





Contents

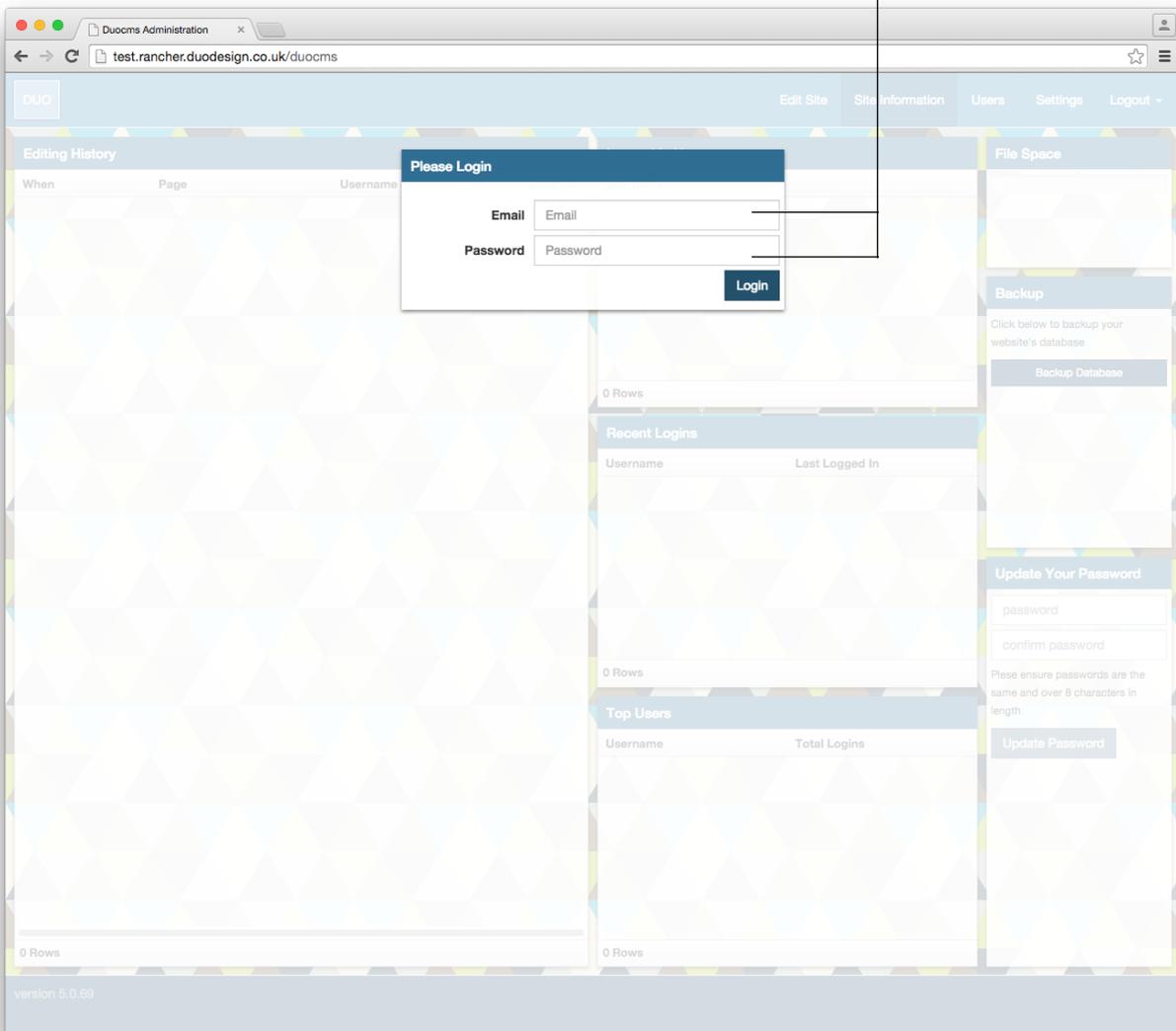
01	How to login	3
02	How to edit a page	4
02.1	How to edit text	5
02.2	How to edit text style	6
02.3	How to add pictures	7
02.4	Adding an image description	9
02.5	How to add a link	10
02.6	How to insert a file for downloading	13
03	How to add a new page	14
03.1	How to reorder and move images	15
03.2	How to change a page title	17
03.3	How to edit a page title	18
03.4	How to add page keywords	19
03.5	How to modify the page data	20
03.6	How to change a page template	21
03.7	How to publish/unpublish a page	22
03.8	How to delete a page	23
04	How to add a dynamic list	24
05	How to logout	25

01 How to login

Simply go to your website. Then type /duocms/ after your web address in the address bar of your browser window; it should look something like this - http://www.yourwebaddress.co.uk/duocms/

Now press return; this will take you through to the login page. There are two text boxes: one is for your user name, and the other is for your password. Once you have typed in this security information, simply click the login button. You are now logged in.

add username and password here



02 How to edit a page

Once logged in you are taken to the site settings page. To edit the pages of your website you will need to access the site editor. This is done by selecting the edit site button; from the Tools menu, located on the top bar of the site settings page.

You are now back at your website, but with the addition of the site editor toolbar. This toolbar will allow you to edit and modify your own website.

The screenshot shows the Duocms Administration interface. The top navigation bar is blue and contains the 'DUO' logo on the left and the following menu items: 'Edit Site', 'Site Information', 'Users', 'Settings', and 'Logout'. The main content area is divided into several sections: 'Editing History' (a table with columns 'When', 'Page', 'Username', 'Published'), 'Logged In Users' (a table with 'Username' and '1 Rows'), 'Recent Logins' (a table with 'Username' and 'Last Logged In' columns and '3 Rows'), 'Top Users' (a table with 'Username' and 'Total Logins' columns and '1 Rows'), 'File Space' (a progress bar at 35.1%), 'Backup' (a 'Backup Database' button), and 'Update Your Password' (password input fields and an 'Update Password' button). The footer shows 'version 5.0.69' and 'Logged in as cris ward (cris@duodesign.co.uk)'.



