DIY: Super Simple Template

We have made a very basic template for you to use. You will also need

- A version of your logo or similar image measuring 300px wide.

Download and save the template

Download the template by clicking **here** and then saving the file to your PC.

Upload the template to phpList

Go to **Campaigns** > **Manage campaign templates.**
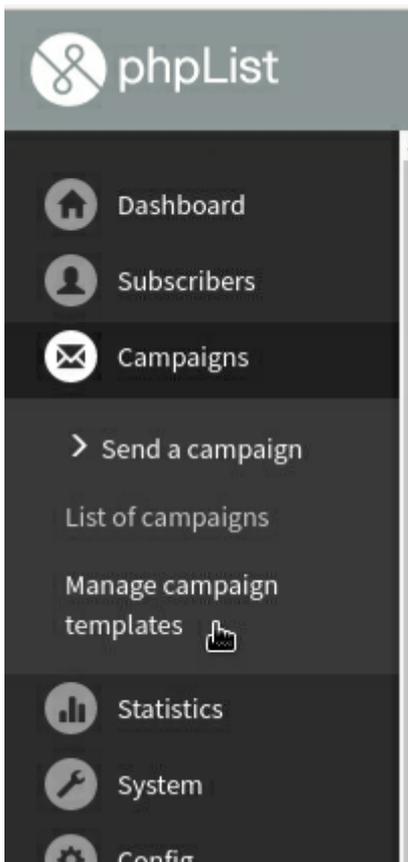
Click **add new template**.

Add new template

latoc

Give your template a name, for example **My Newsletter Template**. Then click **Choose File**.

| Title of this template	
Content of the template. The content should at least have [**CONTENT**] somewhere. You can upload a template file or paste the text in the box below	
Template file.	Choose File basic-template.html

Select the file you downloaded earlier, called **basic-template.html**, from your computer and click **Open**.
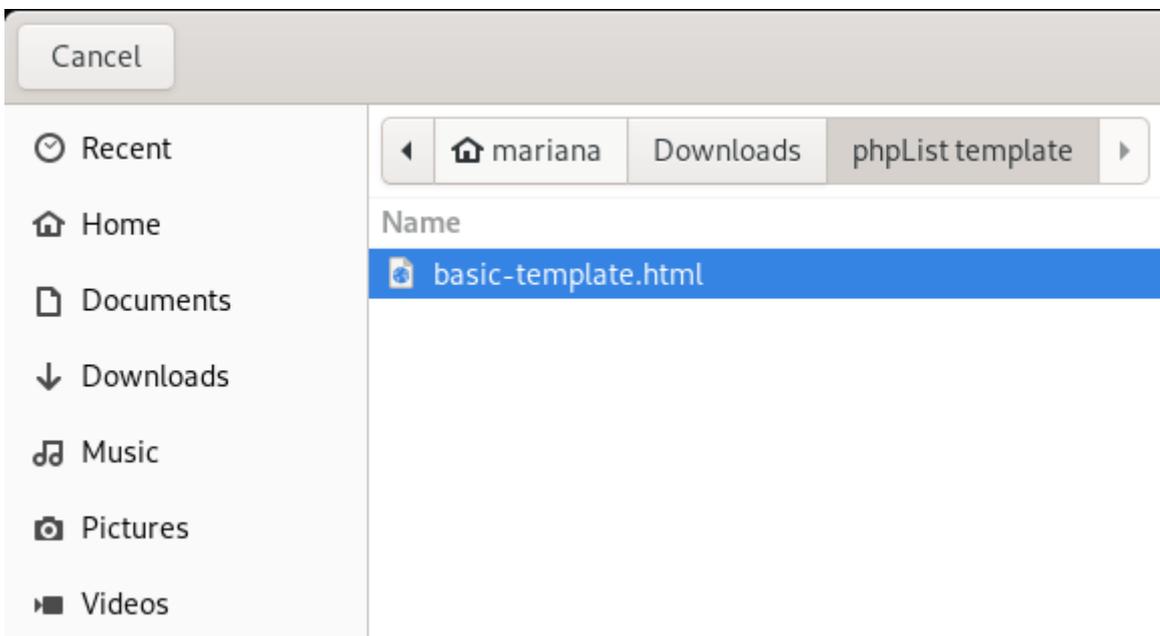
Then click **Save Changes**.

Check that all links have a full URL ☐

Check that all images have a full URL ☐

Check that all external images exist ☐

Save changes

Upload your logo to phpList

You will then be directed to add your logo. Remember, it must be no more than 300 pixels wide. Click **Choose file**.

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

Select your logo file from your computer and click **Open**.

