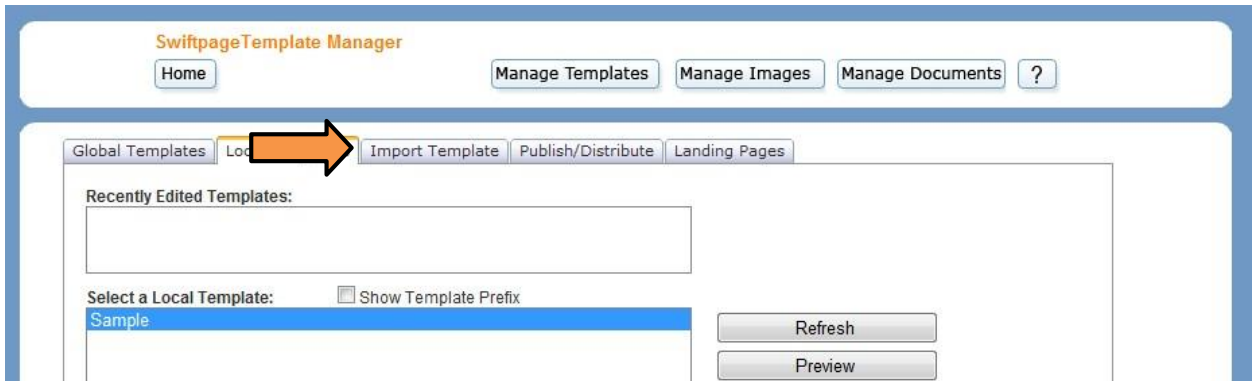# Swiftpage **E**

Quick Start Guide to:

Importing a Template

This Quick Start Guide details the process of importing a template into the Swiftpage Template Manager.
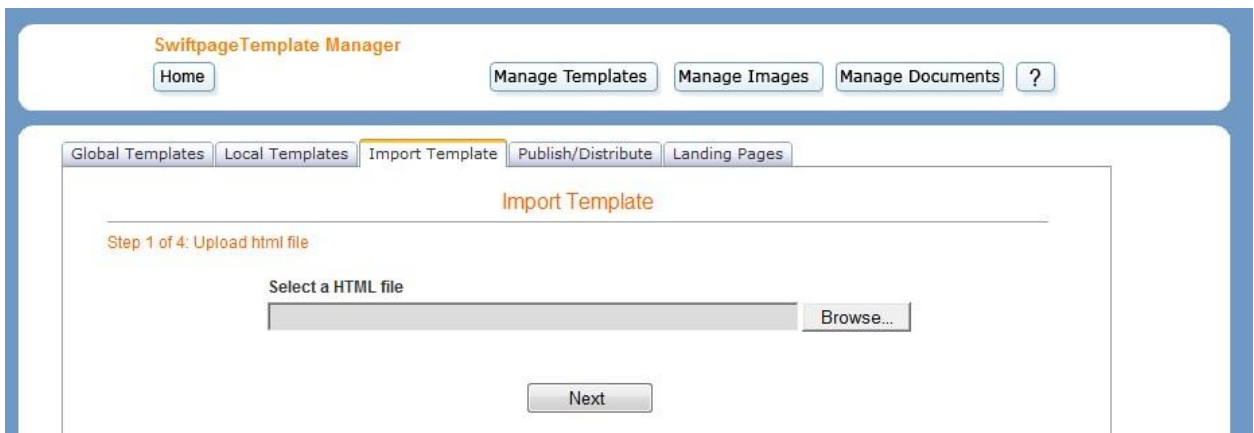
1. Go to www.swiftpageconnect.com.