Edit Site button

02.1 How to edit text

Use your sites navigation / buttons in the normal way to get to the page you wish to edit. Now go to the control panel, and click the edit page button. You are now able to click anywhere in the text and start typing or even select an area of text, and modify it. The only difference between this editor and word being: if you press the enter key, you will start a new paragraph and a space will be added. If you simply want to go to a new line, you must press 'shift + enter' together.

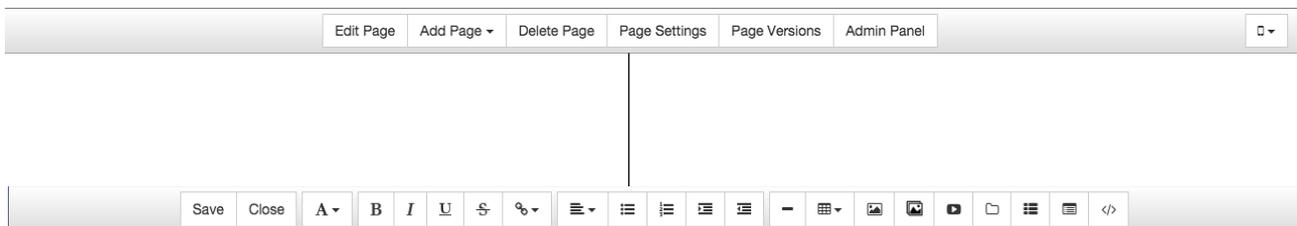
Other icons on the edit panel will also allow you to modify text, these include functions such as: bold, italic, underline, bullet points and number lists. You must first highlight the text you wish to modify, then select the buttons to modify your selection.

Once you have successfully modified your text, remember to click the save icon. Please note, for cut copy and paste you will need to use the right click menu, or use the keyboard shortcuts.

CTRL + X - Cut

CTRL + C - Copy

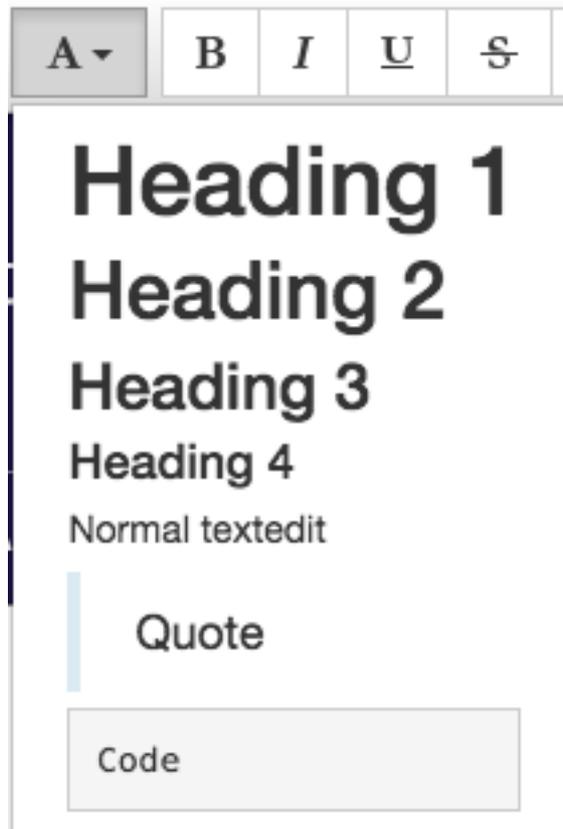
CTRL + V - Paste



02.1 How to edit text style

To modify the style of text, you first need to select a section of text on the page. On the edit bar is a drop down button that controls the font style. If you click the arrow, it will reveal the various text styles you can choose from.

Just click the text style and the text will update. Text styles can only be applied on a per paragraph basis (this is one of the limitations of html). So remember to press enter after your titles, subtitles and paragraphs to separate these types of text.



02.3 How to add pictures

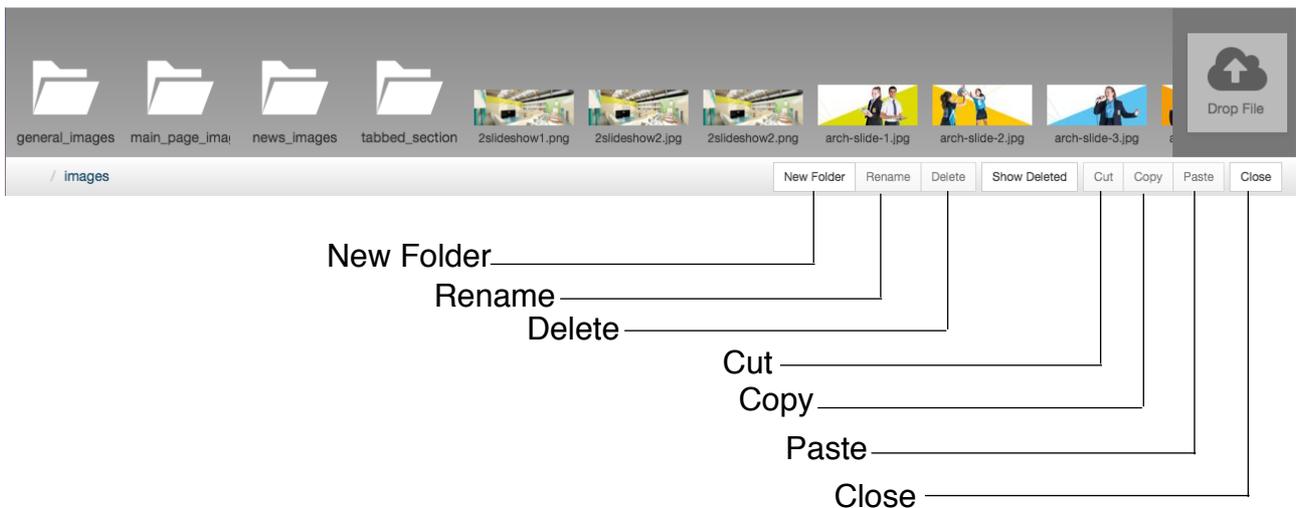


To add an image to a page, click the insert image icon in the site editor panel. The editor panel will change to reveal an image library (drag and drop image panel), with a selection of images to choose from.