Recent
Home
Documents
Downloads
Music
Pictures

◄ ⌂ mariana | Downloads | phpList template | ▶

Name

phplist-mark-black.jpg

basic-template.html
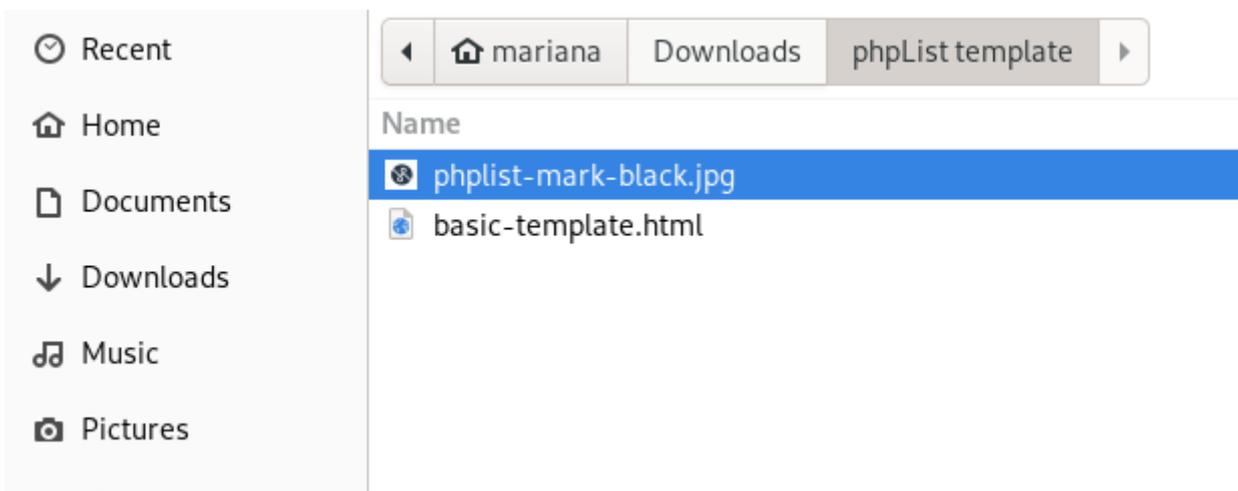
Click **Save Images**.

Make the template your default?

You will see your new template added to your list of existing templates. If you will use this template for most of your campaigns, click the radio button under **Campaign Default**.


Copy this footer text

Update your preferences | Unsubscribe

Add the footer to phpList

First go to **Config** > **Settings**.
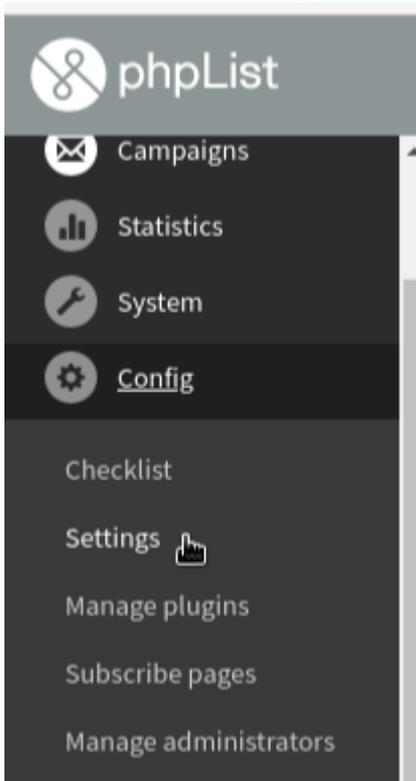
Then scroll down till you find the **Campaign Settings** area.