2. Enter your account details at the top of the screen and click Submit.

3. Once you are on the Swiftpage Connect Portal, click Template Editor.

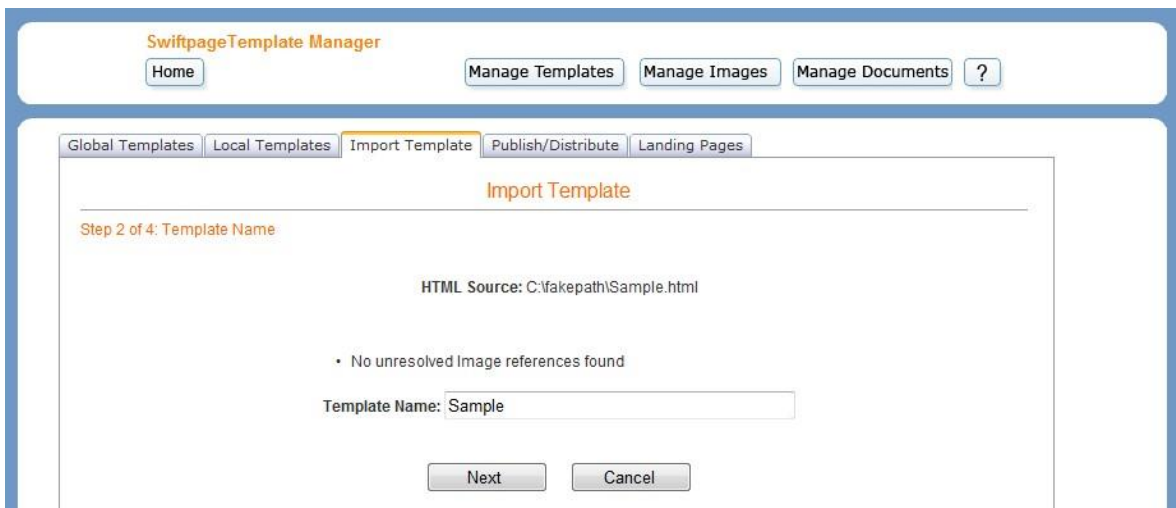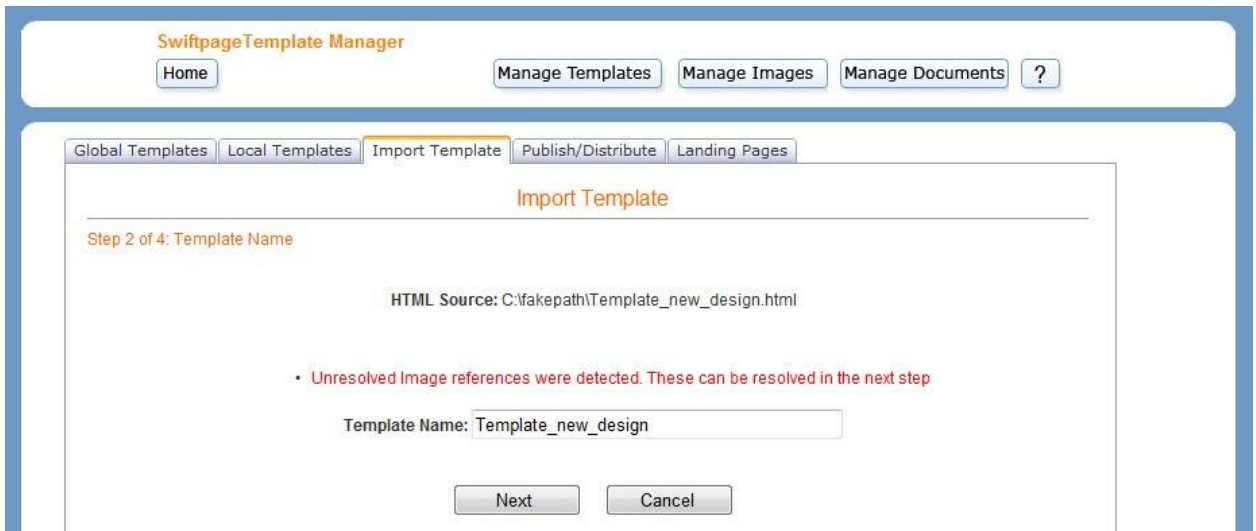4. Click the Import Template tab.