It is often a good idea to organise the images into various folders. For example; you may want your frontpage images separate from the images that are used in the main areas of the website. The button on the bottom left will allow you to do just this. The first button allows you to add a new folder, the other buttons enable the cut, copy and paste of an image from one folder to another. The delete button can remove unwanted images.

Once you have created a folder or uploaded an image, it is also possible to rename them. Simply click on the image to select it, then click on the rename button. A box should appear around the text, now use the backspace button to delete the existing name, and then type the image name you desire.

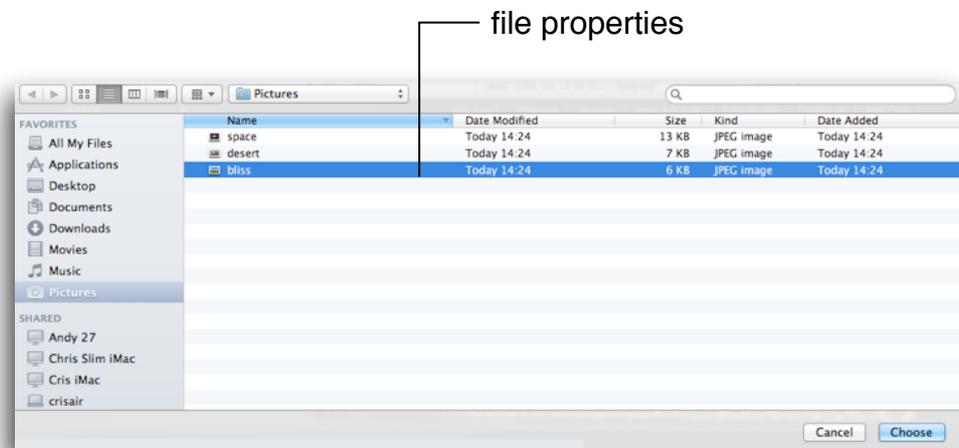
You are also able to browse your computer and upload images. Images should be a web friendly format (JPEG, GIF, or PNG). To do this find the image you wish to upload and drag it to the 'drop file' box. Alternatively if you click on the 'drop file' box: a dialogue box will appear. Once you have selected a file click open; you will now return to the drag and drop image panel. The image will be added to the image library for you to use. If you wish the image to be uploaded to a specific folder in the image panel, the folder must be selected before uploading.



Once you have chosen your image from the library, the drag and drop panel will preview the image. Drag the image on to the page, you can close the image window by clicking the close button on the bottom right of the panel. The image can now be moved around the page - if necessary - by simply dragging it to the desired position.



If the image fails to upload, it may be due to the file being too large. There is a physical upload maximum of 1280 pixels wide (width of the website) by 960 pixels high. A maximum file upload of 10Mb is set, if in doubt, when selecting an image from browse file dialogue the file properties will be on the right of the file shown in the image below:



02.4 Adding an image description

To help search engines and screen readers (in use by the visually impaired), it is a good idea to add descriptions to the images. These are often seen as the small yellow boxes which appear when you hover the mouse over an image.

Adding these descriptions is fairly straight forward, it can be done by clicking on an image. The toolbar will then change to the image toolbar. Change the text in the 'description' text box.

Other image options can be changed here including width, height, align, hspace (horizontal space), vspace (vertical space), and border width. Use the align drop down, to place the image to the left or right of the text. Further control of images is also available by double clicking the image. To return from the image toolbar, simply click on the editable text on the page you're working on, or on the finish button.

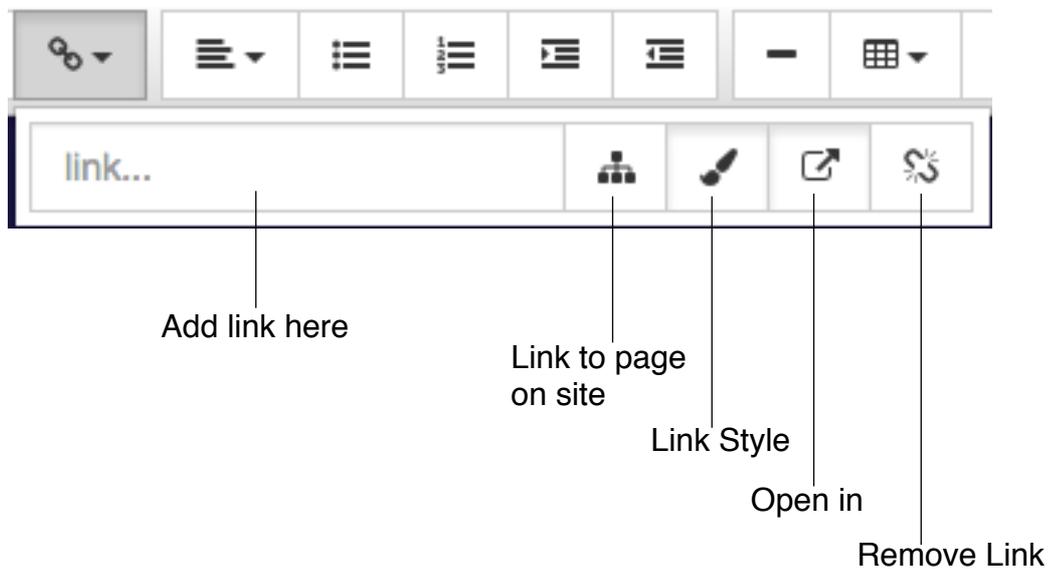
02.5 How to add a link

You can add links to other pages in your own site, or link to pages on other websites. To add a link that directs you to another page on your own website, you must first click the edit page button in the site editor.

