





## 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

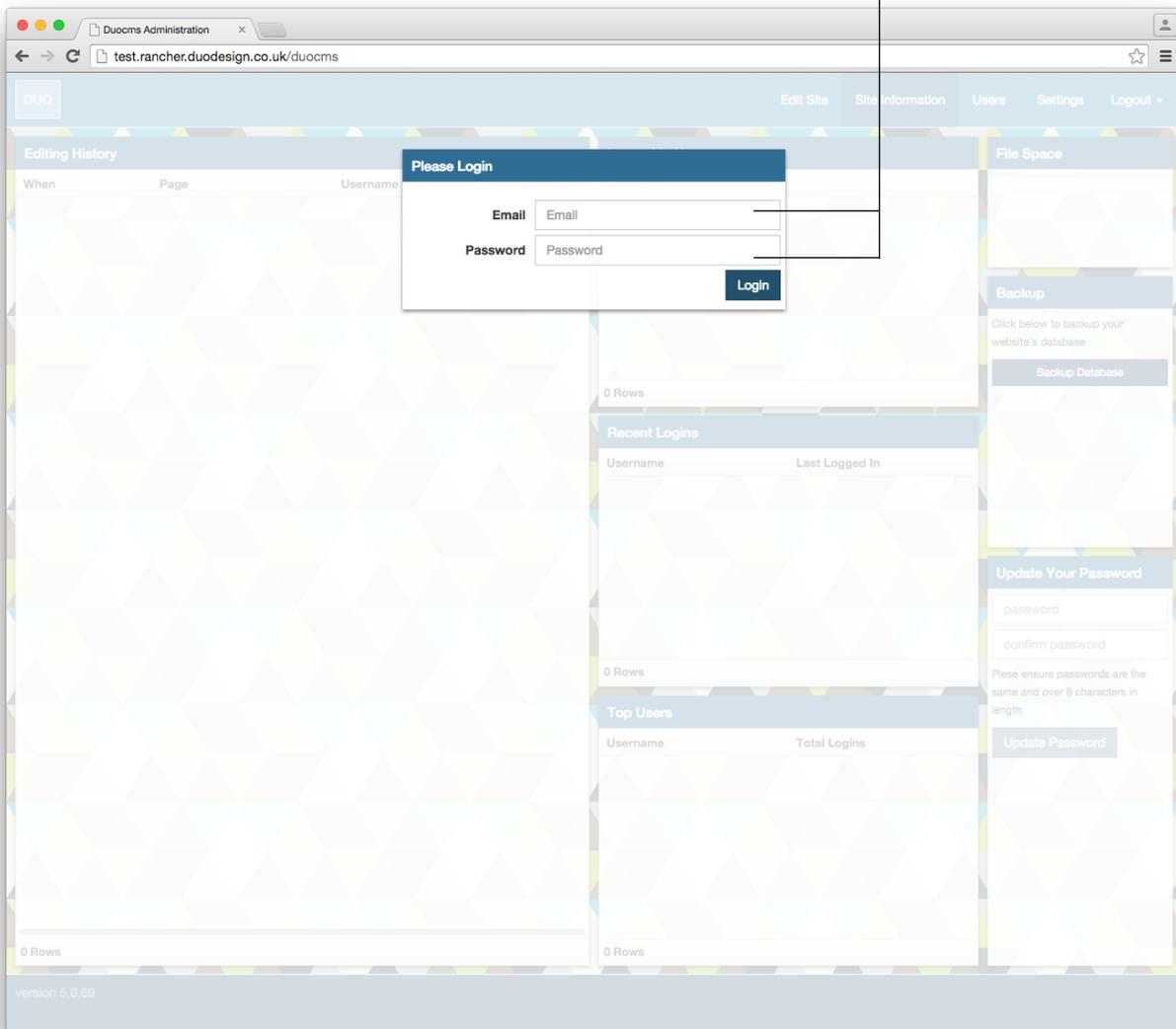
For full set of video tutorials visit - [www.duodesign.co.uk/help/](http://www.duodesign.co.uk/help/)

# 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 includes a 'DUO' logo on the left and a menu on the right with items: 'Edit Site', 'Site Information', 'Users', 'Settings', and 'Logout'. The main content area is divided into several panels:

- 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 with the username 'cris'.
- Recent Logins:** A table with columns 'Username' and 'Last Logged In'. It shows 3 rows of login activity for the user 'cris'.
- Top Users:** A table with columns 'Username' and 'Total Logins'. It shows 1 row for 'cris' with 3 total logins.
- File Space:** A progress indicator showing 35.1% usage.
- Backup:** A section with a 'Backup Database' button and instructions to click below to backup the website's database.
- Update Your Password:** A form with 'password' and 'confirm password' input fields, a note about password requirements, and an 'Update Password' button.

At the bottom of the interface, it says 'version 5.0.69' on the left and 'Logged In as cris ward (cris@duodesign.co.uk)' on the right.



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.

