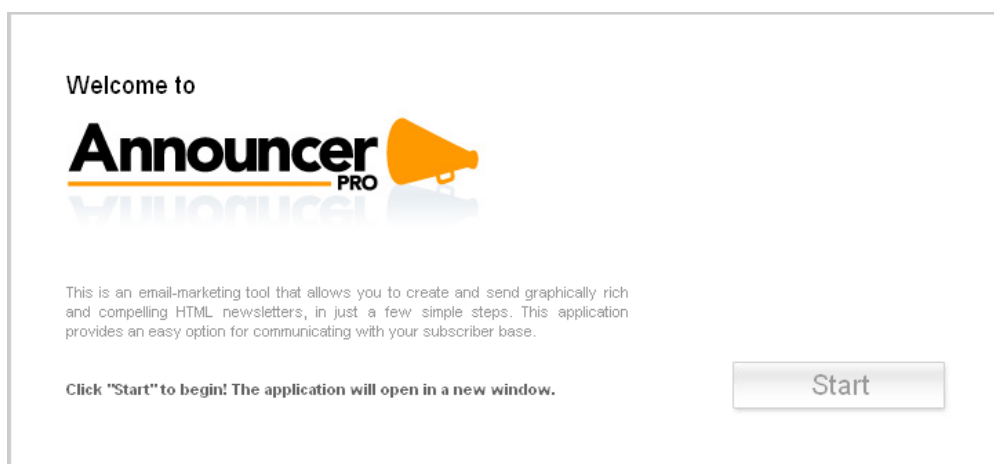
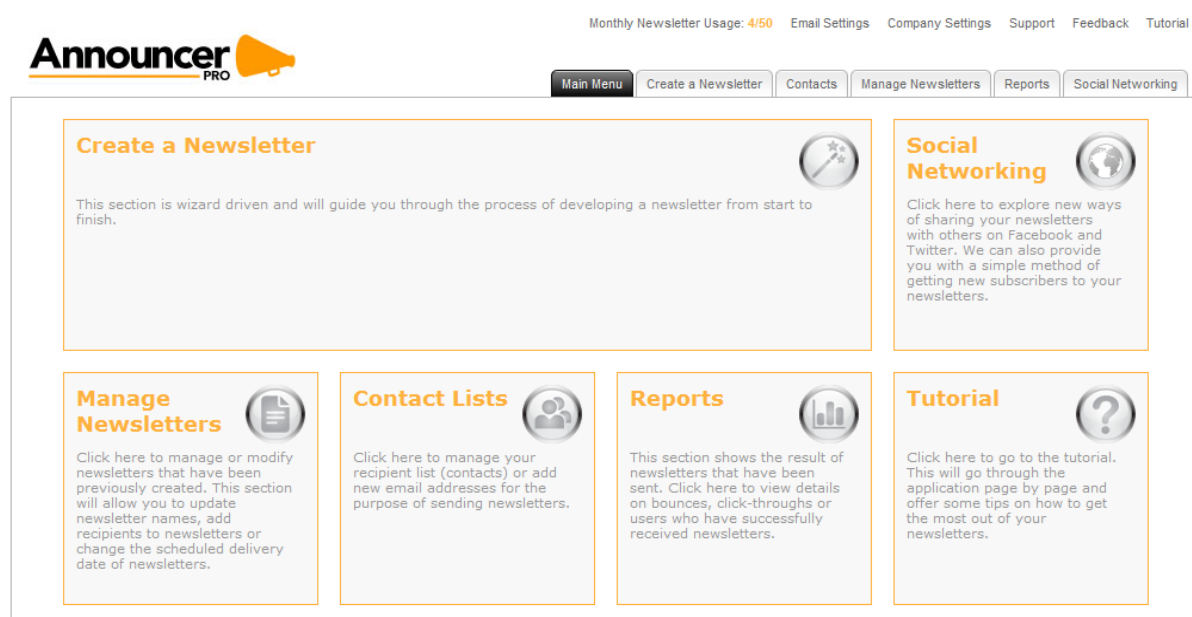


# Announcer Pro User Guide

Click “Launch Application” to start using Announcer Pro, the application will open in a new window.



When you click on “Start” the following page is loaded.



Start by creating a new email. Previously-registered information will be populated for you to confirm or edit per email campaign.

You can modify your newsletter by clicking, dragging and highlighting different aspects of the newsletter. Note that some default layout and images are locked and cannot be deleted.

< Go Back

Progress 1 2 3 4 5: Email Wizard

Next >

To move a block: Click on the block and drag to desired location.