Now select an area of text or an image that you wish to turn into a link, and then click the create link button.



The link drop down will appear, this shows two elements, the 'link to' box and the 'open in' icons. The 'link' box is where the address of the page that you wish to link to, should go.

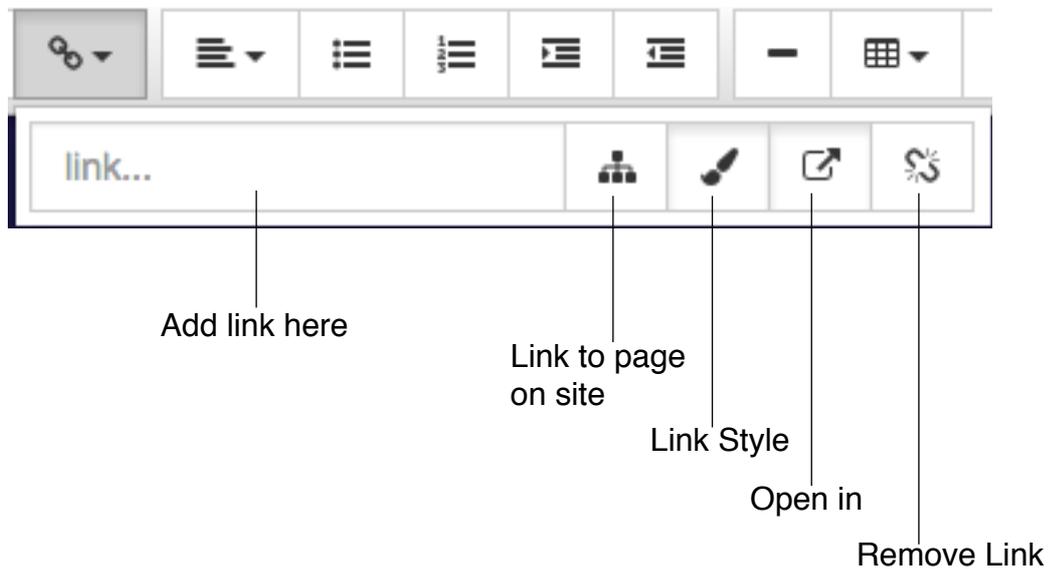


If you would like to link to a page on your own site, you can use the shortcut menu to fill out the 'link' area. Clicking on the page tree button near the 'link' box, will open a page selection tool as shown in the diagram below. Simply select the page you wish to link to, then click the 'link' button again to close the dialogue box.

If you want to link to a page on another site, you need to go to that page, and copy it's web address from the address bar shown at the top of your screen on your web browser. You then need to paste this address into the 'link' box. Addresses from all other sites need to have http:// inserted before the www. This is very important because it needs to be the full address; without it the link will not work.

The 'open in' drop down has two options: this window (this will open the new page over the existing web page), and new window (this means a new browser window will open for the link, leaving the existing page unaltered).

Click the link button again to close the input box and the link is created. The link will only work when you have left the editing mode by pressing the 'save changes' button. Links do not work in editing mode, this is to stop the accidental clicking of links. If you wish to remove a link, select the item that has the link, click on the 'link' icon and then click remove.



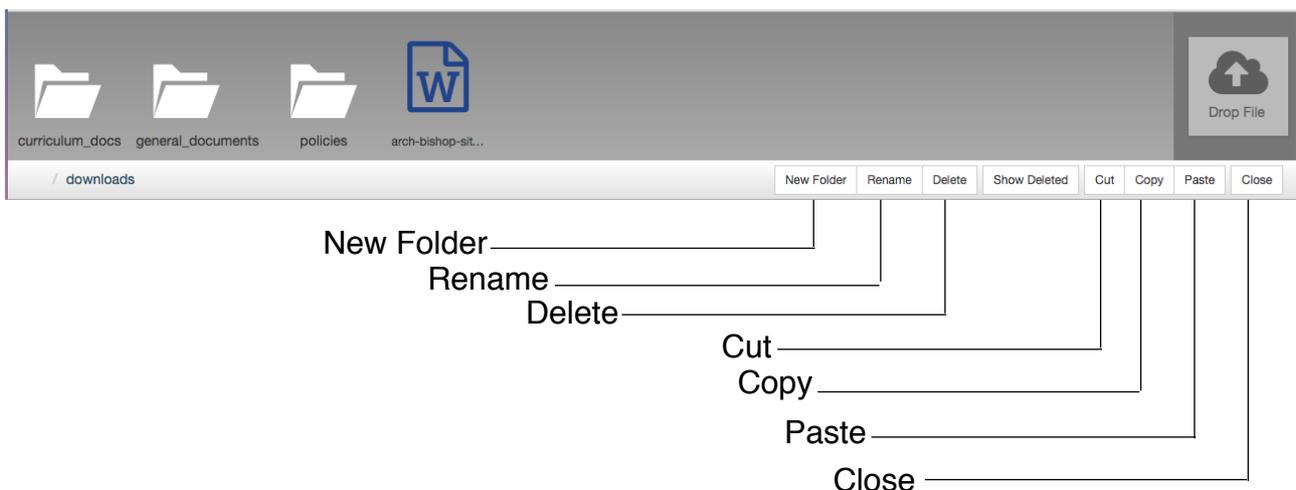
02.6 How to insert a file for downloading

To add a file to a page; first select the location you want the file to be inserted, then click the insert file icon in the site editor panel. The editor panel will change to reveal a list of files to choose from. You are able to upload a selection of file types such as PDF, Word, Excel and PowerPoint. You can drag and drop files in to the panel and you are also able to browse your computer and upload files. To do this, click on the 'drop file' box; a dialogue box will appear.

Once you have selected a file, click open; you will now return to the site editor panel. The file will be added to the file library for you to use. If you wish the file to be uploaded to a specific folder in the file library, the folder must be selected before clicking upload.