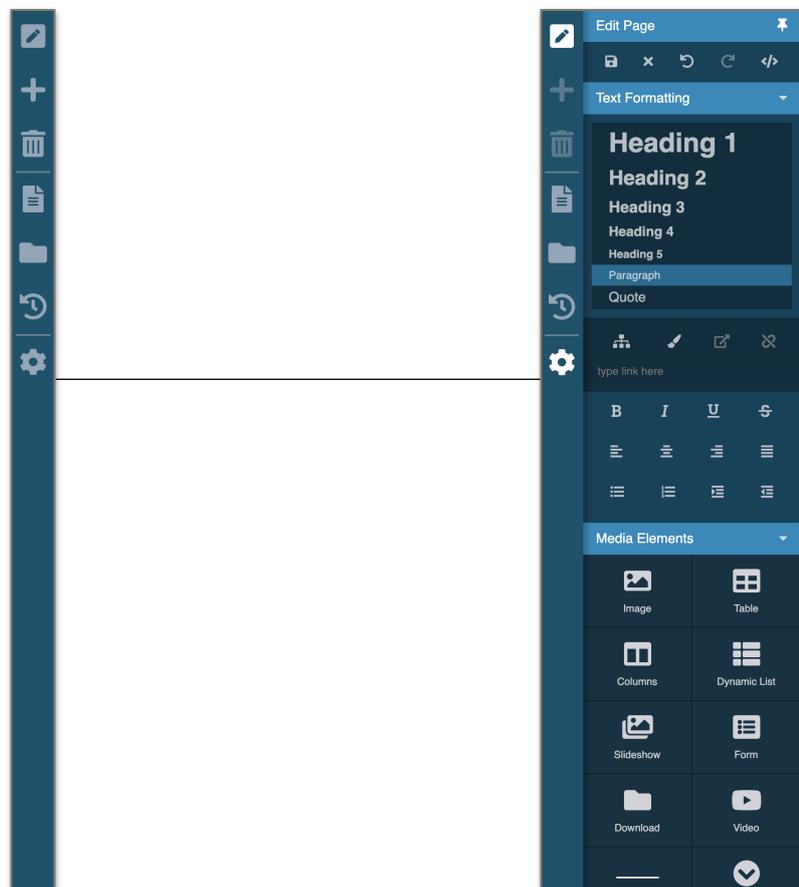
Other icons on the edit panel will also allow you to modify text, these include functions such as: bold, italic, underline, bullet points and number lists. You must first highlight the text you wish to modify, then select the buttons to modify your selection.

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

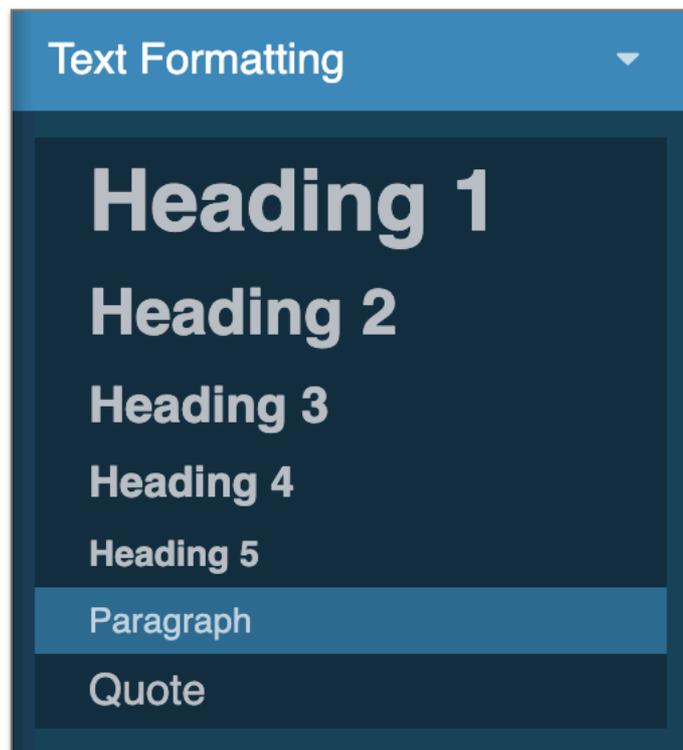
CTRL + V - Paste



## 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

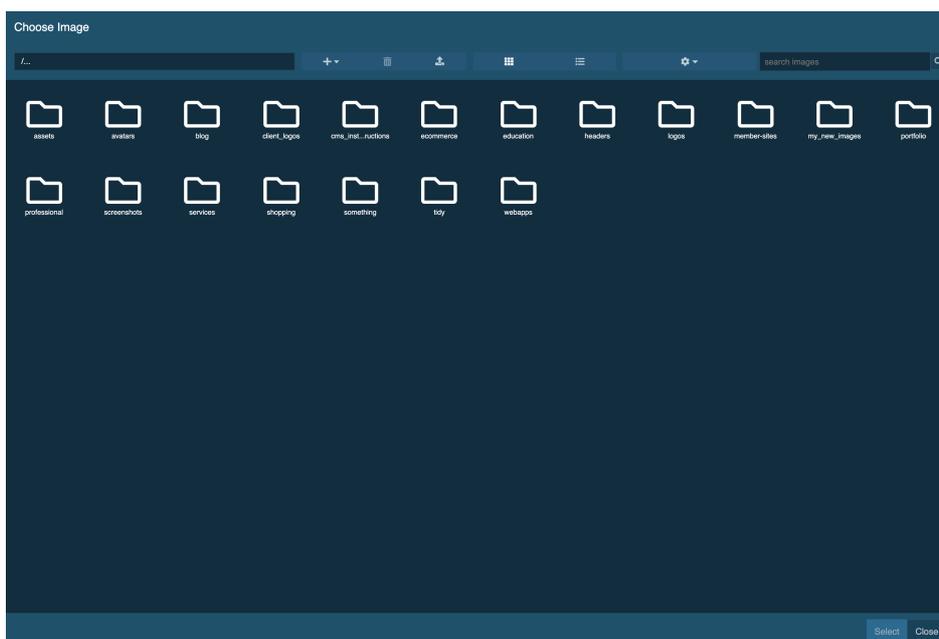


To add an image to a page, drag the insert image icon from the site editor panel to where you would like to insert the image. An image library dialogue box will pop up, with a selection of images to choose from.

It is often a good idea to organise the images into various folders. For example; you may want your front page images separate from the images that are used in the main areas of the website. The top left '+' button on the box will allow you to do just this. The first dropdown option allows you to add a new folder, the others enable you to delete & upload images. The next button swaps to a list view style, view image settings and search your images by keyword.

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 right click select rename. 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.

