

# Creating a template

## Creating your template

There are lots of ways to create your template. You could

- Design and write your own
- Pay someone to do this for you
- Modify a generic/Open Source template that you have bought or "recycled"
- Use the super-simple DIY template in the next chapter.

Here are some tips to help you set up your template for use with phpList.

*If you don't understand the information in this chapter and you don't have anyone to help you with your template, then skip to the next chapter for a super simple template.*

## The Basics

You should use inline styles, and unless you have configured phpList especially with a plugin, you must use a single column template.

If you choose a responsive template, your campaign editor should not use images with a width larger than a smartphone screen (max 320 by 480 pixels).

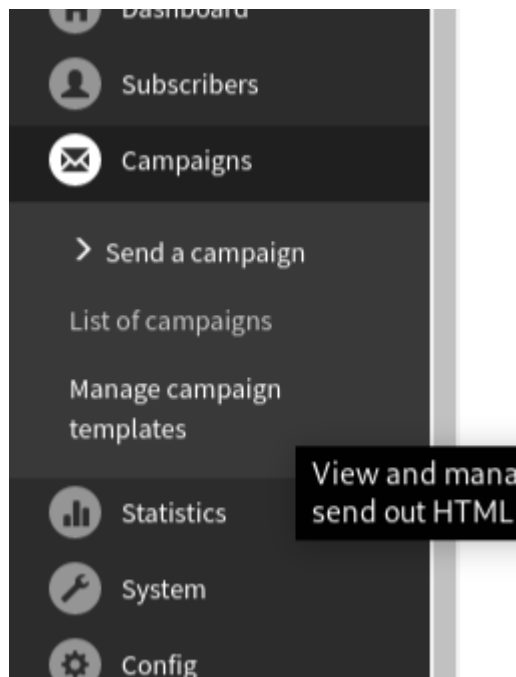
The *footer* in phpList is quite specialized and is described in a separate chapter. If you plan to have a footer in your design, please read the footer chapter before you start work.

## Logo: upload or remote link?

When you are designing or modifying your template, you need to decide if you will include your logo in the campaigns as an attachment or use a remote image. If you include your logo as an attachment it will always display to the recipient.



To add a template to phpList, go to **Campaigns > Manage campaign templates** from the main menu.



You will then see a list of templates already in the system. By default there is one template, the **System template** (which styles things like the confirm subscription emails).

## Manage Campaign Templates

Template	Campaign default	System ?	Action
System template	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Click **Add new template**.

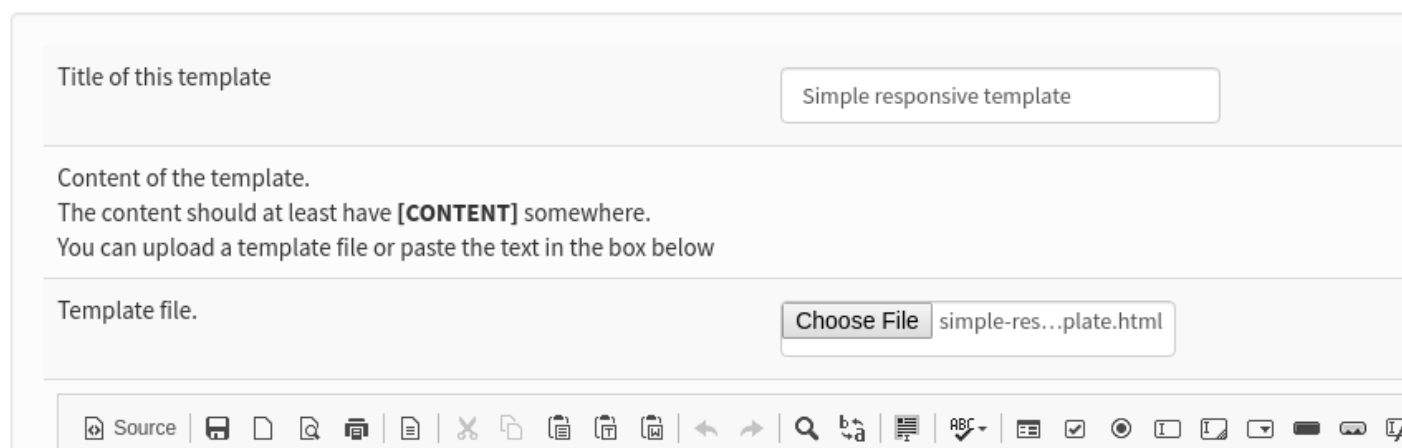
### Manage campaign templates

Add new template

#### Name your template

First, give your template a Title. This will display in the list of templates to choose from during the campaign composition stage, so it is important that the name makes sense to the person writing the campaigns.

In this case we called the template **Simple responsive template**, because it is the template we use when we announce a new version of phpList. We have different templates for community news and phpList hosted special offers, for example.



The screenshot shows a web interface for editing a template. At the top, there is a label 'Title of this template' followed by a text input field containing 'Simple responsive template'. Below this is a section for 'Content of the template.' with instructions: 'The content should at least have [CONTENT] somewhere. You can upload a template file or paste the text in the box below'. Underneath is a label 'Template file.' and a 'Choose File' button next to a text field showing 'simple-res...plate.html'. At the bottom of the interface is a horizontal toolbar with various icons for editing, including source code, undo, redo, search, and others.