5. Click Browse to locate your HTML file. Once you have selected the desired file, click Next.
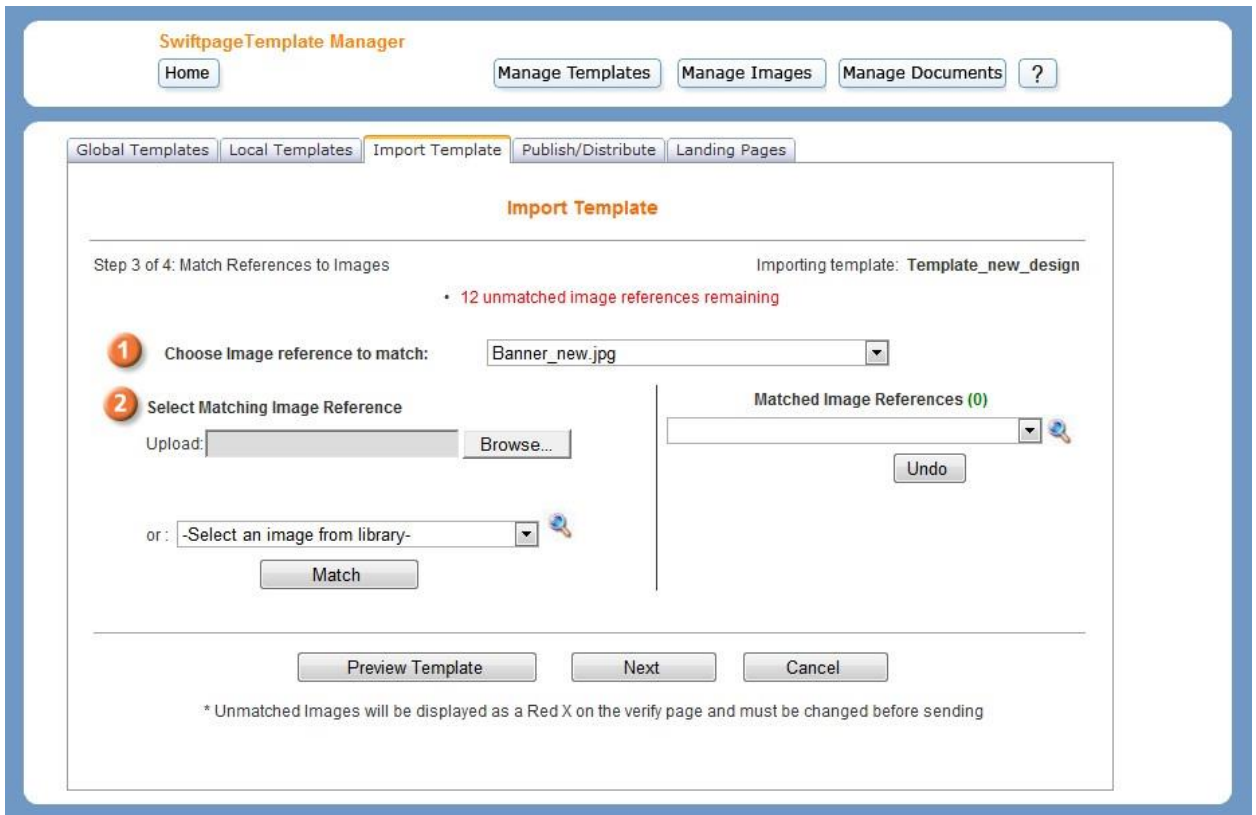

