

Newsletter Manager

Documentation

Version 1.1

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1. Installing

To install the Newsletter Manager first make a folder on your server called newsletter or whatever else you want. Then upload all the files in the zip file to the folder on your server. Now make a MySQL database via you control panel for the script to use. Once you have done that open you web browser up and type in the address of the folder you put the files in e.g. <http://www.example.com/newsletter/> and add install.php to the end so it looks like this:

<http://www.example.com/newsletter/install.php>.

Next there should be a form that comes up just fill it in and hit the install button, After that it should say "Newsletter installed"

successfully" once you see that delete the file install.php which you uploaded. Well done that is it, it is all installed with the default settings. You can go get a drink and have a nice long rest.

2. Adding Emails

To add emails to the newsletter list just login to the admin area and click "Add User" then enter the email address you want to add and click add, that's it.

To add a whole list of emails click the link "Upload Users" in the admin area and then upload the list. To make a list get all the emails you want and put them in this format in a text file:

EMAIL tab VER new line

Replace EMAIL with the email you want to put in, VER with 1. All VER is for is if the user has confirmed their email or not by setting it to 1 it is saying they have and since your adding them you want them to be confirmed.

If you need help with this please email us at: admin@free-php.org.uk

3. Deleting Emails

To delete an email click "Delete user" in the admin area and click on the email you want to delete. After doing that the email is removed forever! The only way you can get it back is re adding it but you must remember it to remove it.

4. Backing Up Emails

To back up your list of emails in the newsletter click "Download Users" in the admin area and save them in a safe place. If you ever need to add them again because something went wrong with the database see adding emails in this documentation.

5. Sending Newsletter

To send an email click "Compose" in the admin area, then type your newsletter in and click "send" once you have done that it will start sending your newsletter out. That's it.

6. Adding Subscribe & Unsubscribe To Your Site

To add a subscribe and unsubscribe box to your web site for the newsletter click "HTML Code" in the admin area. Once you have done that copy the HTML and paste it where you want it to go on your web site. That's it but as always if you need any help just email us at admin@free-php.org.uk

7. Looking At Old Newsletters

To see old newsletters you have sent click "Sent" in the admin area and it will show you them.

8. Removing Copyright & Powered By Notices (Free Version Only)

To remove them goto: <https://free-php.org.uk/removemmcopyright/> witch will take you to paypal. It costs \$3.50 to remove them. Once you have paid it will send you an email with the instructions about what to do.

9. Checking For Updates

To check for updates click "Check for updates" in the admin area and it will tell you if there are any or not.

10.Changing The Configuration (Advanced)

Open the config.php file, beside each option there is a comment about what it does or is. If you wish to edit them do so but be careful since this could stop your newsletter from working all together! If you want us to help you edit it just send us an email with the config.php file and what you want changed. Are email is admin@free-php.org.uk

11. Adding A Signature

To add a signature open the file called sig.txt and enter your signature into then whenever you send a newsletter it will be added automaticly.

12. Getting More Help

Not found what you want? Need help with errors or just want to request another feature? Feel free to email us at admin@free-php.org.uk or you can post you questions or requests in our fourm located at <http://forum.free-php.org.uk>

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