

# Usage Of Contact Manager

[Documentation](#)

## 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 Contact Manager back office page in WordPress.
5. Configure the plugin through the Contact Manager options page in WordPress.

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

## Upgrade

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. Personalize the plugin interface through the Contact Manager back office page in WordPress.
4. Configure the plugin through the Contact Manager options page in WordPress.

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*).

Normally, you don't need to deactivate and reactivate the plugin. However, if you encounter problems after the update, deactivate and reactivate the plugin through the *Plugins* menu in WordPress.

## Static Websites

Contact Manager is designed to work with a WordPress site, but you can also use it with a 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. Some WordPress menus (*Posts, Pages, Comments, ...*) will be useless. The [Simple Admin Menu Editor](#) plugin allows you to disable them.

### 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
$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:

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

by this one:

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

Insert this line of code:

```
<?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]'); ?>
```