6. The Swiftpage system will scan your file to ensure that your image references are complete. If they are, you will receive a message stating "No unresolved image references found." Enter a Template Name, click Next, and skip to step 10. If not, continue on to the next step.
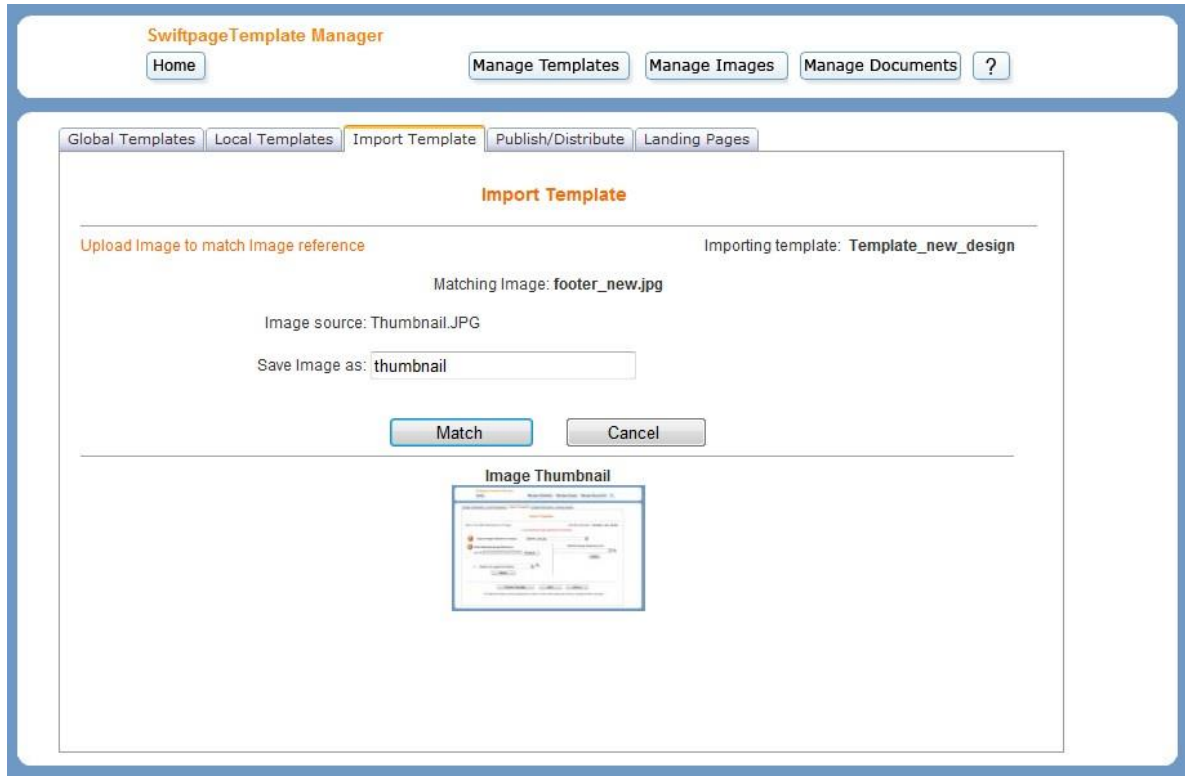
7. If the scan discovers any incomplete image references, it will generate a message stating "Unresolved Image references were detected. These can be resolved in the next step." Enter a Template Name and click Next.

SwiftpageTemplate Manager

Home | Manage Templates | Manage Images | Manage Documents | ?

Global Templates | Local Templates | Import Template | Publish/Distribute | Landing Pages

Import Template

Step 2 of 4: Template Name

HTML Source: C:\fakepath\Template_new_design.html

- Unresolved Image references were detected. These can be resolved in the next step

