upload text files, Word documents, Excel spreadsheets, PowerPoint presentations, and PDFs for use with your Swiftpage templates. This Quick Start Guide provides an overview of accessing and utilizing the Document Library.

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

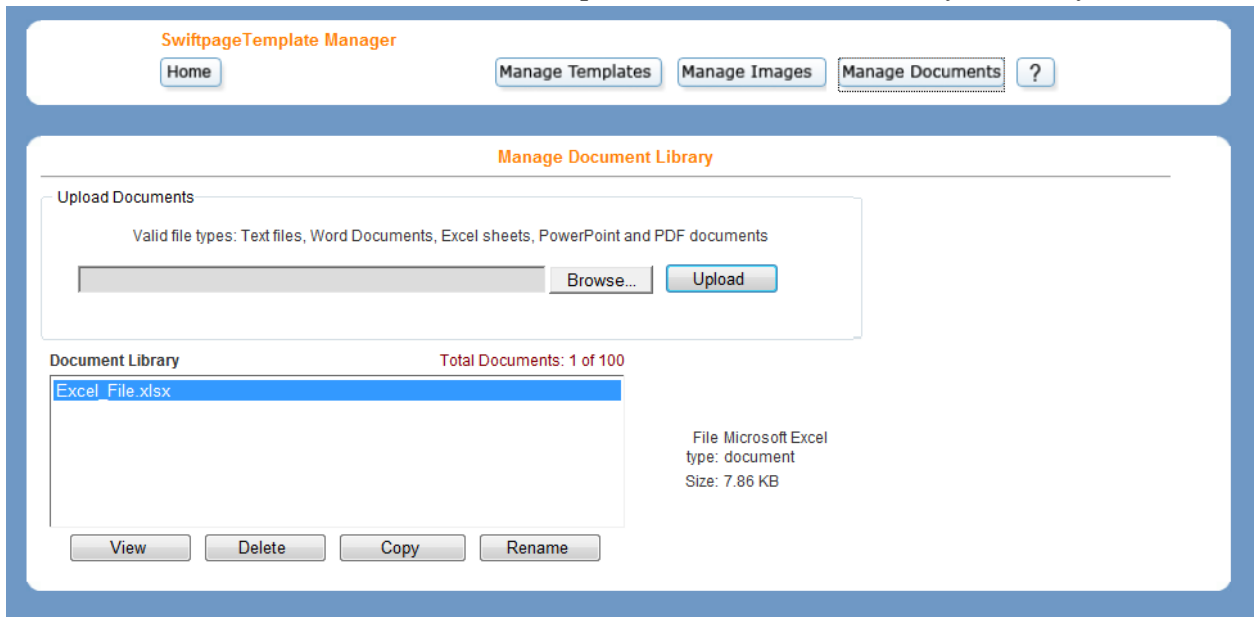


The screenshot shows the Swiftpage Connect portal dashboard. At the top left is the Swiftpage Connect logo. Below it is a vertical menu of buttons: Template Editor (highlighted with an orange arrow), Reports, Call List, Drip Marketing, and Leads. To the right of this menu are buttons for Send Email, List Manager, Surveys, and Social Sharing. Below the 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: Account Name (rs\_121211\_spe), UserID (rs\_121211\_spe), Service Level (Team), Drip Marketing Service Level (Free), and Send Limit (100). Below this is an 'Account Management' section with buttons for Edit User Profile, Manage Account, and Upgrade Account. At the bottom right is a 'Support Information' section with contact details: 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.