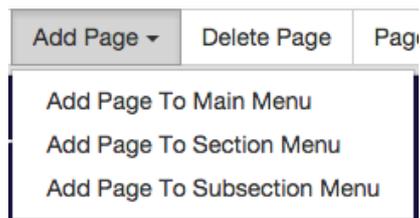
If the file fails to upload, this may be due to the file being too large. We recommend that you try not to upload files above 25Mb in size. For example, a file of 2Mb will take approximately 20 minutes to download on a standard dial up connection. If in doubt about the file size when selecting a file from the browse file dialogue, right click and go to properties; this will bring up information regarding the files size.

Once you have chosen your file from the library, the editor panel will preview the file, plus the applicable file type logo. Now drag the file on to the page from the preview window. The file should now be visible on the page, so click the close button.

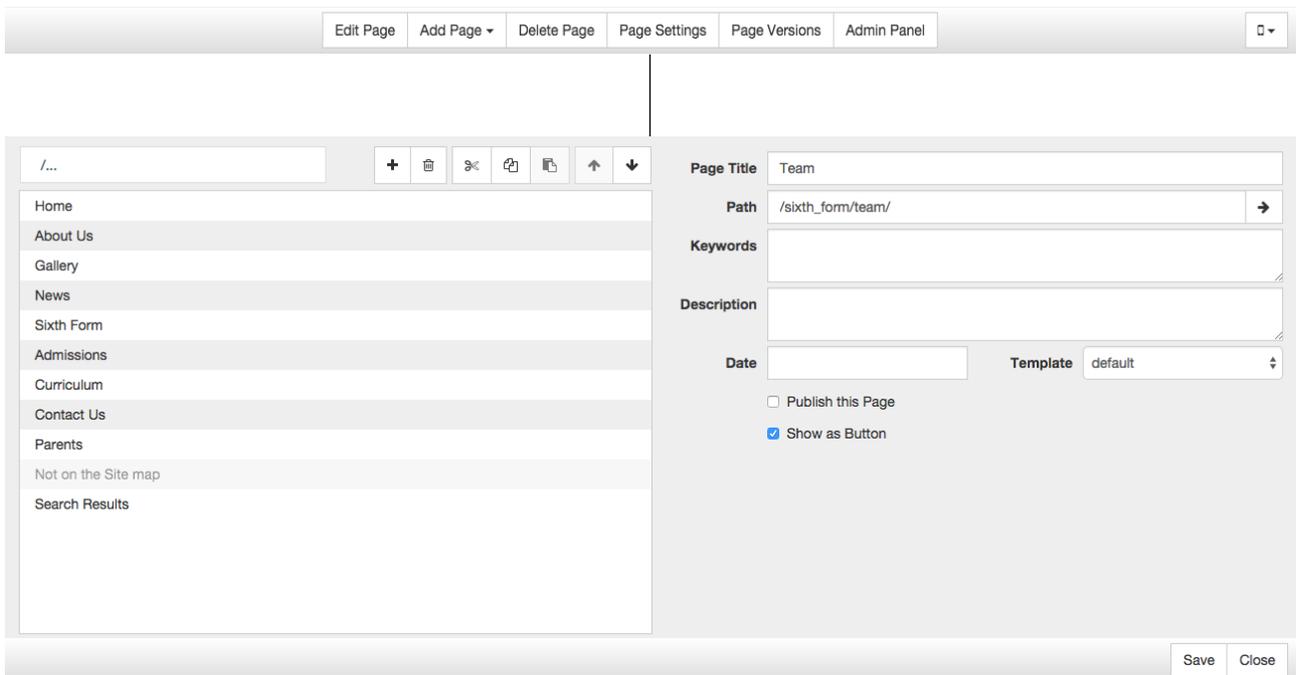


03 How to add a new page

Adding pages to the primary and secondary menu can be done with the main toolbar, by clicking the 'add page' drop down then select add page to main menu' or 'add page to section menu' buttons. However, the 'page settings' dialogue is used for most page operations. This can be accessed via the main editor toolbar by clicking on 'page settings'. Once selected, the toolbar will change to the page settings dialogue as show below.



Pages can be added to various parts of the site by using the page settings system, which is situated to the left of the panel. The new page icon above the setting box (the '+' button). Clicking this will add a new blank page to the section you are in. Just as with the image folders, you are able to cut, copy and paste pages/folders in which ever section you want. When added, a page will be 'unpublished', so it will only be visible to the editor, and not on the live site.

A screenshot of a web editor interface. At the top is a toolbar with buttons for 'Edit Page', 'Add Page' (with a dropdown arrow), 'Delete Page', 'Page Settings', 'Page Versions', and 'Admin Panel'. Below the toolbar is a main editing area. On the left side of this area is a sidebar menu with a search box containing '/...' and a list of site sections: Home, About Us, Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. On the right side is a 'Page Settings' dialog box. It contains the following fields and options: 'Page Title' (text box with 'Team'), 'Path' (text box with '/sixth_form/team/' and a right arrow button), 'Keywords' (text box), 'Description' (text box), 'Date' (text box), and 'Template' (dropdown menu with 'default' selected). Below these are two checkboxes: 'Publish this Page' (unchecked) and 'Show as Button' (checked). At the bottom right of the dialog are 'Save' and 'Close' buttons.

03.1 How to reorder and move pages

The order in which website pages can be displayed, can be changed by accessing the page settings file system. By using the up and down arrows within the icon menu, the sequence in which the webpages are displayed can be altered. Reordering takes immediate effect and does not require you to save changes. You can also drag the pages up or down in to the desired order.

Use arrows to reorder pages

The screenshot displays a website management interface. On the left, a list of pages is shown, including Home, About Us, Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. The 'Team' page is highlighted. On the right, the settings for the 'Team' page are displayed. The settings include: Page Title (Team), Path (/sixth_form/team/), Keywords, Description, Date, and Template (default). There are also checkboxes for 'Publish this Page' (unchecked) and 'Show as Button' (checked). The 'Team' page is highlighted in the list on the left. The up and down arrows in the icon menu are highlighted with a callout line.

