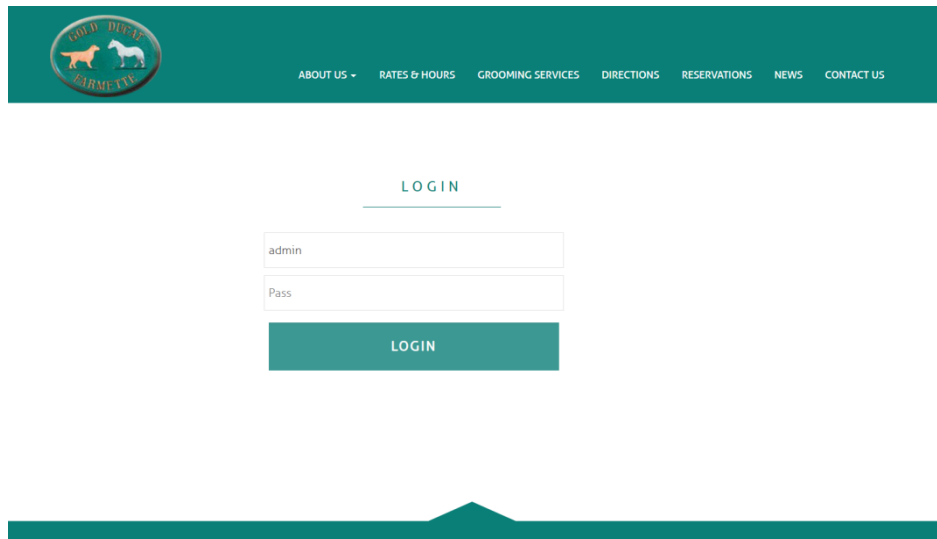# Gold Ducat Kennels

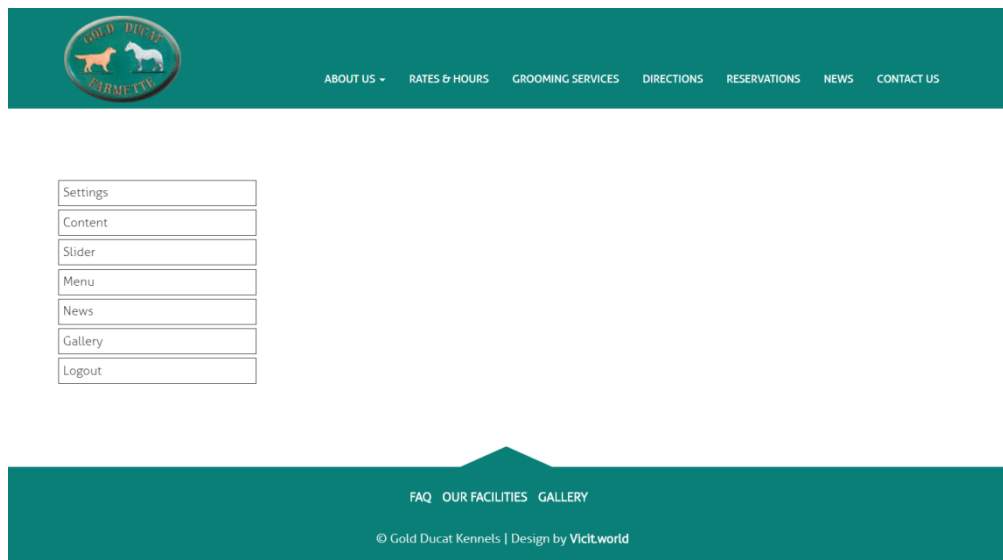*Instructions how to use CMS for your webpage*

Gold Ducat Kennels CMS

Welcome to the instructions for CMS. Throughout this document you will learn how to easily manage your web page. To access the CMS, go to your home page, and in address bar after your address add: login.php. You will then be redirected to the page on the picture below.

Picture 1. Login to CMS

Here you have to enter your access data. We will give it to you at the beginning. Please remember your data and do not share it with anybody. You can change your access data through the CMS. After you log in, you will be redirected to the CMS home page.

