Usage Of Contact Manager

Documentation | Quick Start Guide

Installation

1. Unzip the plugin file.

2. Upload the *contact-manager* folder, and only this folder, to your plugins directory (it should be *wp-content/plugins*).

3. Activate the plugin through the *Plugins* menu in WordPress.

4. Personalize the plugin interface through the *Back Office* page of Contact Manager in WordPress.

5. Configure the plugin through the *Options* page of Contact Manager in WordPress.

You can also install Contact Manager through the *Install Plugins* page of the *Plugins* menu in WordPress (*Plugins => Add New => Upload*).

Upgrade

When you upgrade Contact Manager, you don't lose any settings or any data.

1. Unzip the plugin file.

2. Upload the *contact-manager* folder, and only this folder, to your plugins directory (it should be *wp-content/plugins*), without deleting the *contact-manager* folder that already exists in this directory.

You don't need to deactivate and reactivate the plugin.

You can also upgrade Contact Manager through the *Plugins* menu in

WordPress, and through the *Updates* page of the *Dashboard* menu in WordPress (*Dashboard => Updates*).

Non-WordPress Static Websites

Contact Manager is designed to work with a WordPress site, but you can also use it with a non-WordPress static website, by following the instructions below.

Installation Of WordPress

Download WordPress and install it on your website. You will not use WordPress as a CMS to manage the pages of your website, but as an interface allowing you to manage your contact forms and messages.

The Files Of Your Website

If the files of your website have the extension *.htm* or *.html*, replace it with *.php*. Open them with a text editor like Notepad++, click on *File*, and then click on *Save as...*. A window opens. In the *Type* field, select *PHP* and click on *Save*.

You can also recreate these files with the *index.php* model provided with Contact Manager, inside the *model* folder of the plugin.

Loading Of WordPress

To load WordPress functions in the files of your website, add on top of these files the following code:

```php
<?php
$wordpress_directory = 'WordPress directory';
$file = $wordpress_directory.'/wp-load.php';
while (strstr($file, '//')) { $file = str_replace('//', '/', $file); }
if (substr($file, 0, 1) == '/') { $file = substr($file, 1); }
$i = 0; while ((!file_exists($file)) && ($i < 8)) {
$file = '../'.$file; $i = $i + 1; }
include_once $file;
?>
```

Replace *WordPress directory* with the name of the directory where you installed WordPress. If you installed it at the root of your website, replace this line:

```php
$wordpress_directory = 'WordPress directory';
```

by this one:

```php
$wordpress_directory = '';
```

Insert this line of code:

```php
<?php wp_head(); ?>
```

just before the </head> tag, and this line of code:

```
<?php wp_footer(); ?>
```

just before the `</body>` tag.

Using Shortcodes

The [documentation](#) of Contact Manager provides you several shortcodes. To use these shortcodes in the PHP files of your website, insert a code like this:

```
<?php echo do_shortcode('[your-shortcode]'); ?>
```