03.2 How to change a page title

Changing a page title is very simple. Select page settings in the main toolbar. The title of the page you are currently editing, will be displayed in the right hand section of the page settings panel. To change the title; simply select which page you wish to change, from the page tree in the left hand section of the panel. Then type your new title in the page title box as shown in the illustration below, and click the save button. Once finished, click the 'Close' button to return to the site editor panel.

The page title will be shown both in the website's general information bar at the top of the page, and as the text on the button linking to that.

The screenshot displays a user interface for editing page settings. At the top, a 'Page Title' field is highlighted with a blue border and contains the text 'About Us'. Below this, the interface is divided into two main sections. The left section features a page tree with a search bar at the top containing '/...'. The tree lists several pages: Home, About Us (highlighted), Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. The right section contains various settings: 'Page Title' (set to 'Team'), 'Path' (set to '/sixth_form/team/'), 'Keywords' (empty), 'Description' (empty), 'Date' (empty), and 'Template' (set to 'default'). There are also two checkboxes: 'Publish this Page' (unchecked) and 'Show as Button' (checked). At the bottom right, there are 'Save' and 'Close' buttons.

03.3 How to edit a page path

By default, pages will be given simple pagepath names of page1, page2 etc. However, for ease of access, it is often a good idea to give pages a path which people will remember. The BBC often do this with links like www.bbc.co.uk/history/.

To change your page path like this, you need to change the page path textbox in the page settings. You should only ever change what appears between the last two slashes. For instance, in order to change the news story page path from /news/page1/ you should only change the /page1/ text. The /news/ part of the path is the name of the page's parent. Also, you should not use any spaces in your page path names, as many web browsers don't like this. In fact, the only punctuation you should use are dashes '-' and underscores '_'. So you could change /news/page1/ to /news/man_falls_off_roof/ but not to /man falls off roof/. In addition, each page path must end with a '/'. If you follow these simple rules everything will work correctly.

The screenshot shows a user interface for editing page settings. At the top, a 'Path' field is highlighted with a blue border and contains the text '/about_us/'. Below this, a larger window displays a sidebar on the left with a list of site pages: Home, About Us (highlighted), Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. The main area on the right is titled 'Page Settings' and includes fields for 'Page Title' (About Us), 'Path' (/about_us/), 'Keywords', 'Description', 'Date', and 'Template' (default). There are also two checked checkboxes: 'Publish this Page' and 'Show as Button'. At the bottom right, there are 'Save' and 'Close' buttons.

03.4 How to add page keywords

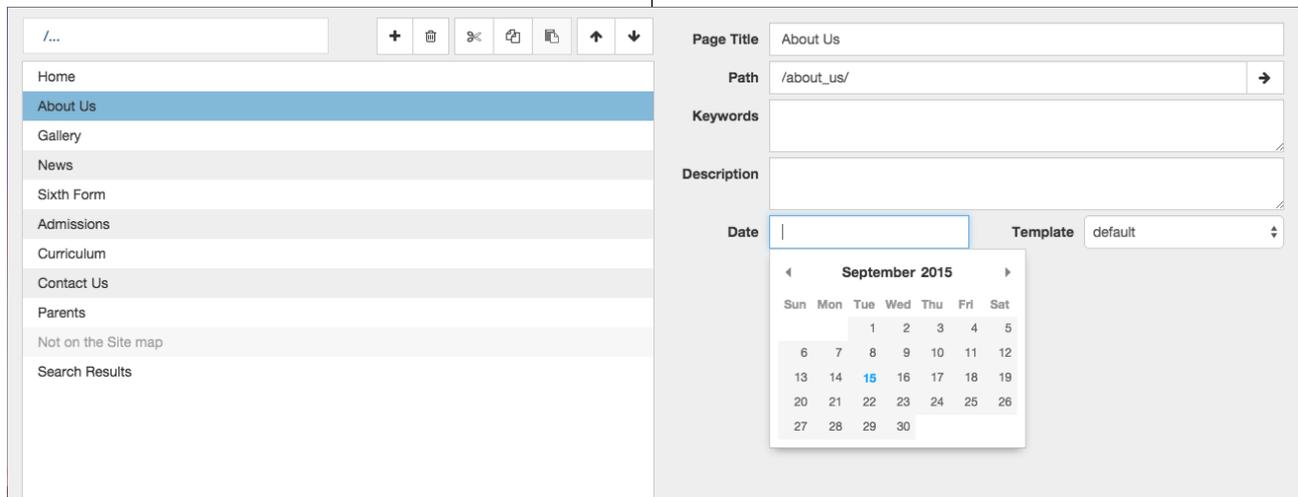
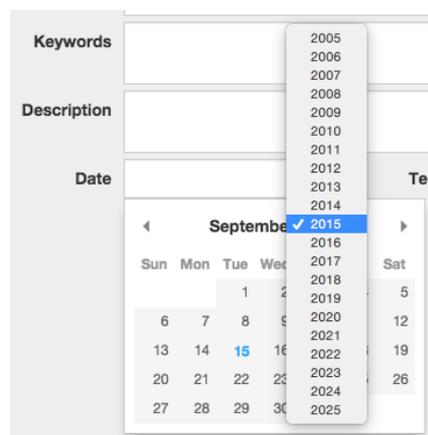
It is a good idea to add keywords to each page. These keywords are included in the code of your web pages; in order to help search engines index your site.

The keywords can be added by typing directly into the keywords section of the page settings panel. Each keyword or key-phrase needs to be separated by a comma and a space.