Picture 2. CMS Home page

On the left side of the home page you will find the navigation bar. From there you can manage the options: settings, content, slider, menu, text, news, gallery, logout.

Settings

The first thing you will see on the left side of the navigation bar is the „Settings" button. This is also the home page for your CMS. When you click on that button, you will see this.
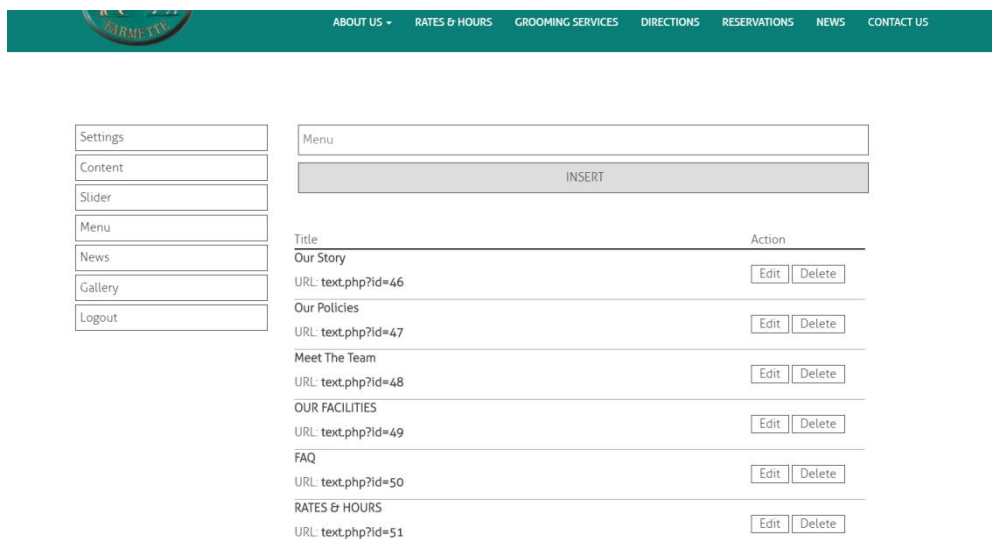

Picture 3. Settings

This button gives you the option to change the title, description, keywords and contact data for your page. The first three rows are the information other people will use when they are trying to search for your page. The next seven rows are your contact information. All you need to do is to fill out the blank fields, and save it with the "Save" button.
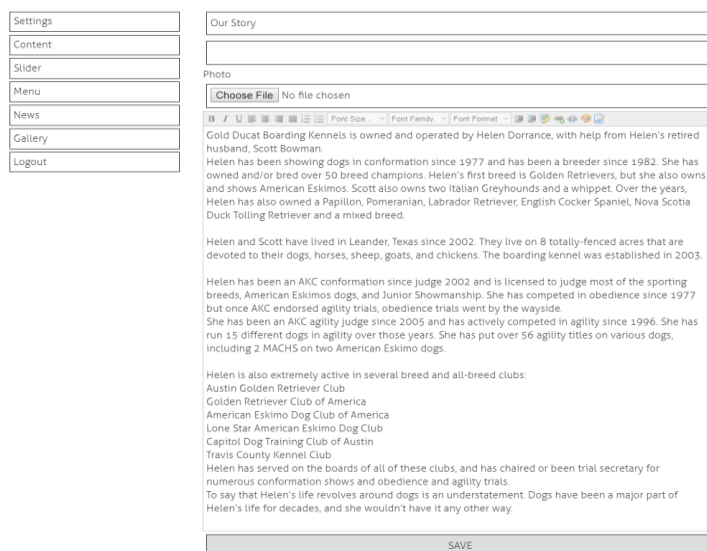
Content

With the option „Content" you can manage the header of the home page.

Picture 4. Content

"Menu" field is for the name of the link on your header, and after you type in what you want click on the "Insert" button. Next is the table of all the options in your header. If you click on the "edit" button, it will take you to a separate page (See picture below).

