

HTML Broadcast Wizard

Introduction

The HTML broadcast wizard is a utility that lets you send personalized html mail to a number of listed contacts available in a compliant ODBC source database.

Using the HTML Broadcast Wizard

Open the HTML Broadcast Wizard by double clicking on HTMLWizOut.exe.

This will open the 'Database Selection' dialog (Fig.1) from where you have to select the appropriate ODBC database source.

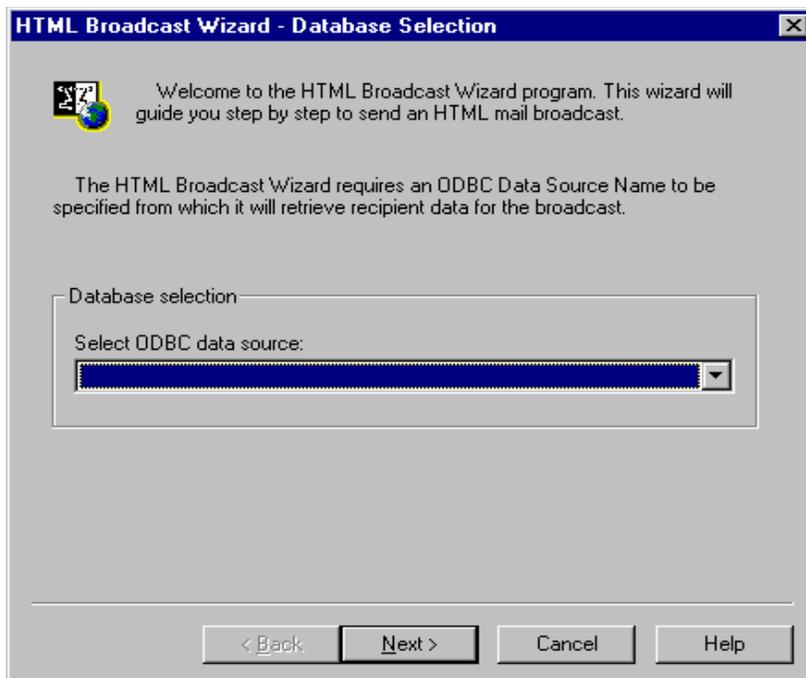


Fig.1 The Database Selection dialog

Once you have selected the relevant ODBC source (e.g. an MS Access Database), you are prompted to select the database file with the required contact list or records.

When the database source and file selection is accomplished, the HTML Broadcast Wizard opens the 'HTML Page Selection' dialog (Fig.2)