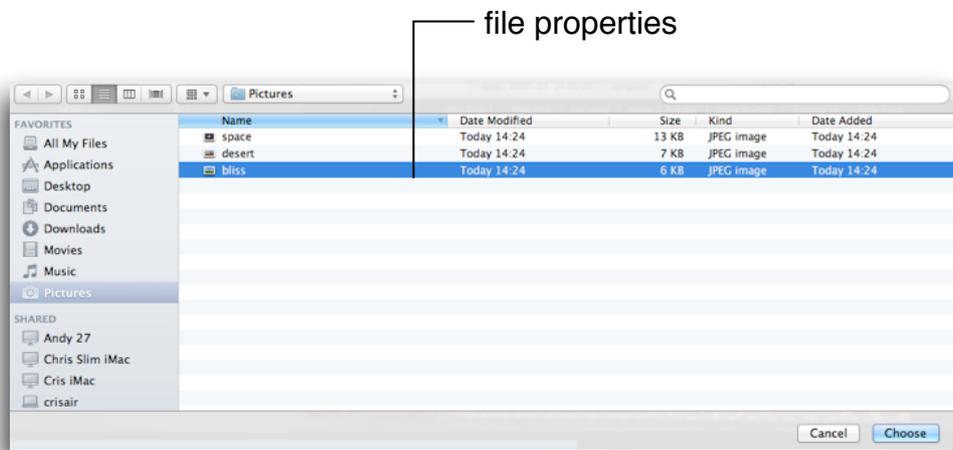
You can also browse your computer and upload images. Images should be in a web friendly format (JPEG, GIF, or PNG). To do this find the image you wish to upload and drag it to the 'drop file' box. Alternatively if you click on the 'drop file' button (located next to the delete button on the top bar): 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 by double clicking into the file before uploading.



Once you have chosen your image from the library, the image panel will preview the image. Select the image and then click the 'Select' button to add the image on to the page. 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 usually set at 1280 pixels wide (width of the website) by 960 pixels high (but this can be altered in settings within the admin panel).

A maximum file upload of 100Mb 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:

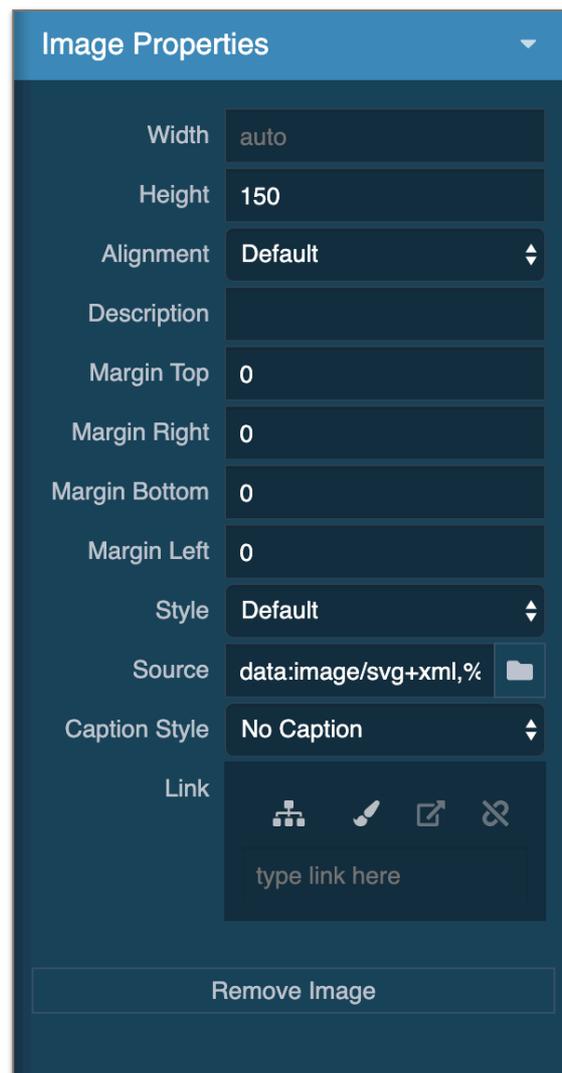


## 02.4 Adding an image description

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.

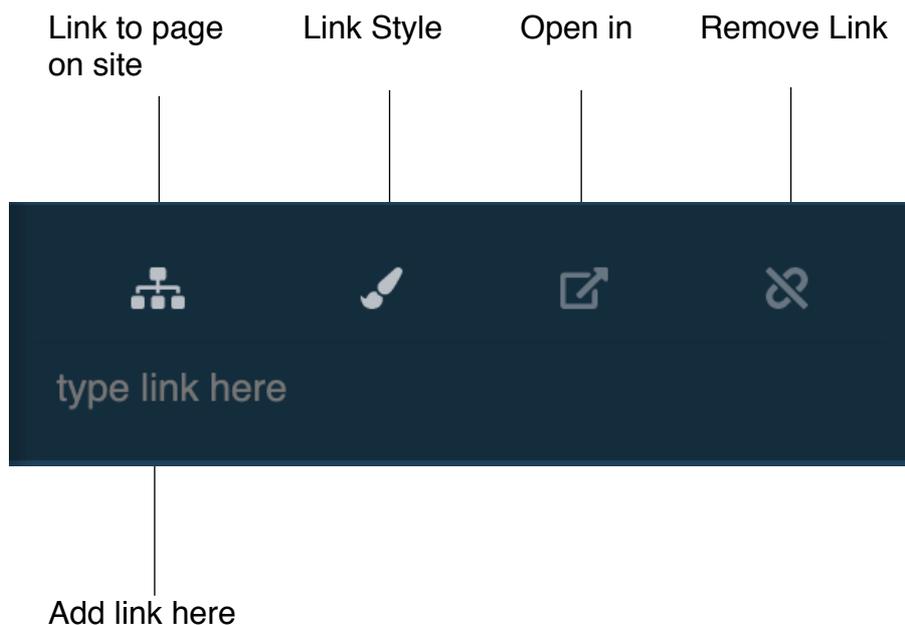


## 02.5 How to add a link

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.