To edit a block: Double-click in the block to edit the contents.

For further help, please click the ? icon. Firefox users: Please consult ? for Cut, Copy, Paste instructions.

[SPAM Check](#) [Edit Text Version](#) [Save Now](#) [Preview](#) [Send Test](#)

Personalize ▼ Arial ▼ 11px ▼ **B** *I* U abc X<sub>2</sub> X<sup>2</sup> 



This Valentine's Day  
Save up to  
**25%**

Celebrate Valentine's Day right with 25% off orders over \$25.  
Use promo code **benline** at check-out or in store.

Visit our website now to see our latest special offers.

Don't forget to follow us:

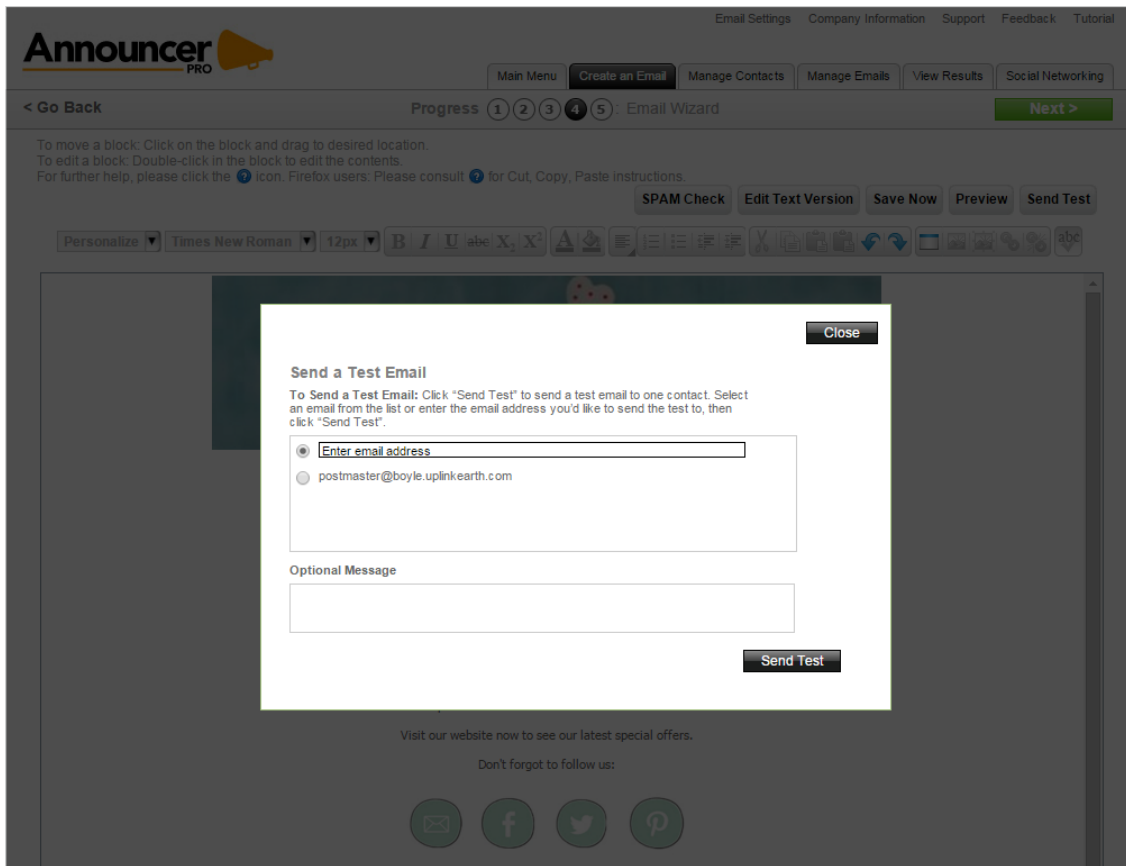


Contact Information  
Website Name Address

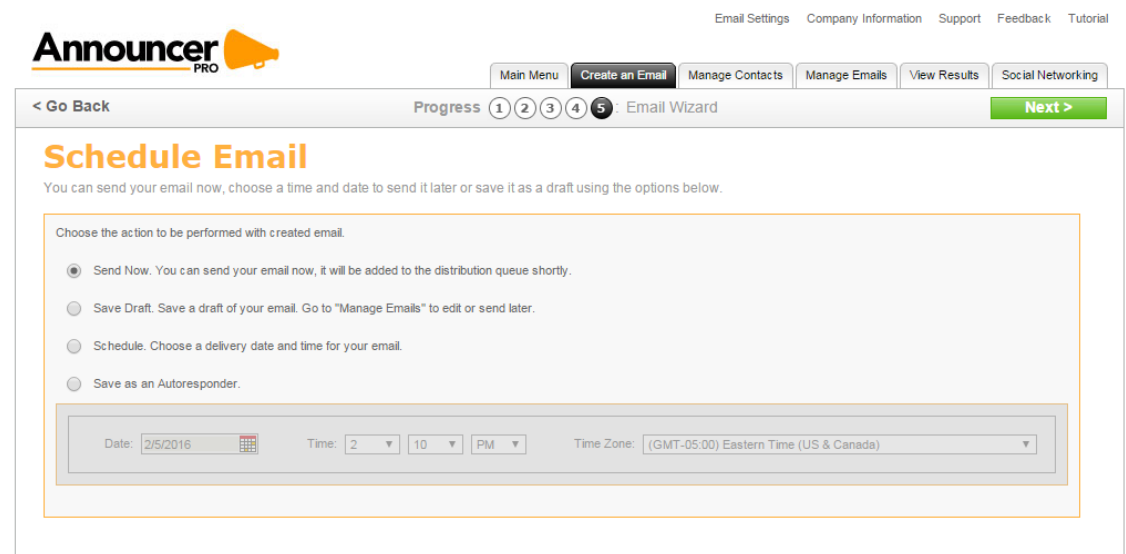
< Go Back

Next >

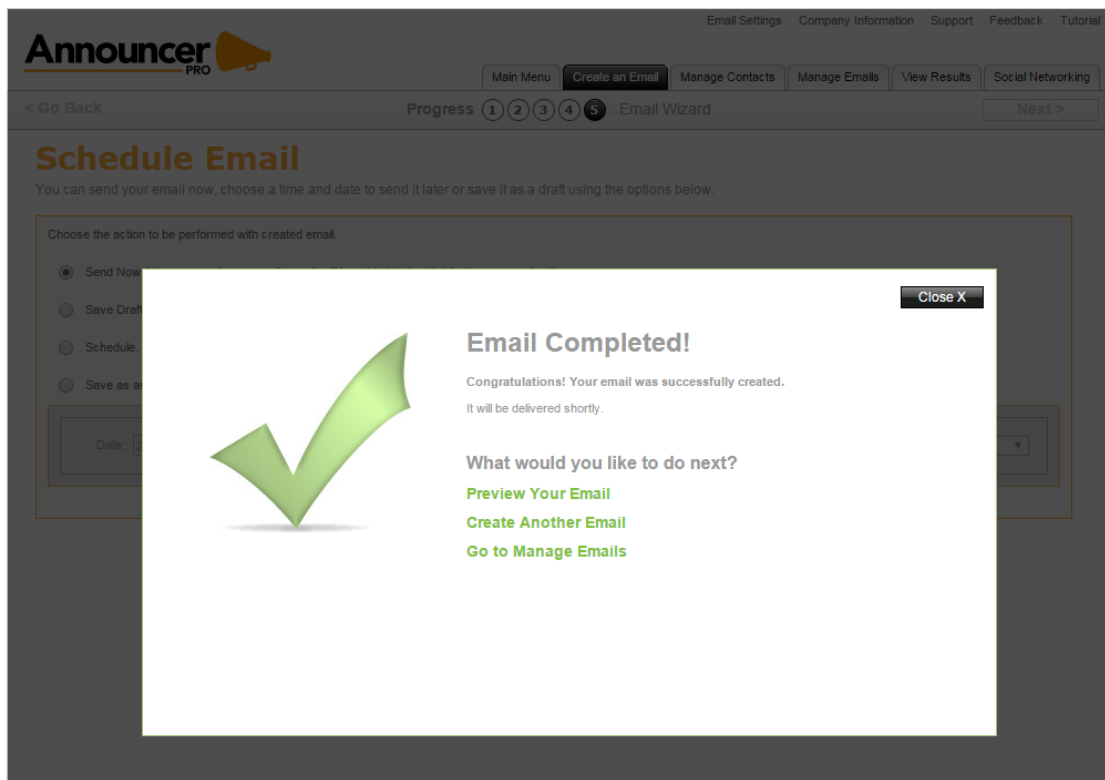
Any newsletters which you have not finished can be returned to and edited at a later date.  
Next step is to Preview your email and send a test before sending or scheduling.



