

Forge CMS Manual

Run your website yourself, no code

a product by Web Forge Pro

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1. Welcome: you run this website yourself

This isn't just any website: it's a **living** example of what you'll get. Every post, document and photo is added by its owner from a simple panel — no coding, no depending on anyone.

We've filled this demo with **tutorials that explain themselves**. Read them in order and, by the end, you'll know how to run your own site:

- How to publish a post
- How to format text and add images
- How to organise by category and language
- How your document archive and gallery work

Prefer to learn by doing? **Log into the demo panel** and experiment: everything can be undone. Let's go!

2. Publish your first post in 2 minutes

See this post? It was published by someone who **doesn't know how to code**, in a couple of minutes. You'll do exactly the same — and here it is, explained with the example right in front of you:

1. **Log into your panel** with your username and password. (*Forgot them? Click "Forgot your password?" and you'll get an email to create a new one — you're never locked out.*) Inside you'll see your panel with several sections: **Home** (an overview of everything), **News**, **Gallery**, **Documents** and **Settings**.
2. **Click News, then "+ New article"**. A simple form opens.
3. **Write the title and the text**. The title goes on top; the text is what you're reading now. Write naturally, like a long text message. (*Don't worry: it saves itself as you type, in case you close by accident.*)
4. **(Optional) add an image, a category and a language**. You'll see how in the next tutorials.
5. **Hit Publish**. Done: it appears on your site instantly, just like this one.

Not so scary, right? To change anything, you go in, edit and save. And if you slip up, **nothing is lost** (there's a trash bin). Keep going with the other tutorials to get the most out of it.

3. Format your text

The editor works like any word processor: select, then click a button. Look at what you can do (and notice how this very post looks):

Make what matters **bold**, or add a nuance in *italics*. Create lists to order your ideas:

- First point
- Second point
- Third

Or numbered ones when the order matters:

1. Step one
2. Step two

Add links to wherever you like and split sections with subheadings.

A subheading, for example

That's how you break a long post into parts so it reads much better.

You can even highlight a sentence or a quote like this one.

It's all done by selecting the text and clicking a button. No code, no fuss.

4. Add a featured image

An image speaks first. The **featured image** is the one that represents your post on your site and on social media when someone shares it.

Setting it is one click away:

1. In the post form, find "**Featured image**".
2. Click "**Select image**" and upload a photo from your computer or phone.
3. Done: we optimise it for you (it looks sharp and loads fast, with nothing extra on your part).

Tip: use **your own real photos** (your shop, your team, your product). They connect far better than stock images.

5. Your document archive

Got PDFs, flyers or posters you want people to download? That's the **Documents** section: your archive, tidy and always at hand. Take a look at the examples already in this demo.

Uploading one is as easy as publishing a post:

1. **Go to Documents** and click "**+ Upload document**".
2. **Pick the file** from your computer or phone. It accepts **PDFs and images** (a poster, a flyer, a price list...).
3. **Give it a title and a short description** so it's clear at a glance. You can assign a category and a language, just like posts.
4. **Hit Publish**. It appears on your site and visitors **download it with one click**.

Perfect for **meeting minutes, catalogues, policies or a historical archive**. And like everything in Forge CMS, if you delete something it goes to the trash: nothing is lost by accident.

6. Your photo gallery

A picture is worth a thousand words. In the **Gallery** section you bring together your best photos —your shop, your team, your products, an event— shown tidy and at good quality. Take a look at the one in this demo.

It's very simple to manage:

1. **Go to Gallery** and **upload your photos** from your computer or phone. They **optimise themselves**: sharp and fast-loading, with nothing extra on your part.
2. **Reorder them by dragging**: click a photo and move it wherever you want.
3. **Write an alt text** for each one (a sentence describing it, like "Our team working together"). It helps people who can't see well and helps Google find you.

Visitors can click a photo to see it **full-screen**. And if you have one too many, off to the trash (with its 30-day grace period, as always).

7. Organise: categories, date and language

When you have lots of posts, order is gold. You have three helpers:

Categories. Tag each post (Notices, Activities, Press...) and visitors filter what interests them. This one, for example, is in the *Tutorial* category.

Date. Every post carries its own date; the newest appear first, automatically.

Language. You choose the language of each post (Spanish, Catalan or English) and the site shows each visitor what fits. You're reading the **English** version right now — the same tour also exists in other languages: try the switch at the top.

With these three things, your content stays tidy with no effort.

8. The trash: delete without fear

The fear of "hitting delete and wrecking everything" ends here. In Forge CMS, **deleting doesn't destroy anything right away**:

1. When you remove a post, a document or a photo, it goes to the **trash** (it doesn't vanish).
2. It stays there for **30 days**, with a visible countdown.
3. Had second thoughts? You hit **Restore** and it comes back as if nothing happened.
4. After 30 days, it's deleted for good (so clutter doesn't pile up).

You manage your site with peace of mind, knowing an "oops" always has a way back.

9. How to log in and recover your password

To run your website you log into your **panel** with your username and password. Inside you have everything: **Home** (an overview), **News**, **Gallery**, **Documents** and **Settings**.

Forgot your password?

Don't worry, you're never locked out. On the sign-in screen click "**Forgot your password?**", type your email and you'll get a message with a link to create a new one (it expires in an hour, for security). When you change it, you get a heads-up that it changed.

And if you get stuck with anything, you can always write to us: we're here to help.