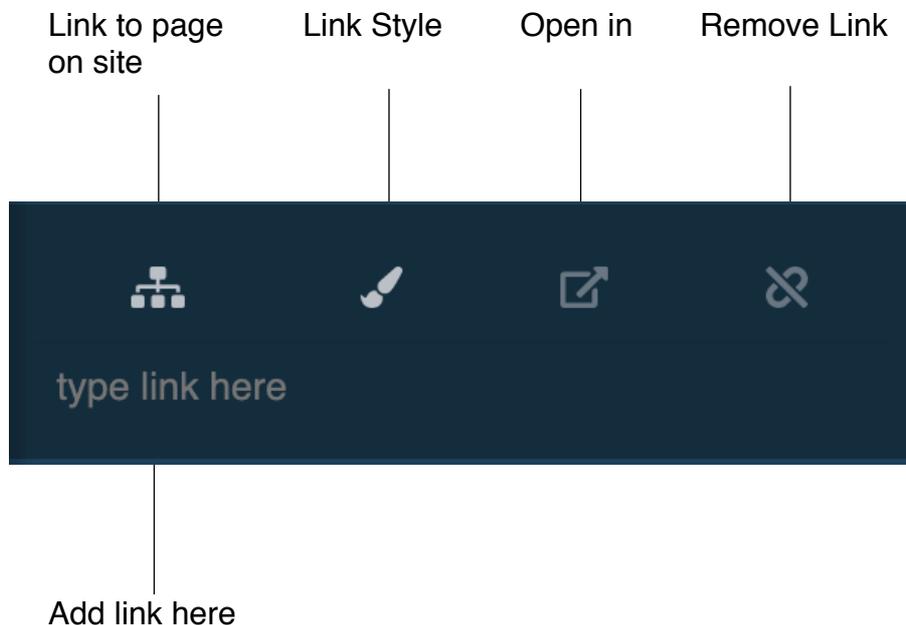


If you would like to link to a page on your own site, you can use the shortcut menu to fill out the 'link' area. Clicking on the page tree button near the 'link' box, will open a page selection tool as shown in the diagram below. Simply select the page you wish to link to, then click the 'link' button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



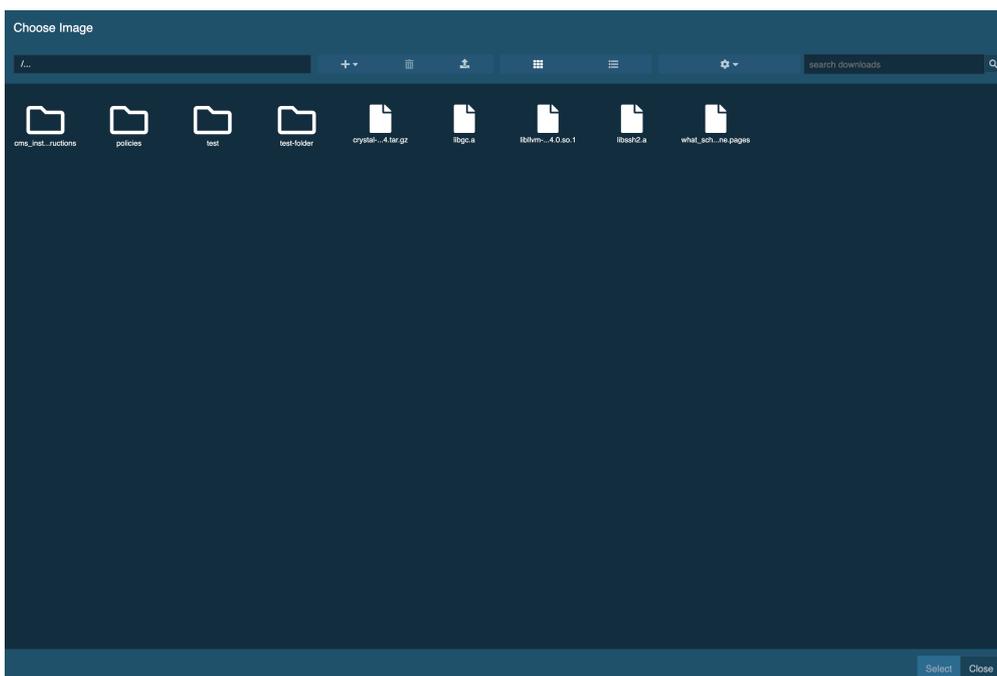
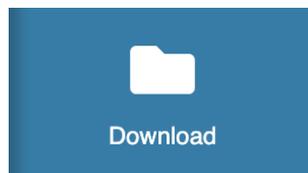
## 02.6 How to insert a file for downloading

To add a file to a page; first drag the download icon to the location you want the file to be inserted. 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' button (next to delete); 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 click select file to add it to the page from the preview window. The panel will close and your file should be on the page.

