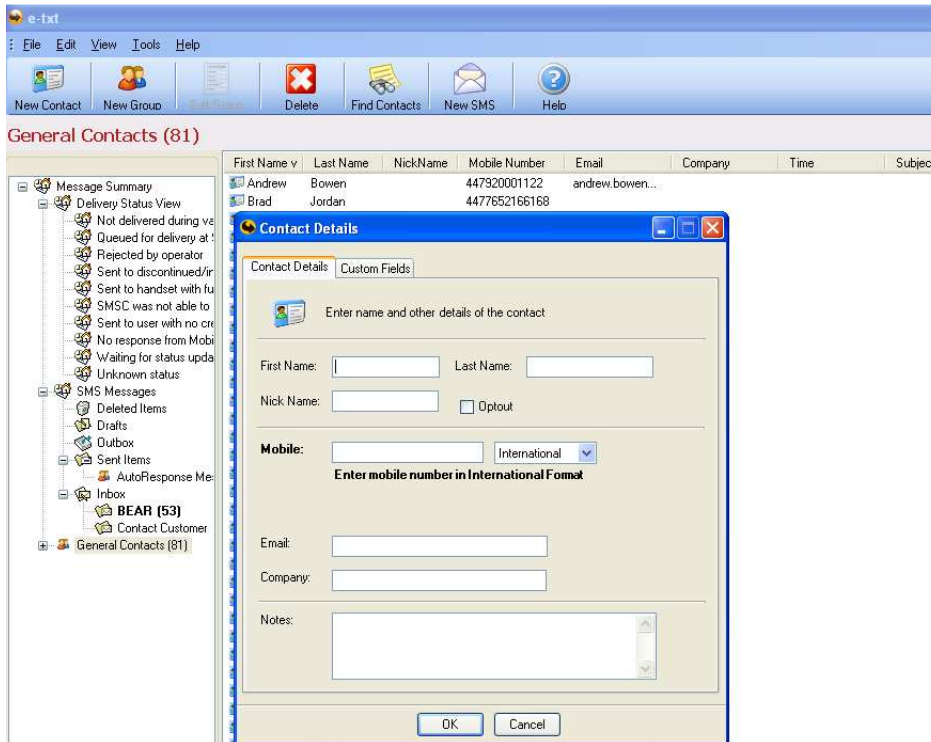


How-to add Contacts manually in e-txt™

1. Click on **General Contacts** on the left-hand navigation pane. This will bring up the contacts toolbar along the top of the screen.
2. Click the **New Contact** button on the top left of the screen, to add a new contact.
3. You will see the following screen, which you can complete with contact details.



4. Enter the details of your contact as shown below.

Contact Details

Contact Details Custom Fields

Enter name and other details of the contact

First Name: Last Name:

Nick Name: Optout

Mobile: International ▼

Enter mobile number in International Format

Email:

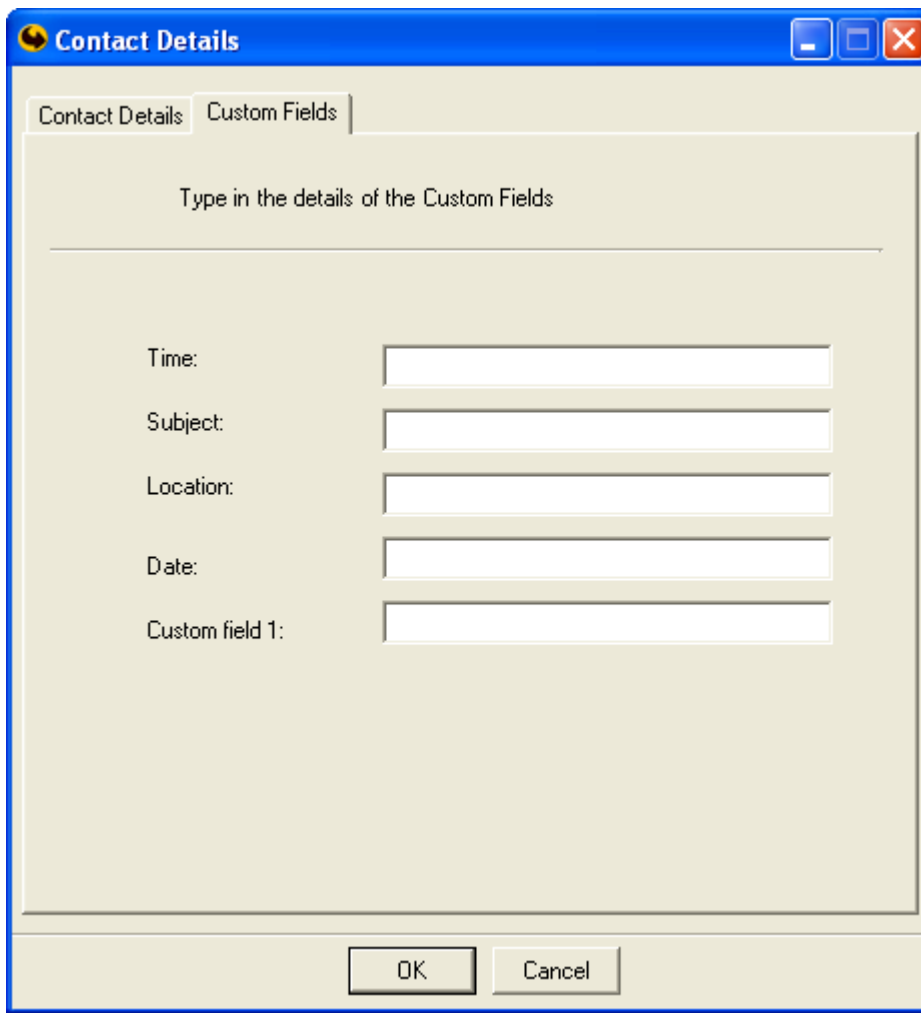
Company:

Notes:

OK Cancel

- **Mobile** is the most important field, with only one record permitted for each mobile number. You may enter the number in one of several different formats including international and UK. Select from the drop-down list.
- **Email:** You can store email addresses of contacts and simultaneously send the same message as a text message and an email.
- **The Optout checkbox:** If this is ticked, the contact will be opted out of distribution and their name will be greyed out in the main list (see below). You will not be able to send them a message. To un-optout - if there has been a mistake - simply uncheck the box.