Here you can edit the menu content by typing in the title, or uploading a picture. The text box is for the text of a certain menu, in this case a dropdown menu. When you want to save it click on the "Save".

Slider

With the option „Slider" you can edit the appearance of the slider on the homepage.

Picture 5. Slider

Edit of the slider button is made out of 2 parts. First one is for the title, subtitle, link and picture for an individual slider. Below this you can upload a cover picture for your slider by clicking on the „Choose file". To upload the slider click on the "Insert".

The second part, located below the input fields, gives you the ability to edit or delete a slider. You can do that by clicking on either "Edit" or "Delete". When you click on the „Edit" button you will get a similar form, just like on the previous picture, and here you can change any section of the news you are editing. When you are done, click on the „Save" button to save your work. When you are sure you want to delete certain news, click on the „Delete" button.

Menu

With this option you can edit the header and all the option on your homepage.   All you need to do is to fill out the blank fields that are given. "Menu" field is for the name of the menu you are placing on your homepage. "URL" field is in case you have a dropdown menu for the main menu on the home page. "Position" is for the place in the header. To save your work click on the "Insert" button.
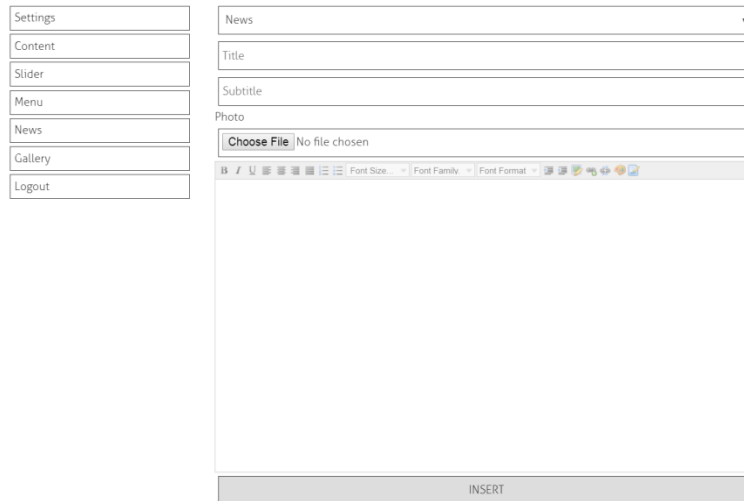

Picture 8. Trainers

At the bottom of the page you will find your menus that you can edit or delete. You can do that by clicking on either "Edit" or "Delete". When you click on the „Edit" button you will get a similar form, just like on the previous picture, and here you can change any section of the posts you are editing. When you are done, click on the „Save" button to save your work. When you are sure you want to delete certain news, click on the „Delete" button.

News

With the option „News" you can upload the articles you wish to be seen as news. The first field is the title field, while the other one is for your subtitle. Below this you can upload a cover picture for your news by clicking on the „Choose file".