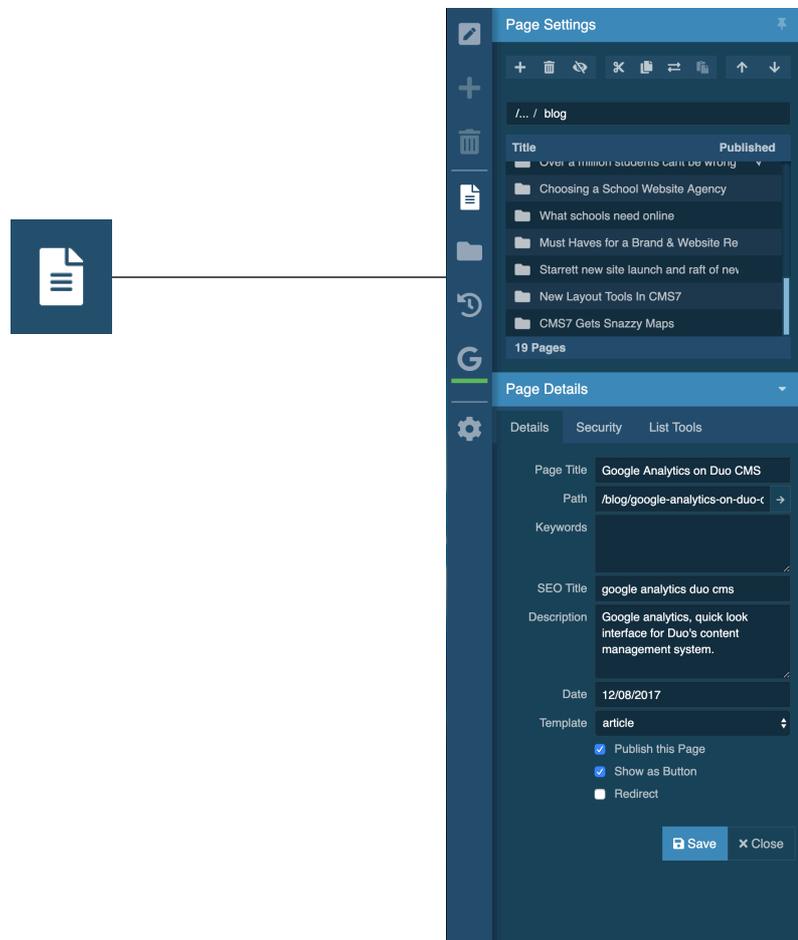


## 03 How to add a new page

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.



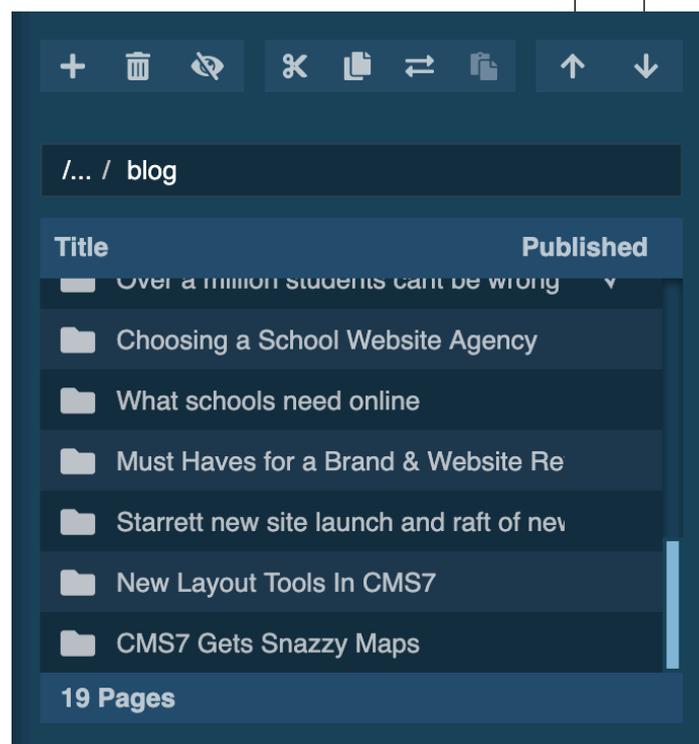
Pages can be added to various parts of the site by using the page settings system, which is situated to the left of the panel. The new page icon above the setting box (the '+' button). Clicking this will add a new blank page to the section you are in. Just as with the image folders, you are able to cut, 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.



## 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



## 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 image shows a 'Page Title' callout box at the top containing the text 'Page Title' and 'Google Analytics on Duo CMS'. Below it is a 'Page Details' panel with the following fields and options:

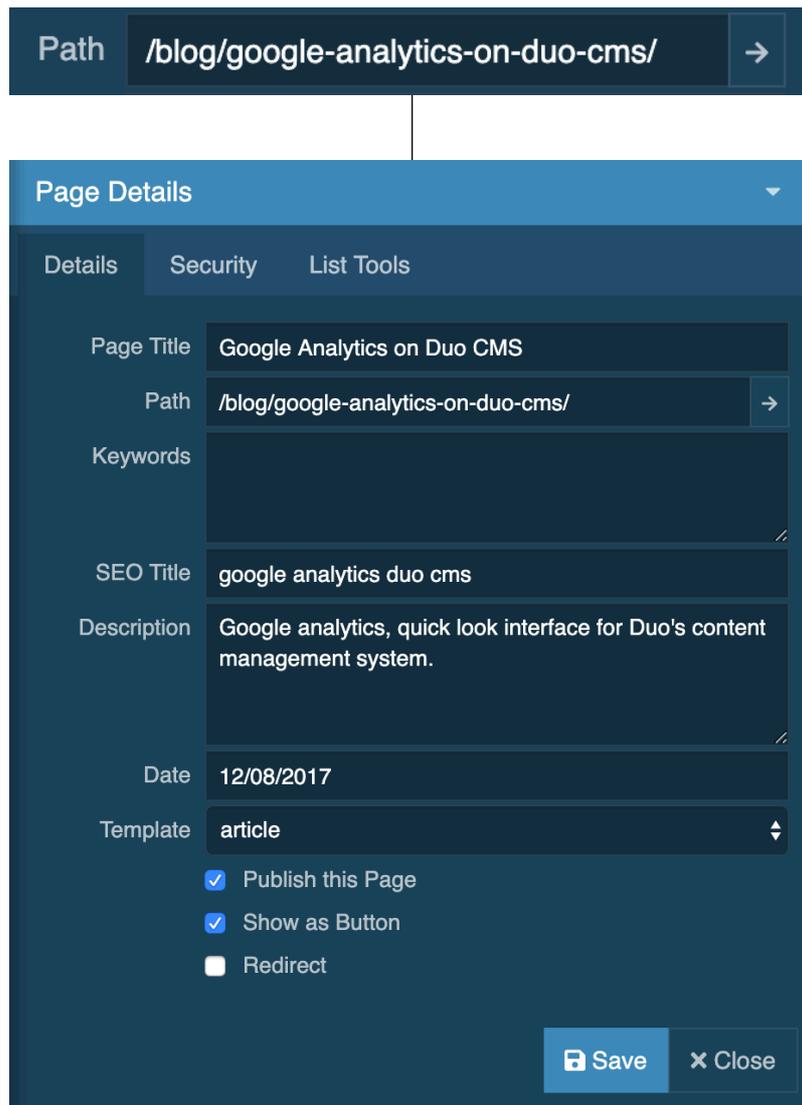
- Page Title:** Google Analytics on Duo CMS
- Path:** /blog/google-analytics-on-duo-cms/
- Keywords:** (empty)
- SEO Title:** google analytics duo cms
- Description:** Google analytics, quick look interface for Duo's content management system.
- Date:** 12/08/2017
- Template:** article
- Publish this Page
- Show as Button
- Redirect