campaign settings
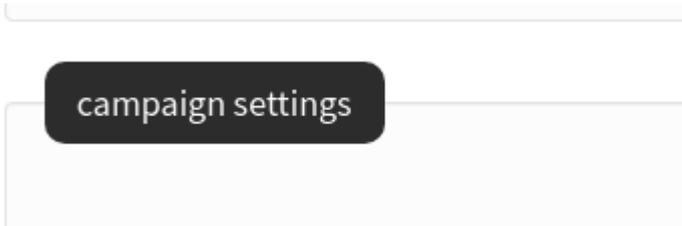
Click the edit icon

Default footer for sending a campaign

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```
<div class="footer" style="text-align:left; font-size: 75%;">
<p>This message was sent to [EMAIL] by [FROMEMAIL]</p>
<p>To forward this message, please do not use the forward button
message was made specifically for you only. Instead use the <a hr
our newsletter system.<br/>
To change your details and to choose which lists to be subscribed
[PREFERENCESURL]">preferences page</a><br/>
Or you can <a href="[UNSUBSCRIBEURL]">opt-out completely</a> from
</div>
```

Delete the contents up to the -- and right-click to **Paste** in the html you copied from this chapter.
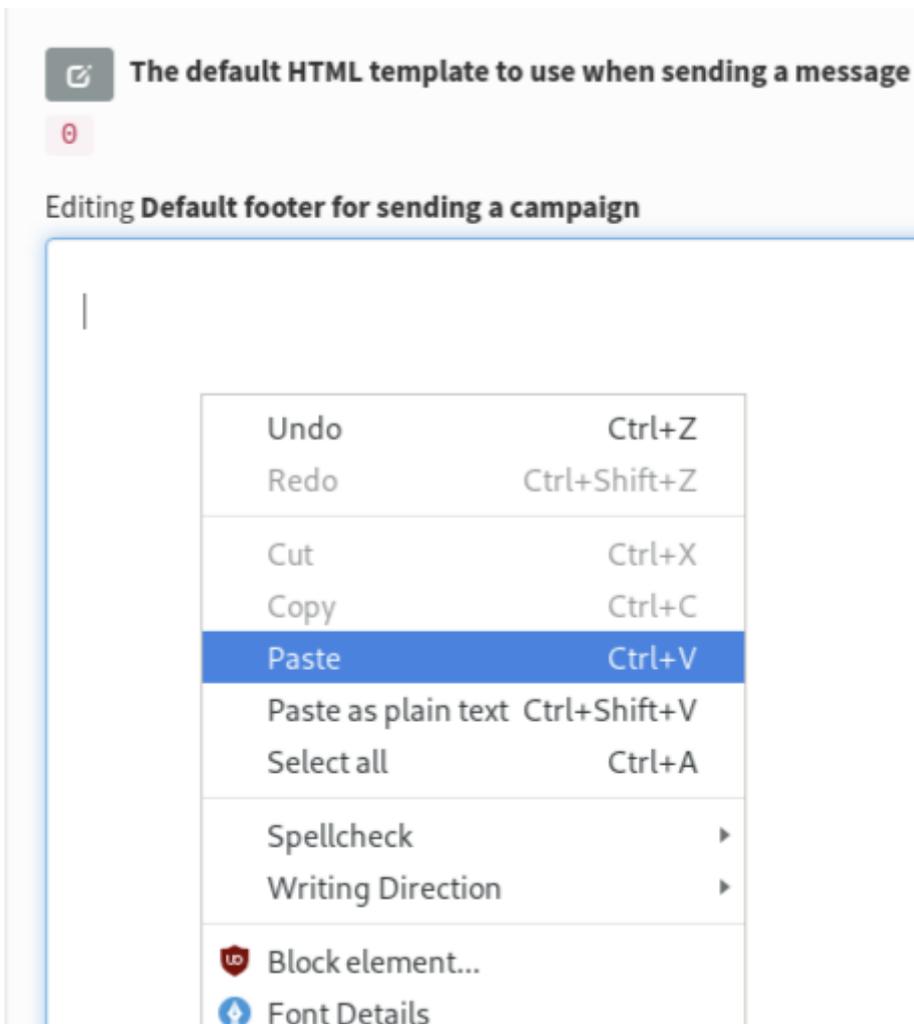
Click **Save Changes**.
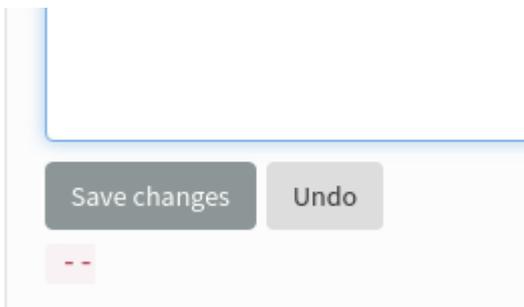
Any new campaigns will now use this footer by default.

Using your new template

Compose a new campaign. In this example I have pasted the html from my latest blog.

Check that you are using your template by clicking **Next** and examining the **Format** tab.

Send a test message using the **Send test** box at the bottom of the page.

Send test

to email address(es):

(comma separate addresses - all must be existing subscribers)

Take a look at the email when it arrives. You will notice your logo displays even when other, remote images are blocked, because phpList has sent it as an attachment.

From phpList <info@phplist.com> ☆

Subject **phpList 3.4.0 released: New REST API, campaign template, security update**   2:53 PM

To Me ☆

Forward this message

And you can see your template has been applied,

phpList 3.4.0 released: New REST API, campaign template, security update

Dear Friends welcome to the phpList newsletter!

phpList 3.4.0 is a significant update that incorporates many changes, including jQuery security updates for phpList 3, a new campaign template, and the introduction 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 and upgrade instructions.

Feedback

Discuss this chapter here.

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