Picture 9. News

Below the „Choose file" is the text editor where you can input the text of your news. After you are done with editing you can save your work with the „Insert" button. At the bottom of the page you will find your current news that you can delete (see picture 10). You can delete the news by clicking on the delete next to the news you want to remove; and also edit on the button "Edit".
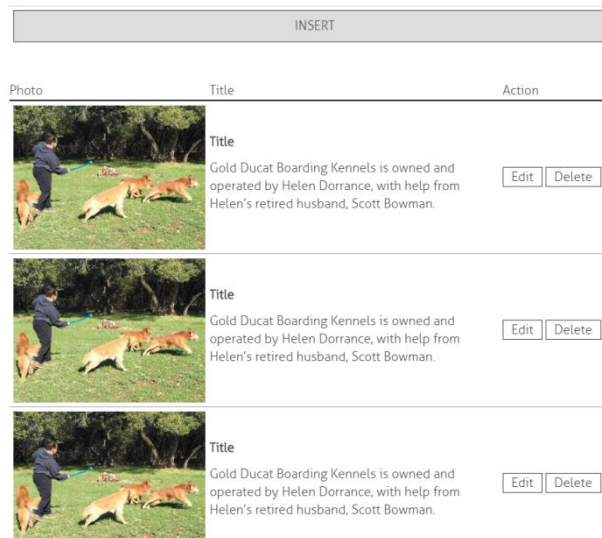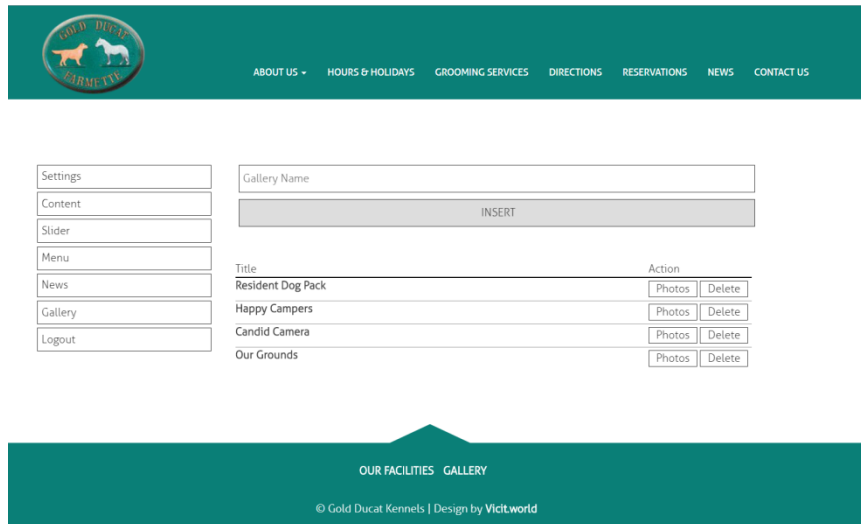

Picture 10. Editing News

Gallery

The „Gallery" part of the CMS gives you the option upload and create separate galleries for people to see on your page. The first step is naming your gallery and creating it by clicking on the „Insert" button. After you create your gallery, it will be displayed in the table below. To put pictures in the created gallery, find it in the table below and click on the „Photos" link at the end of the same row. This link will take you to a new page where you can add pictures to the selected gallery. To see the pictures click on the "Photos" button next to the gallery.
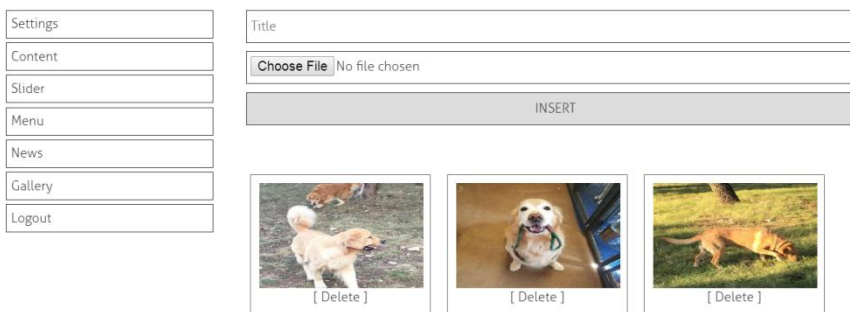

Picture 11. Gallery

You have two options: uploading the pictures and naming them. The first input field is the name of your picture while the second on is the field for uploading pictures through the button „Choose file". Click on the „Insert" button in order to put the picture into the gallery. When you open a certain gallery, you will see your uploaded pictures. If you want to delete a picture, you can do so by clicking on the „Delete" link at the bottom of the picture.

Logout

It is important that you log out after you finish browsing and managing your website through your CMS. This way, you protect yourself and your page. Even if you are going to leave your PC or laptop unsupervised for 5 minutes, it is best to log out.

You log out through the tab labeled „Logout" located in the navigation bar.

Picture 13. Log Out

After you log out you will be redirected to the home page. We recommend you not to give your access data to anyone. Good practice is also not to save it, when browser offers you to save it. This way your data can't be misused by someone who gets the access to your PC or laptop.

<u>Thank you for using our services, and we hope these instructions were helpful and easy to understand.</u>