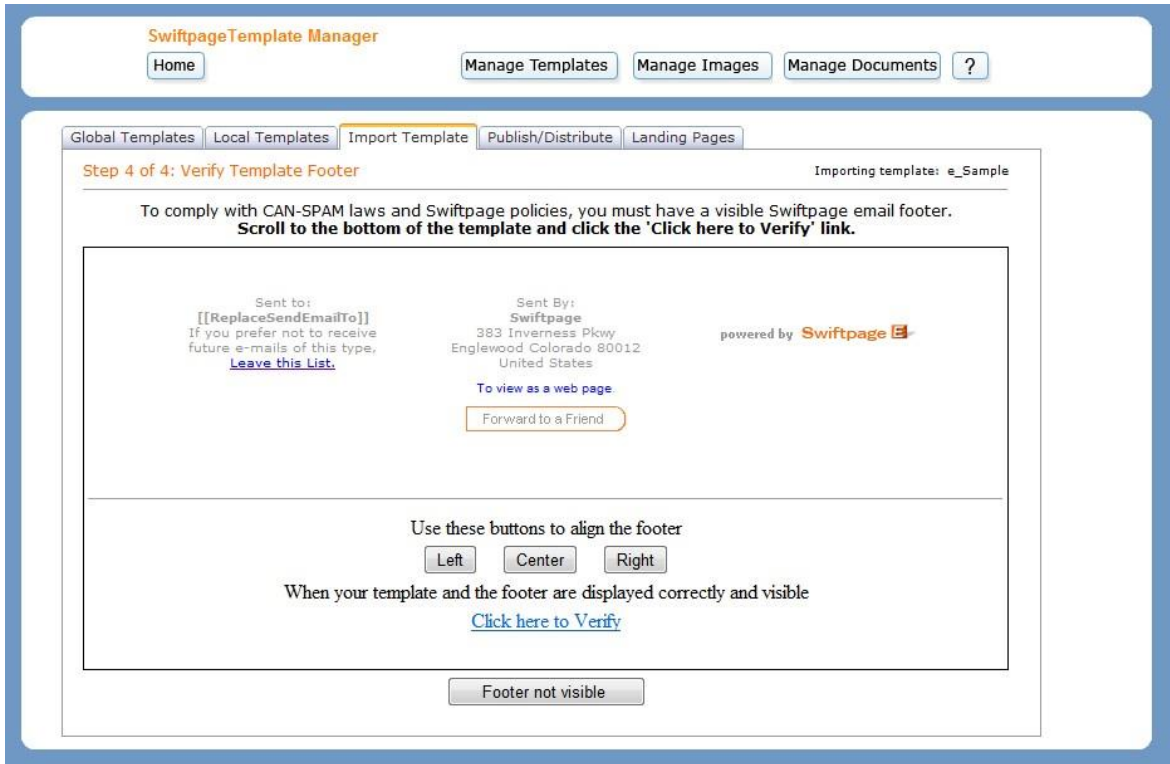Template Name: Template_new_design

Next | Cancel

8. The names of the unresolved images will display in the drop down box at the top of the screen. Select the image reference that you would like to match and then either locate an image file to upload by clicking the Browse button or select an image from your Image Library and click Match.

SwiftpageTemplate Manager

Home | Manage Templates | Manage Images | Manage Documents | ?

Global Templates | Local Templates | Import Template | Publish/Distribute | Landing Pages

Import Template

Step 3 of 4: Match References to Images   Importing template: **Template_new_design**

- 12 unmatched image references remaining

1. Choose Image reference to match: Banner_new.jpg

2. Select Matching Image Reference   Matched Image References (0)

Upload: [   ] Browse...

Undo

or : -Select an image from library-

Match

Preview Template | Next | Cancel

* Unmatched Images will be displayed as a Red X on the verify page and must be changed before sending

If you upload a new image, the below screen will appear. Enter a name for the image and then click Match.

9. Repeat the previous step until you have matched all of the unresolved image references. Click Next.

10. Look over the template preview and ensure that everything appears as desired. Examine the image placement, text placement, and so on. If it looks correct, click the verification link at the bottom of the window. Click the Back button if you would like to make changes. If the Swiftpage footer is not visible, click "Footer not visible" to troubleshoot.

11. A confirmation screen will appear once you have verified your template. Click Import Templates to import another template or select Edit Template if you would like to make any changes.