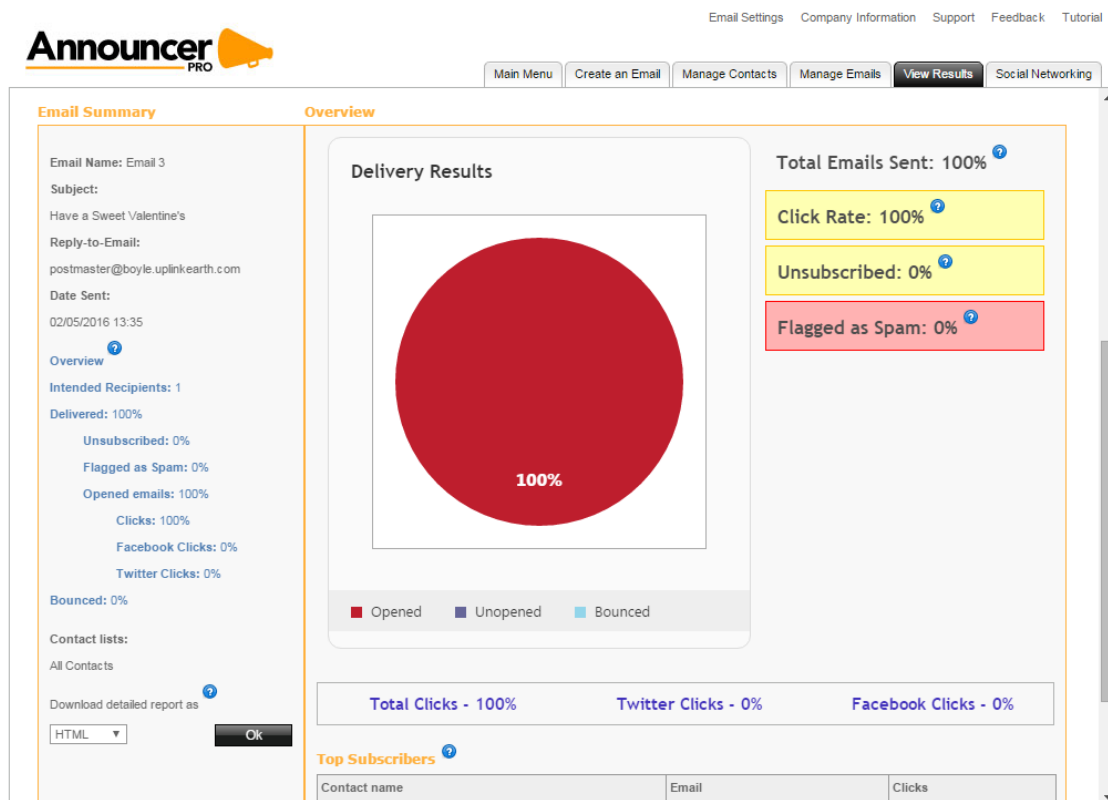
Once you're happy with your email, you're ready to send or schedule it.



And that's it!



You can see how your email performed through the View Results page. Get detailed reporting on your send, open and click rates, and download reports in HTML, CSV or PDF files.



Under Manage Contacts, users can create individual contacts, upload, or import contact lists, create a subscriber form for your website and more.

Email Settings

Company Information

Support

Feedback

Tutorial

Announcer

PRO

Main Menu

Create an Email

Manage Contacts

Manage Emails

View Results

Social Networking

Add Contacts

Find/Edit Contacts

Create/Edit Lists

Import Email Addresses

Create Subscriber Form

Export Lists

Merge Lists

## Import Email Addresses

You can import email addresses from an email program such as Yahoo Mail or Outlook; from a spreadsheet (a .CSV file) or by copying and pasting email addresses here. You may import an unlimited number of email addresses but a maximum of 1,500 addresses is allowed per import. To import more than 1,500 email addresses, simply upload them in groups of 1,500.

### Import Email Addresses

Select one or more lists where the contacts will be imported. All imported contacts will also be copied to the "All Contacts" list.

List Name	Number of Contacts	
<input checked="" type="checkbox"/> All Contacts	1	<input type="button" value="Up"/> <input type="button" value="Down"/>

Create New

Add New Contacts

Contact list name

☐ Send an opt-in message to subscribers

How would you like to add your contacts?

- Choose an option below -

- Choose an option below -

Import from Excel

Import from Windows Live

Import from Yahoo! Mail

Import from Gmail

Import from Outlook

Import from .CSV File

Copy and Paste Email Addresses

Add Emails Individually