The image shows a screenshot of a web page editor interface. At the top, there is a 'Keywords' section with a text input field containing the placeholder text 'Add keywords here'. Below this, the main editor area is split into two panels. The left panel shows a site map with a list of pages: Home, About Us, Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. The right panel is the 'Page Settings' panel, which includes fields for 'Page Title' (Team), 'Path' (/sixth_form/team/), 'Keywords', and 'Description'. It also has a 'Date' field, a 'Template' dropdown menu (set to 'default'), and two checkboxes: 'Publish this Page' (unchecked) and 'Show as Button' (checked). At the bottom right of the settings panel, there are 'Save' and 'Close' buttons.

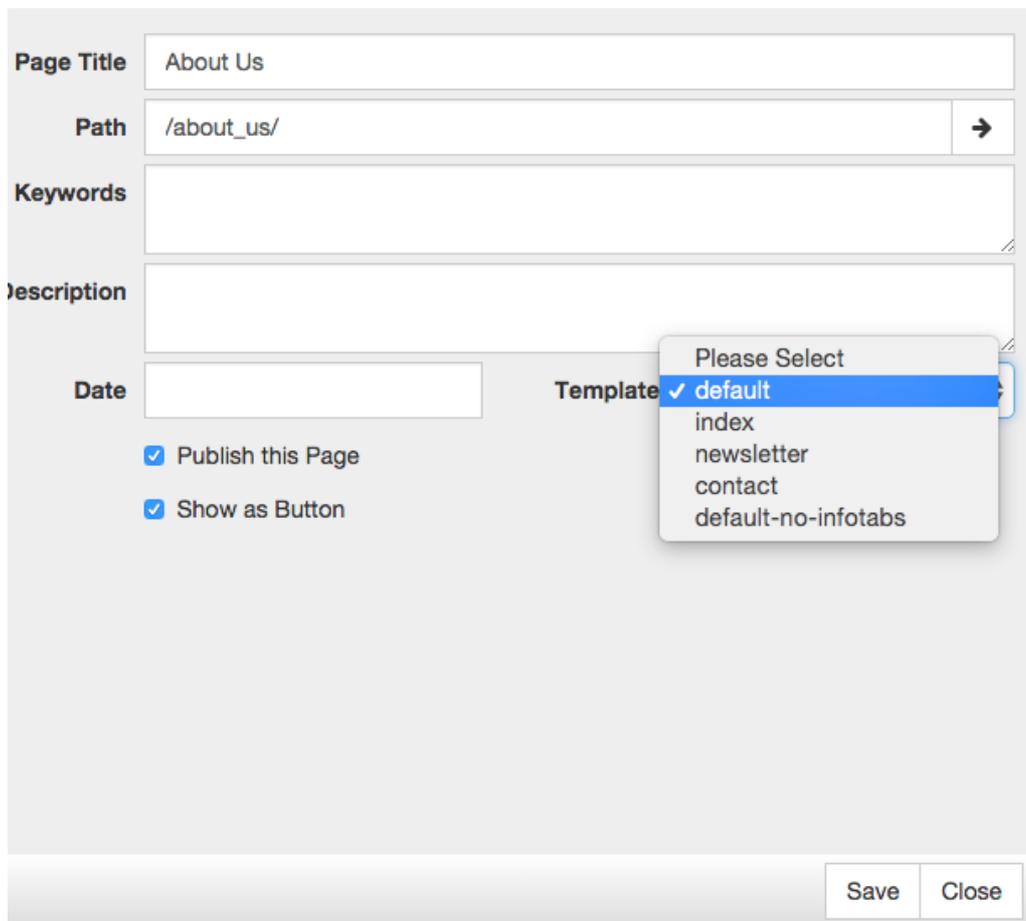
03.5 How to modify the page date

The page date is set automatically to the day when the page was created. For news and events you may wish to change this. This can be done via the date textbox on the page settings dialogue. If you click in to the box a calendar will appear. Use the arrows on either side to change the month or if you click on the year a drop down will appear.



03.6 How to change a page template

Your website has various templates for use in different parts of the site. Clicking on the template drop down, at the bottom right of the page settings panel, allows you to view all choices, before selecting the desired template.



The image shows a page settings panel with the following fields and options:

- Page Title:** Text input field containing "About Us".
- Path:** Text input field containing "/about_us/" with a right-pointing arrow button.
- Keywords:** Empty text input field.
- Description:** Empty text input field.
- Date:** Empty date input field.
- Template:** A dropdown menu is open, showing the following options:
 - Please Select
 - ✓ default (highlighted)
 - index
 - newsletter
 - contact
 - default-no-infotabs
- Publish this Page
- Show as Button

At the bottom right of the panel are two buttons: "Save" and "Close".

03.7 How to publish/unpublish a page

When drafting pages, it is often a good idea to be able to see how the page looks before showing it on the website. For this reason each page has a publish tick box. When you are happy with the page that has been created, you are able to publish the page using one of two methods. One way is to use the header bar while you are editing the page, simply by ticking the box in the top right.

