eTapestry Release Notes

This guide lists new features and enhancements in the *eTapestry* 7.4.0 release. These changes will be in effect as of May 6th, 2012.

Online Forms

You can now create and edit online forms to use for online giving, event registrations, membership signups, volunteer registrations, and email signups.

You can publish forms without help from Blackbaud. You can create several types of online forms.

- **Online Giving Page:** This form allows your website visitors to make one-time and recurring donations.

- **Event Registration Page:** This form allows your website visitors to register for an event.

- **Membership Signup Page:** This form allows your website visitors to purchase memberships.

- **Contact Page:** This form allows your website visitors to sign up to receive regular communications from you.

- **Volunteer Page:** This form allows your website visitors to register to volunteer with your organization.

You can access Online Forms from the Main tab and from the Manage tab.

Note: You can create and edit up to five online forms without an online forms license, but you must have an active license to publish them. To see your license information, click **My Organization** on the Manage tab and then click **Licenses**. For information about activating the online forms module, contact your Blackbaud representative.
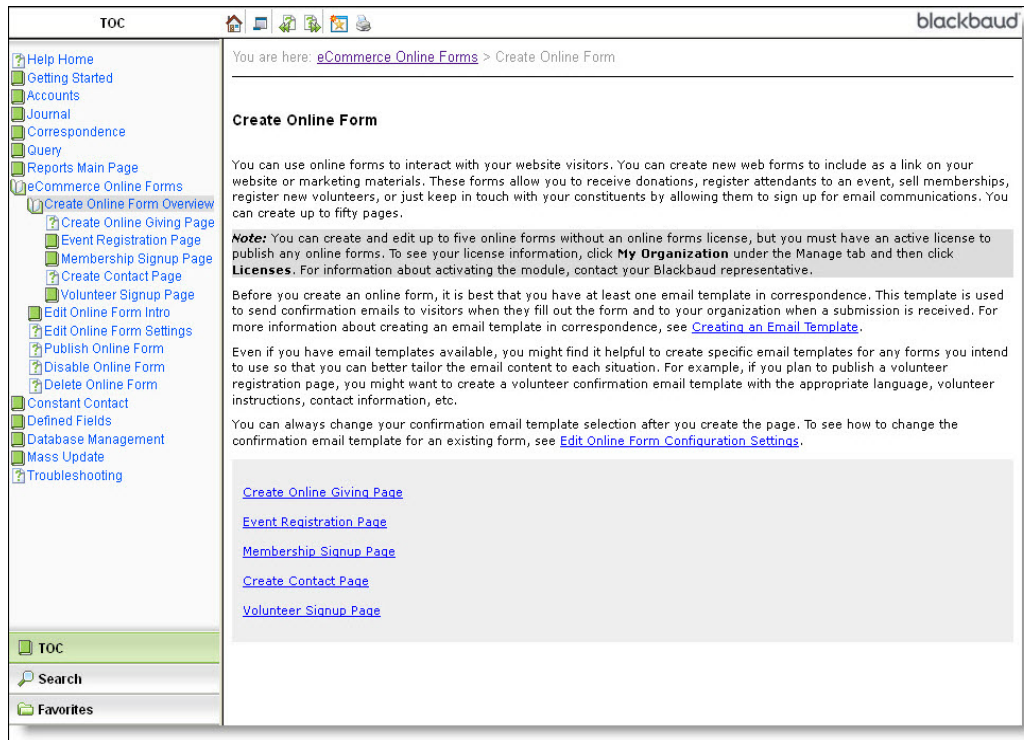
You can use online forms to create new pages to fit your organization's needs. There are pre-configured templates to help you design a professional-looking page. You can edit these templates to better match your website's colors, fonts, and images. Using the editing options, you can usually create a design that resembles the look and feel of your website, even if it is not an exact match.

If the available template styles for online forms do not meet your needs but you do not want a custom page, you can request a custom style. Custom styles are created especially for your organization and appear as an available style when you create or edit an online form. Custom styles have most of the features of online forms, including the ability to create, edit, and publish pages without help from Blackbaud.

Note: Contact your Blackbaud representative if you want your page to match your current website exactly, or you have any additional needs that cannot be accommodated by the standard online forms. In some cases, your needs can be best met with a custom form designed by Blackbaud to meet your design and content specifications.

Help Updates

The *eTapestry* help system has an updated, streamlined look.

With the new look, you can take advantage of some new features.

- Find the help you need with the enhanced search functionality. When you search for a term, you see a list of all help topics that use that term. In the search results, the search terms are highlighted. To remove the highlighting for easier reading, click the **Remove all search highlighting** icon.

- Use the table of contents on the left to find help topics more easily. To hide the left panel, click the **Hide navigation** icon at the top of the screen.

- To go back to the help home page at any time, click the **Home** icon.

- Navigate through topics with the **Previous topic** and **Next topic** icons at the top of the screen.

- Mark topics as favorites with the **Add topic to favorites** icon, and then organize and access your favorites in your Favorites folder on the left.

- Use the breadcrumbs at the top of each topic to navigate through the related content.

- Find additional topics at the bottom of the page.

- Read through the content more easily. The new thumbnail images let you choose whether you want to see full-size images or just continue reading through the text unobstructed. To see the full-size image, place your cursor over the thumbnail image.

As always, you can access all the help by clicking **Help** on the Help tab or in the top navigation bar.

New User Guide

We now have an *eTapestry* User Guide in PDF format, which includes all the help information available through the program. The user guide is available on our website.