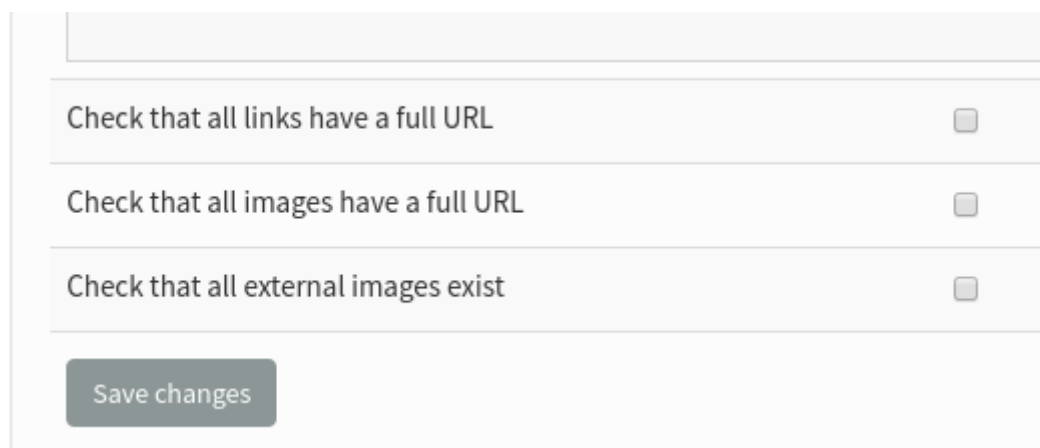
## Upload your file

To add your template you can paste the html into the editor, or upload it as a file. In this example we are uploading it.

Click the **Browse** button, locate the template file on your computer and click **Open**. The file name will then appear next to the **Browse** button (as shown in the image above).

## Save your template

Scroll to the bottom of the page and click **Save changes**, using the checking tools if you wish.



This screenshot shows the bottom part of the template editor. It features three rows, each with a checkbox for a validation check: 'Check that all links have a full URL', 'Check that all images have a full URL', and 'Check that all external images exist'. All three checkboxes are currently unchecked. Below these options is a dark grey button labeled 'Save changes'.

## Upload your logo?

The next screen gives you an opportunity to upload your template images, if you have any. This will usually be a logo. In this case the logo is hosted remotely and so no image is listed to upload.

## Add or edit a template

### Images

Below is the list of images used in your template. If an image is currently unavailable, please upload it to the database.

This includes all images, also fully referenced ones, so you may choose not to upload some. If you upload images, they will be included in the campaigns that use this template.

Image name **logo.png** (1 times used)

No Image was found

Upload new image:

Choose File No file chosen

Save images

Click **Save images**.

Your template will now be added to your list of **Existing templates**.

If you wish to set this template as the default for all campaigns, you can check the button under **CAMPAIGN DEFAULT**.

### Manage Campaign Templates

Template	Campaign default	System ?	Action
System template	<input type="radio"/>	<input checked="" type="radio"/>	  
Simple responsive template	<input type="radio"/>	<input type="radio"/>	  

Add templates from default selection

### Defaults and settings

There are some default settings for templates and footers at **Config > Settings** under **campaign settings**. For example you can choose which template will be used by default by referring to its ID.

Editing **The default HTML template to use when sending a message**

Save changes

Undo

0

The ID of the template can be found by hovering your mouse on the template name.

# Using your template

During campaign composition, use headings and other formatting as normal. You do not need to apply any additional styling such as text colour, if those elements are dealt with in your template.

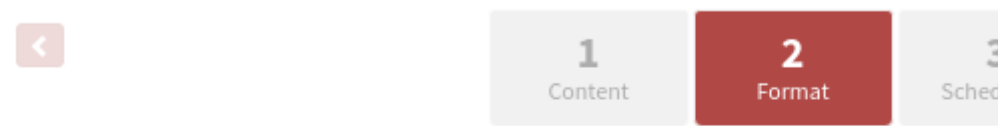
**Dear Friends welcome to the phpList newsletter!**

phpList 3.4.0 is a significant update that incorporates many changes, including jQuery security updates of the new REST API powered by phpList 4. See the release notes for the [full list of changes](#).

Use the 'Updater' link from your dashboard to get it, or see the [Download page](#) for full installation instructions.

In the **Format** of the send campaign workflow, select your template from the **Use template**

## Send a campaign

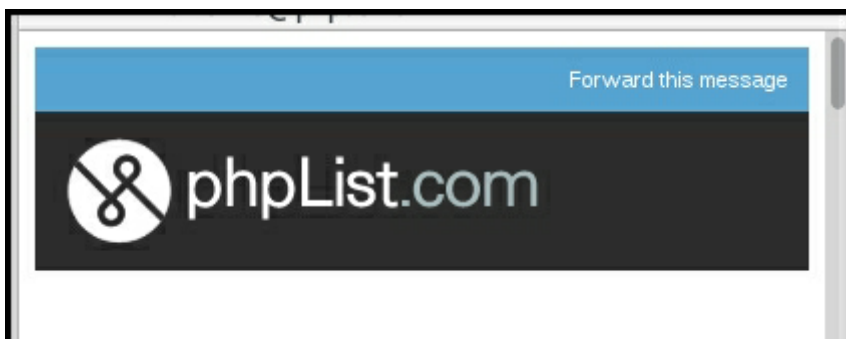


## Format

Send as HTML ☒ Text ☐

Use template

The template and theme are then applied during sending.



## Feedback

Discuss this chapter here.

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