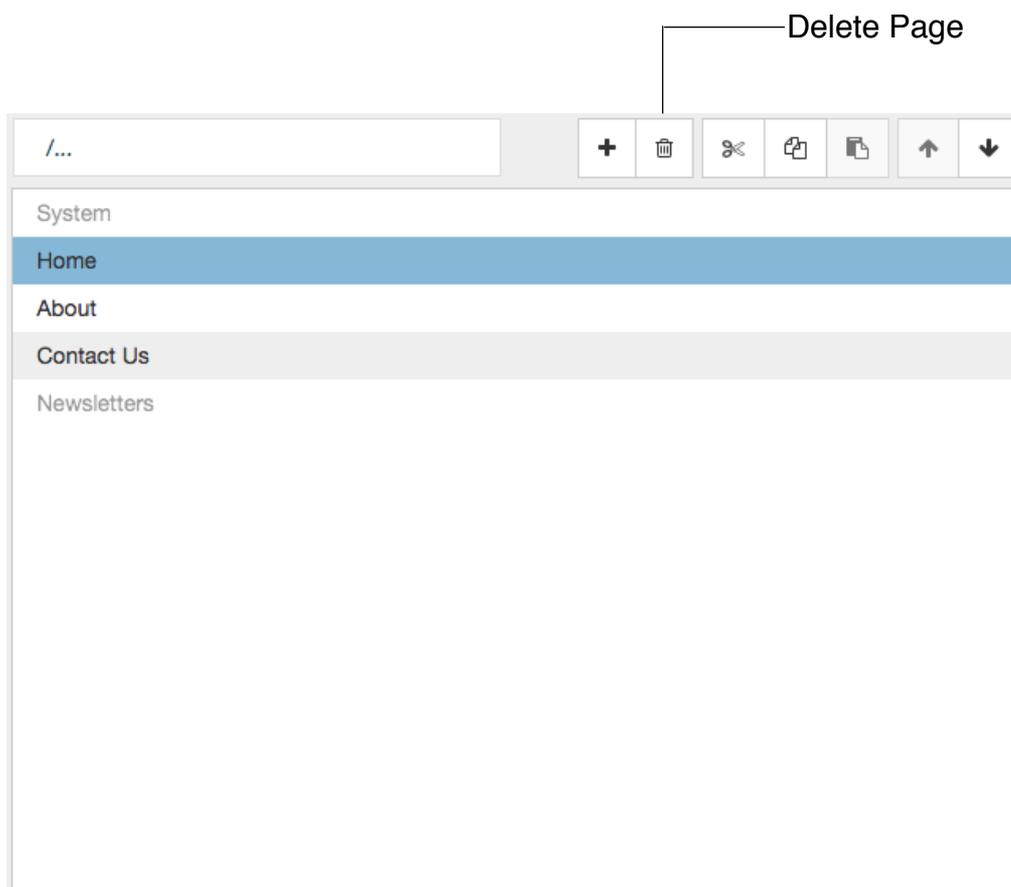
Alternatively, go to the page settings panel, select the page you wish to publish via the page tree, tick publish and then click save. Select close to return to the main toolbar. In the site tree, you may notice some page titles appear in grey (as opposed to black), this is to indicate these pages are unpublished.

The image shows a screenshot of a page editor interface. At the top, a grey button with a blue checkmark icon and the text "Publish this Page" is highlighted. A vertical line connects this button to the "Publish this Page" checkbox in the page settings panel on the right. The page settings panel includes fields for "Page Title" (Team), "Path" (/sixth_form/team/), "Keywords", "Description", "Date", and "Template" (default). Below these fields are two checkboxes: "Publish this Page" (unchecked) and "Show as Button" (checked). At the bottom right of the settings panel are "Save" and "Close" buttons. On the left side of the interface, there is a page tree with a search bar and a list of pages: Home, About Us, Gallery, News, Sixth Form, Admissions, Curriculum, Contact Us, Parents, Not on the Site map, and Search Results. The "Publish this Page" button is located in the top right corner of the main editing area.

03.8 How to delete a page

Be careful about deleting pages. It may be better to 'unpublish' than delete (see previous). However, if you really want to delete a page; navigate to it in the normal way - using your site's navigation - and a 'delete this page' option will appear on the main site editor toolbar. Clicking this button will delete the page.

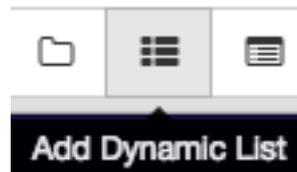
Alternatively, you can use the page settings panel to move or delete the different pages; as shown in the illustration below. The only page that it is impossible to delete, is the site's home page. The site editor system needs this page to function; in response to this, the system has been programmed to prevent any attempt at deletion.



04 How to add a dynamic list

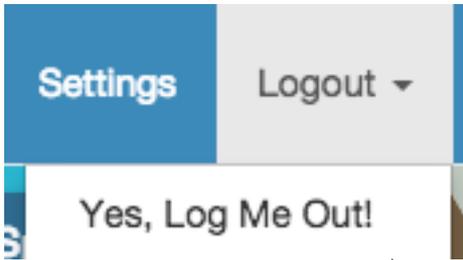
What is a dynamic list? Dynamic lists are a way of creating custom menus for sections of your site. Dynamic lists automatically update when you update sections of your site, that the lists are based on. List styles are developed by ourselves when we design your site; allowing you to show list information in a professionally designed manner. Lists are typically used on your site for your news headlines page or your events section, as they can display page lists with a variety of filters i.e. by date, future only, alphabetically etc.

How to add a dynamic list? To add a list: simply click on the page (where you want the list to go) and click the dynamic list button on the editing tools panel. The toolbar will change to the list editor panel (dynamic list editor).



05 How to logout

If you have been editing your site and now wish to logout, you simply need to click the 'return to admin panel' button on the site editor toolbar; this will return you to the site's admin panel. Then, click the logout button in the Tools menu, located at the top of the screen. You are now logged out, and free to navigate your newly edited site.



The screenshot shows a confirmation dialog box with the text "Yes, Log Me Out!". A line connects this dialog to the "Logout" button in the top right corner of the admin panel toolbar. The admin panel toolbar includes buttons for "Settings", "Edit Site", "Site Information", "Users", "Settings", and "Logout".

The main content area of the admin panel is visible below the toolbar. It contains several sections:

- Editing History:** A table with columns "When", "Page", "Username", and "Published". It shows 0 rows.
- Logged In Users:** A table with a "Username" column. It shows 1 row for "cris".
- Recent Logins:** A table with columns "Username" and "Last Logged In". It shows 4 rows for "cris" with various login times.
- Top Users:** A table with columns "Username" and "Total Logins". It shows 1 row for "cris" with 4 total logins.
- File S:** A section showing a file named "File S" with a size of 35.1%.
- Backup:** A section with a "Backup Database" button.
- Update Your Password:** A form with "password" and "confirm password" input fields and an "Update Password" button.

The footer of the admin panel shows "version 5.0.69" on the left and "Logged in as cris ward (cris@duodesign.co.uk)" on the right.