By clicking on **Custom Fields** further information can be stored. The following fields are included as standard:

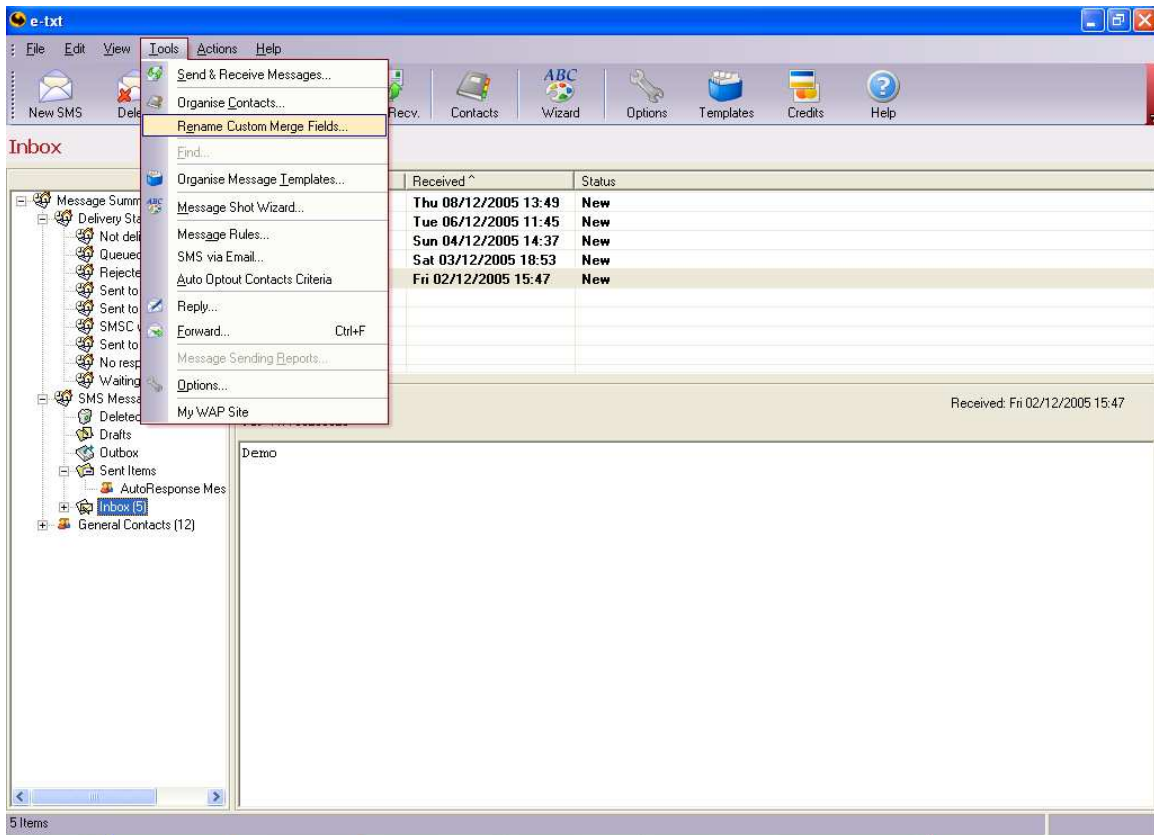


The image shows a screenshot of a software dialog box titled "Contact Details". The dialog has a blue title bar with standard window controls (minimize, maximize, close). Below the title bar, there are two tabs: "Contact Details" and "Custom Fields", with "Custom Fields" being the active tab. The main area of the dialog is light beige and contains the text "Type in the details of the Custom Fields" followed by a horizontal line. Below this line, there are five labeled input fields, each with a corresponding text label to its left: "Time:", "Subject:", "Location:", "Date:", and "Custom field 1:". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

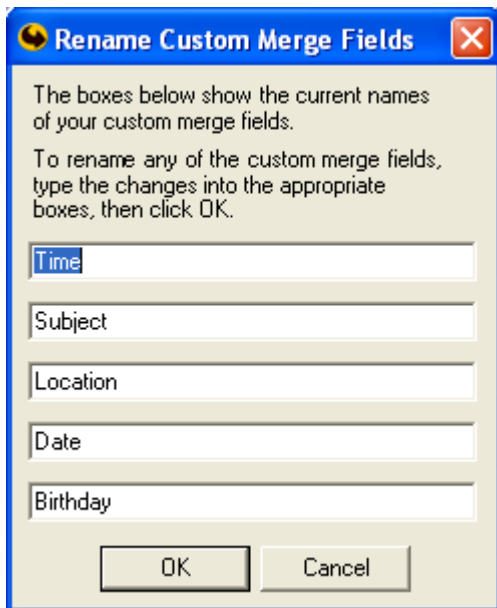
It is easy to transfer your existing list or data into e-txt. Once this is done, you can build your list and regularly add contacts (as well as removing them).

Renaming Custom Contact fields

Click **Tools** and then **Rename Custom Merge Fields**



You will get this Window



You might for example use the Custom fields to record the Birthdays of contacts if this was already in your database (as shown above).

An employment agency might use these fields to record qualifications, experience or address details.