

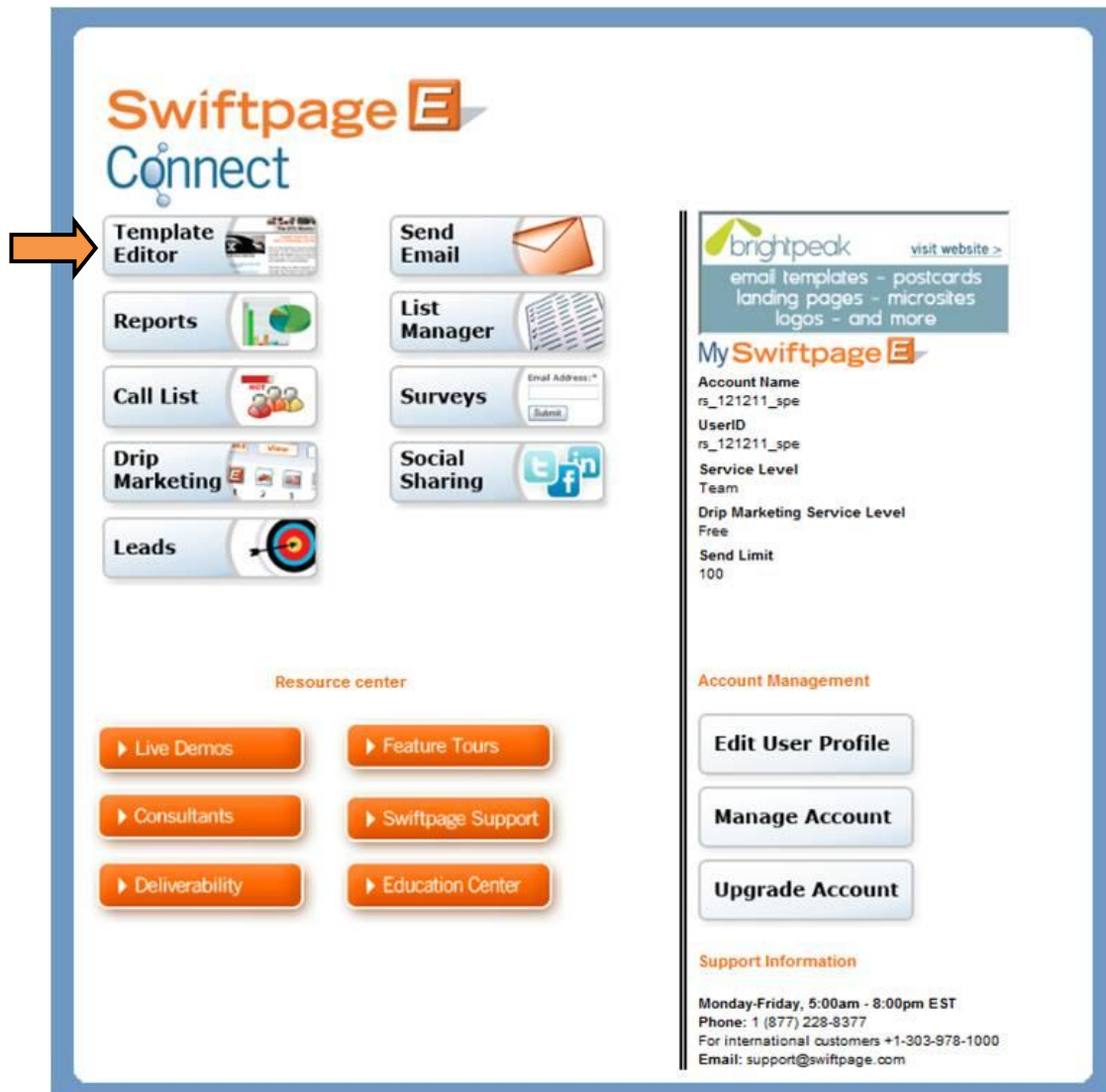


Quick Start Guide To:

The First Step to your First Email: Accessing the Template Editor

To edit a template or create a Swiftpage email from scratch, you will need to access the Swiftpage Template Editor. This Quick Start Guide will illustrate how.

1. Go to www.Swiftpage.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. Select the desired template from your Local Library. Click Edit to open the editor and begin building your email.

The screenshot displays the Swiftpage Template Manager interface. At the top, there is a navigation bar with the title "Swiftpage Template Manager" and buttons for "Home", "Manage Templates", "Manage Images", "Manage Documents", and a help icon. Below this, a sub-navigation bar includes "Global Templates", "Local Templates" (which is highlighted), "Import Template", "Publish/Distribute", and "Landing Pages".

The main content area is divided into two sections. The first section, "Recently Edited Templates:", contains a list with "Sample 2". The second section, "Select a Local Template:", includes a checkbox for "Show Template Prefix" and a list of templates: "Sample 2" (highlighted in blue) and "Sample". To the right of this list is a vertical column of action buttons: "Refresh", "Preview", "Edit" (indicated by an orange arrow), "Make read-only", "Copy", "Rename", "Delete", and "Send test email".

At the bottom left, there is a "Show:" filter with radio buttons for "All" (selected), "Read-only", "Advanced", and "Basic".