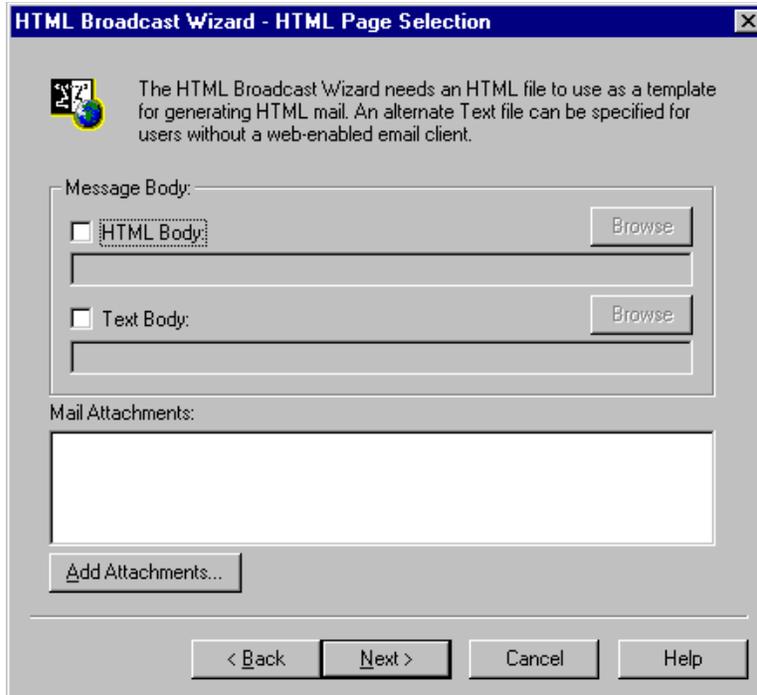


Fig.2 The HTML Page Selection dialog

The 'HTML Page Selection' dialog will enable you to specify either an HTML (supports either .htm or .html files) template for HTML enabled mail clients or a text file for mail clients that do not support HTML. The specified file will have the content for the broadcast mail you'll be sending to the contacts specified in the database earlier. You can also specify any mail attachments you would require to send with each and every mail.

Once the required selections are complete, click on the Next button. This will open the 'Message Information' dialog (Fig.3) where you can select various criteria to finalize the format of your broadcast message.

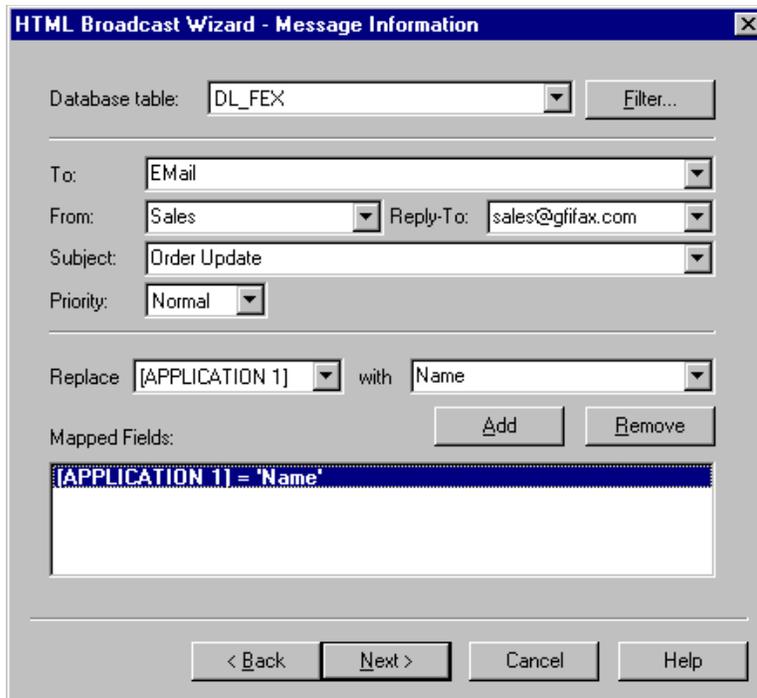


Fig. 3 The Message Information dialog

From the 'Database Table' field select a valid table from the database file specified earlier. Clicking on the Filter button, will allow you to specify Filter rules to restrict the record selection.

In the To: field you can specify either a particular address or otherwise you can set a particular field from the specified record table which contains the addresses you want to broadcast to. In the From field you can set the From display of the email message and in the Reply-To field you can enter a reply to address for all your messages, that will be appended to each and every mail sent. In the Subject field, you can specify a subject entry for all mail. In the Priority field, you can set the Priority for the messages relevant to your particular mail server.

If the HTML file or Text file contains entries within the body enclosed between square brackets (e.g. [APPLICATION 1]), all the entries can be replaced with a particular record (by setting a Field entry in the 'Replace – With' option). You can enter as many 'Replace – With' criteria as possible. This is a very useful utility especially in distributing personalized messages.

Click Next to open the 'SMTP Server Settings' dialog. Enter the correct settings for your mail server and click Next.

The final dialog will be now displayed (Fig.4). This will enable you to preview the mail broadcast you generated. Your mail broadcast can either be previewed directly in HTML format, otherwise in your Outlook mail client format or using any other mail client installed.



Fig.4 The Preview dialog

You are now ready to send your mail broadcast! Click Finish to send the messages as configured.

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