At the bottom right of the panel 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/](http://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 image shows a user interface for editing page settings. At the top, a dark blue bar contains the label 'Path' and the text '/blog/google-analytics-on-duo-cms/' with a right-pointing arrow icon. Below this is a 'Page Details' panel with a blue header and three tabs: 'Details', 'Security', and 'List Tools'. The 'Details' tab is active. The panel contains several fields: 'Page Title' (Google Analytics on Duo CMS), 'Path' (the same path as above), 'Keywords' (empty), 'SEO Title' (google analytics duo cms), 'Description' (Google analytics, quick look interface for Duo's content management system.), 'Date' (12/08/2017), and 'Template' (article). At the bottom of the panel are three checkboxes: 'Publish this Page' (checked), 'Show as Button' (checked), and 'Redirect' (unchecked). A 'Save' button and a 'Close' button are located at the bottom right of the panel.

## 03.4 How to add page keywords

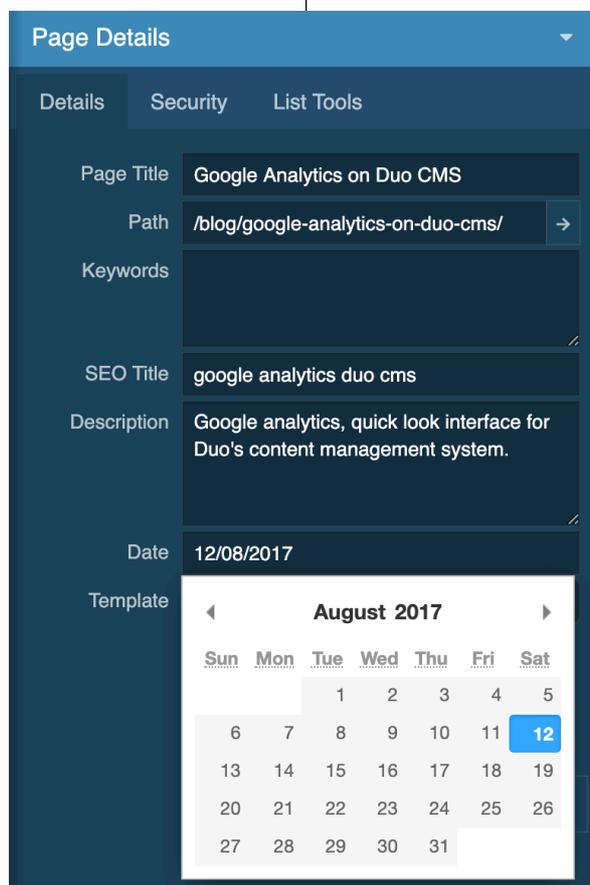
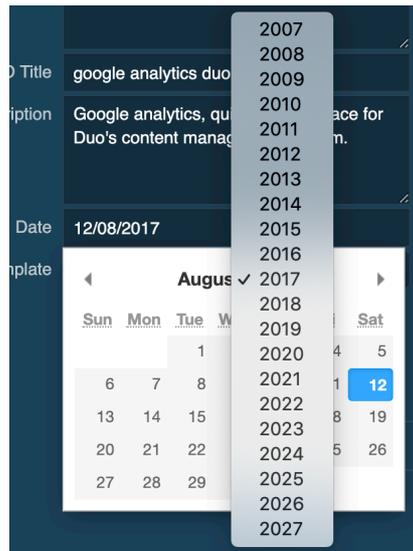
It is a good idea to add keywords to each page. These keywords are included in the code of your web pages; in order to help search engines index your site.

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 two parts of a CMS interface. The top part is a dark blue panel with the heading 'Keywords' and a large, empty text input area. A vertical line connects this panel to the 'Page Details' settings panel below. The 'Page Details' panel has a blue header with a dropdown arrow and three tabs: 'Details', 'Security', and 'List Tools'. The 'Details' tab is active. It contains several fields: 'Page Title' with the value 'Google Analytics on Duo CMS'; 'Path' with the value '/blog/google-analytics-on-duo-cms/' and a right-pointing arrow; 'Keywords' with an empty text input area; 'SEO Title' with the value 'google analytics duo cms'; 'Description' with the value 'Google analytics, quick look interface for Duo's content management system.'; 'Date' with the value '12/08/2017'; and 'Template' with the value 'article' and a dropdown arrow. At the bottom of the 'Details' tab are three checkboxes: 'Publish this Page' (checked), 'Show as Button' (checked), and 'Redirect' (unchecked). At the bottom right of the panel are two buttons: 'Save' and 'Close'.