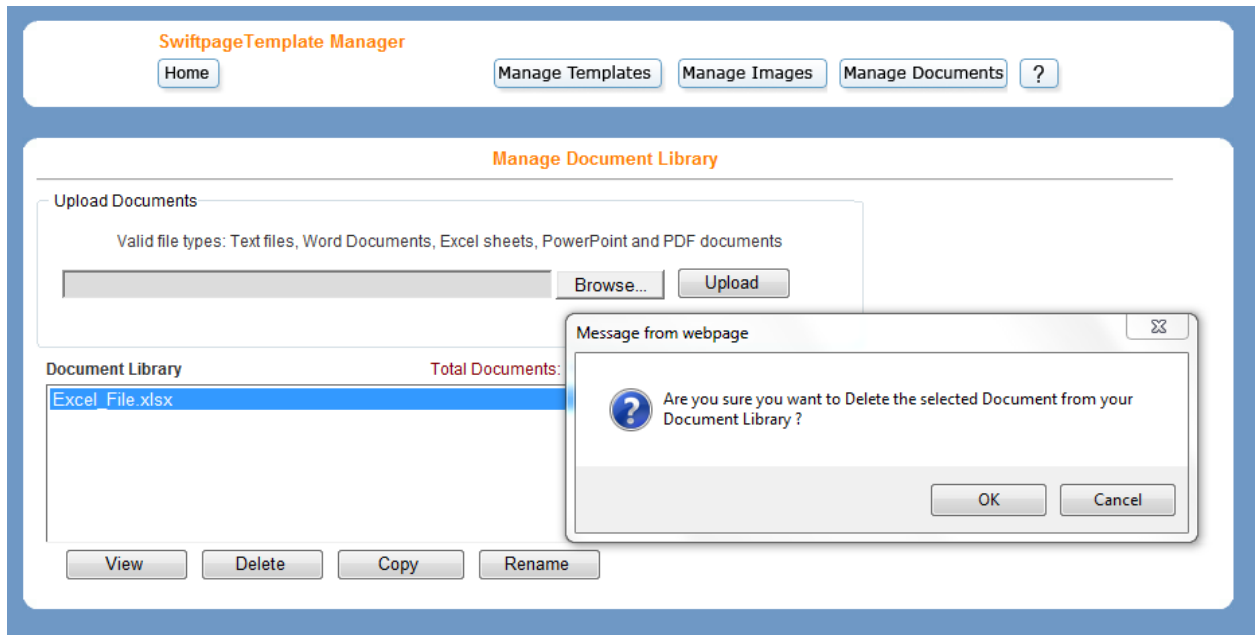


3. Click Browse to select the desired file. Click Upload to add the document to your library.

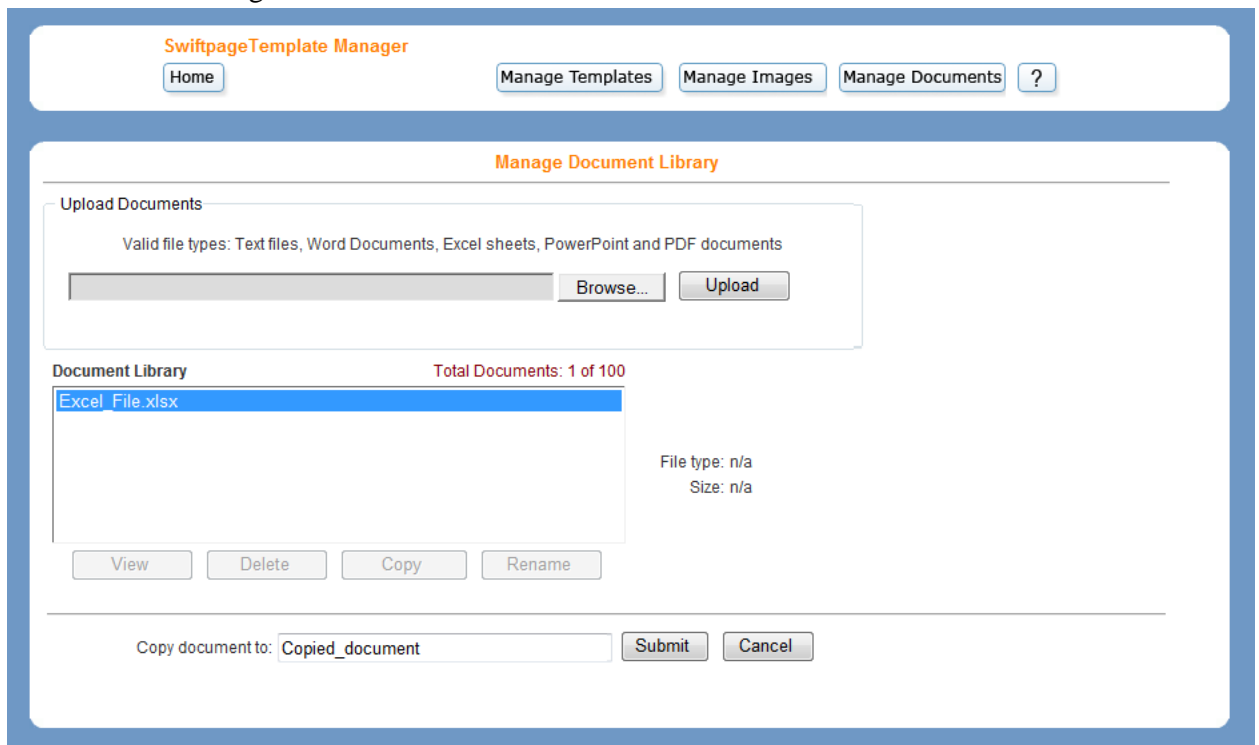


4. Click View to open the selected document.

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.



- 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 ?

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**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

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Rename document to:  Submit Cancel