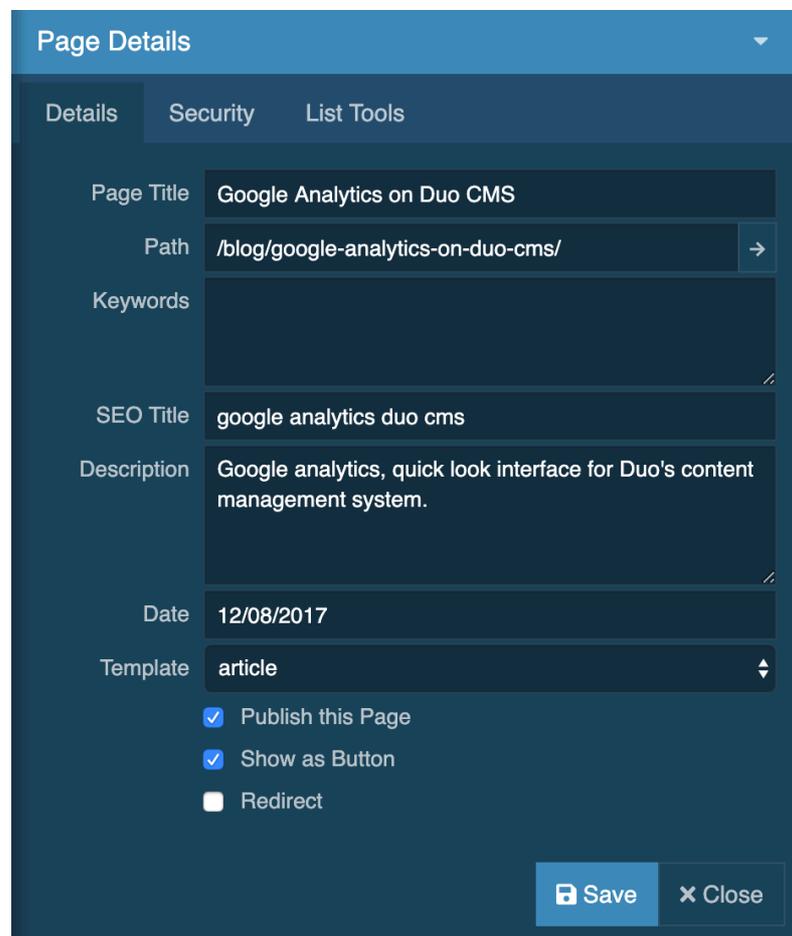
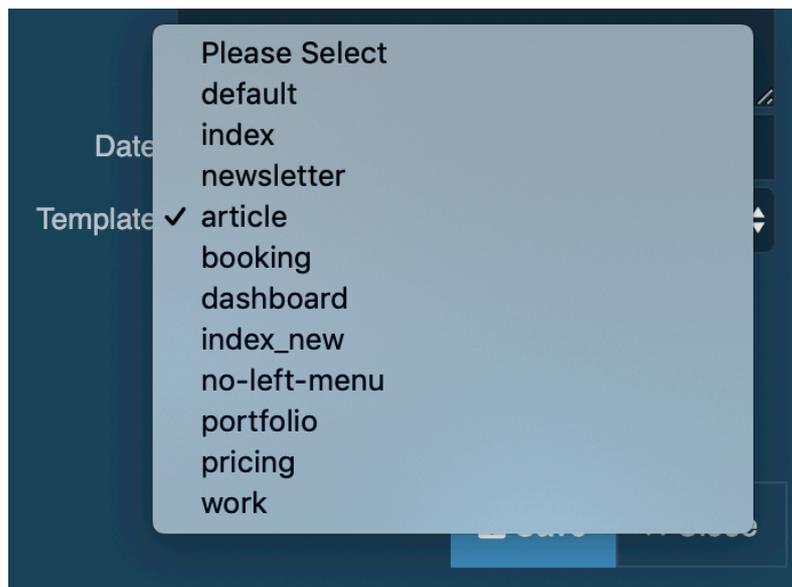
## 03.5 How to modify the page date

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

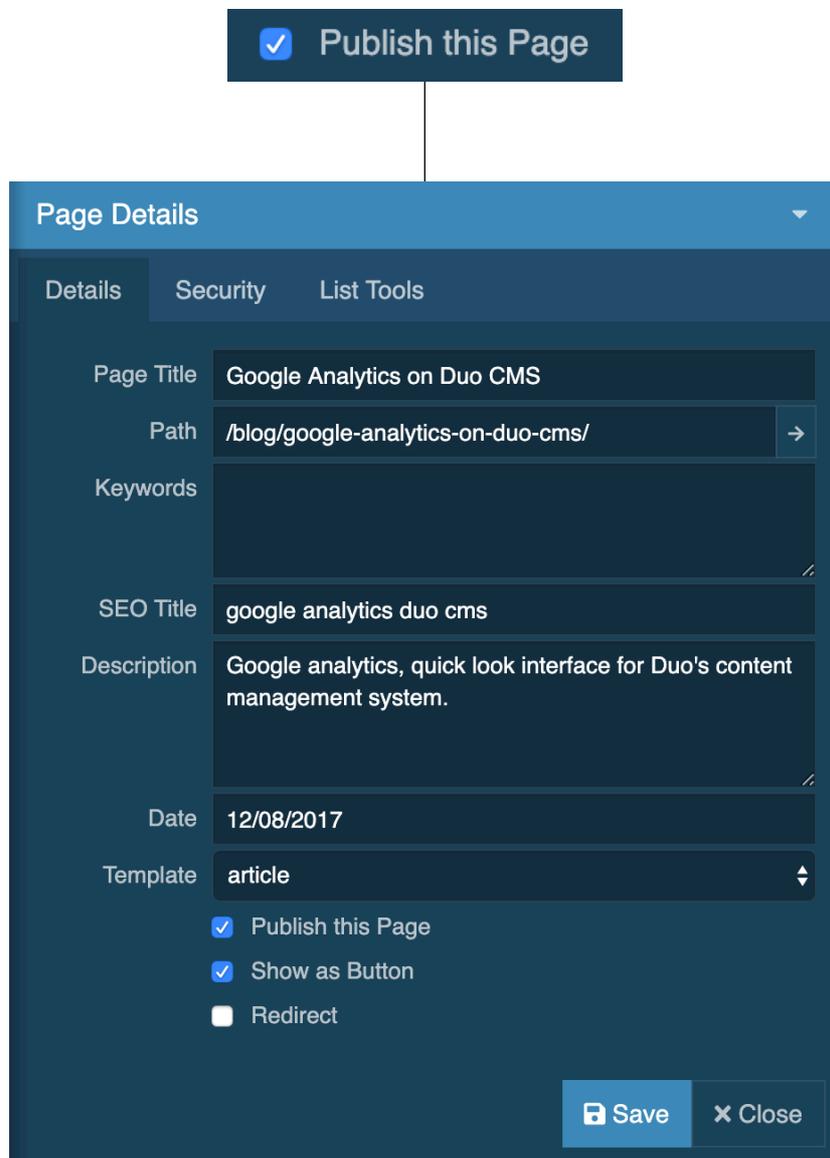
Your website has various templates for use in different parts of the site. Clicking on the template drop down, at the bottom right of the page settings panel, allows you to view all choices, before selecting the desired template.



## 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 'Page Details' settings panel with a 'Publish this Page' button highlighted above it. The panel has three tabs: 'Details', 'Security', and 'List Tools'. The 'Details' tab is active. The settings are as follows:

Page Title	Google Analytics on Duo CMS
Path	/blog/google-analytics-on-duo-cms/ →
Keywords	
SEO Title	google analytics duo cms
Description	Google analytics, quick look interface for Duo's content management system.
Date	12/08/2017
Template	article

At the bottom of the panel, there are three checkboxes:

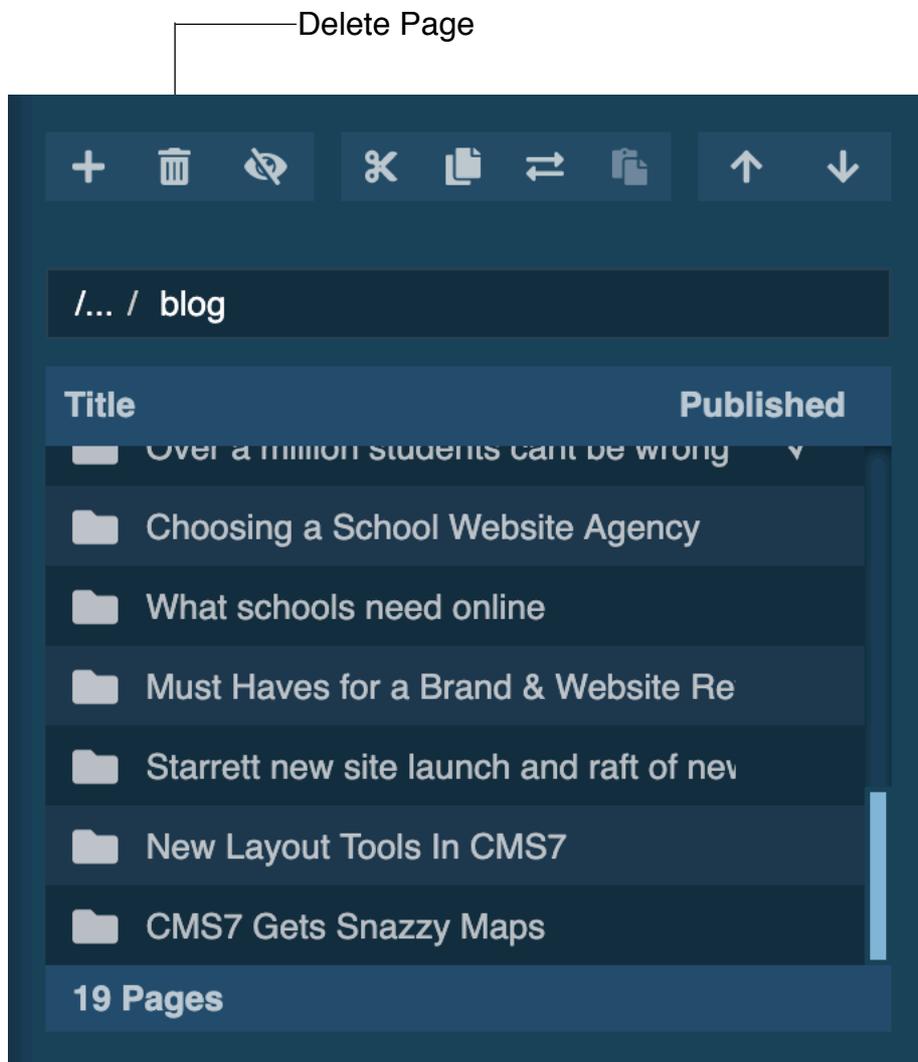
- Publish this Page
- Show as Button
- Redirect

At the bottom right of the panel, there are two buttons: 'Save' and 'Close'.

## 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.

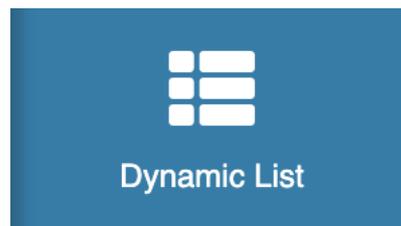
Alternatively, you can use the page settings panel to move or delete the different pages; as shown in the illustration below. The only page that it is impossible to delete, is the site's home page. The site editor system needs this page to function; in response to this, the system has been programmed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



From this panel you can select which elements (e.g. title, image, description) and which section of the site, you would like to include in the list.

In the options section you can also filter the list even further, by choosing how to order the list (by date, title etc.). It is also possible to only show pages dated in the future or the past, you can even reverse the order by ticking the reverse box. The number of pages shown in the list can also be limited, with the use of the qty text boxes (qty short for quantity). For example, in order to show the first five items in the list, simply enter 0 and 5 in the boxes; to show items from 5 to 10, just enter 5 and 10.

Your selections will automatically appear on the page. You can make changes to these settings and then see how these affect your list, or if you are happy with your list, click the close button. To edit / remove a dynamic list; first select the list, then the toolbar will change to the List Editor panel (dynamic list editor). To change the list, alter the properties in the panel as described above. To remove the list, simply click the remove button.

### Dynamic List Settings

Dynamic List

Style: default

- title
- image
- description
- date
- line
- space

/...

Title	Published
System	
Home	✓
About Duo	✓
Our Work	✓
Portfolio	✓
Services	✓
Prices	✓

20 Pages

Qty: 0 5

Filter: none

Order: default

- Reverse Order
- Include Subsections

Remove List

## 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.

