



User Manual

Edit your website simply by chatting.

No technical knowledge required. No code, no complicated menus — just type what you want to change, and uCompose takes care of the rest.

Part of [Universal.cloud](#)

What is uCompose?

uCompose is your personal website assistant. You open your site in an editor, type in plain language what you want to change, and see the change appear instantly in a live preview. Once it looks right, you put it online with a single click.

Think of things like:

- Adjusting text and headings
- Adding, replacing or moving photos
- Publishing a news post
- Updating colours, buttons and styling
- Checking how a page looks

Always safe

You always work in a safe copy of your site. Nothing goes live until you click **Publish**.



Live in three steps: describe the change, see the live preview, publish.

1 Signing in

1. Open the link to your site editor (for example **yoursite.ucompose.cloud**).
2. You'll see a secure sign-in page. Enter your email address; you'll receive a one-time code (or sign in with your existing account).
3. After signing in, the editor opens.

Invited users only

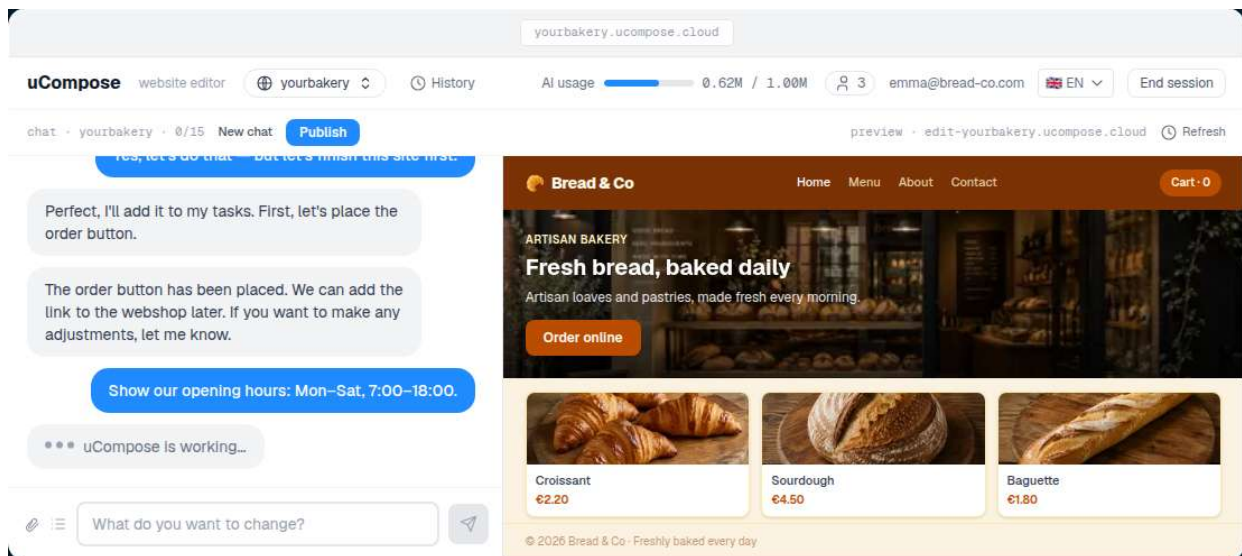
Only people you have invited can sign in. Each user has their own role (see **Roles — who can do what?**).

2 The editor

The screen has two parts:

	What you see
Left — the chat panel	This is where you type your instructions.
Right — the live preview	This is where you see your site, with your changes in it right away.

You type an instruction, uCompose carries it out, and the preview updates itself. It's that simple.



The editor: the chat panel on the left, the live preview of your site on the right.

3 What can you ask?

Just type what you want, in your own words. A few examples:

Text & headings

"Change the title on the homepage to "Welcome to our club.""

"Make the intro text a bit shorter and friendlier."

"The footer says 2026, change it to 2025."

Images

(drag a photo into the chat panel) "Put this photo at the top of the news page."

"Replace the logo with the image I just uploaded."

News posts

"I'd like to publish a news post. The title is "New colleague", and here is the text: ..."

uCompose writes the post up neatly, places the photo and adds it to your news page.

Styling & look

"Make the buttons a bit rounder and give them our brand colour."

"Put the three blocks at the bottom side by side instead of stacked."

Take a look

"Check whether the logo looks right on mobile."

uCompose then looks at the page itself and fixes anything that's off.

Tip

You don't need to know exactly what something is called. "That blue block at the top" or "the heading above the photo" works just fine.

4 Uploading photos

Want to use your own photo? Just drag the file into the chat panel and tell it what to do:

(drag a photo in) "Use this as the cover photo for the article."

uCompose stores the photo safely, automatically creates a neat crop or thumbnail where needed, and places it in the right spot.

Tip

Feel free to refer to "this photo", "the image I just sent" or "the last image" — uCompose knows which one you mean.

5 Reviewing your changes

Every change appears immediately in the live preview on the right. Something not quite right? Just type a correction:

"Almost — make the heading a touch bigger."

"Actually, let's use the other photo."

uCompose remembers what you're working on, so you can refine step by step within the same conversation.

6 Undoing something

Not happy? No worries.

- Just ask: “Undo that last change.”
- Or use the **History** button to jump back to an earlier version.

You can’t break anything beyond repair — there’s always a way back.

7 Save & exit

Done for now, but not ready to publish? Click **Save & exit**. Your work is safely kept. The next time you sign in, you simply continue with the most recent version of your site.

8 Publishing (going live)

Happy with the result? Click **Publish**. This makes your change live on your real website, so your visitors can see it.

A moment’s patience after publishing

After publishing it usually takes a few minutes before everything is online — the site is neatly rebuilt in the background. Should anything go wrong, your current website simply keeps running; so nothing ever just “breaks”.

Save vs. Publish in short:

Button	What it does
Save & exit	Keeps your work, not yet visible to visitors.
Publish	Makes your change live on your website.

9 Tips for the best result

- **Be specific.** “Make the title green” works better than “make it nicer”.
- **One thing at a time** often goes most smoothly — though you’re welcome to ask for several changes in one message.
- **Refer to what you see.** “The block under the photo”, “the second button” — uCompose sees the same page you do.

- **Refine in steps.** Not quite right? Just say what should be different.
- **Is an instruction stuck or taking long?** Start a new chat and try it in a slightly smaller step. Your saved work is kept.

10 What uCompose (deliberately) does not do

uCompose is here for the content and look of your own website — and keeps it at that. So it will politely decline if you ask it to:

- do things unrelated to your site (general questions, jokes, etc.);
- change technical or system settings, accounts or security;
- edit websites other than your own.

That keeps your site safe and keeps the assistant focused on what it's good at: keeping your website looking great and up to date.

Roles — who can do what?

Each user can be given a different role:

Role	View	Edit	Publish
Viewer	Yes	—	—
Editor	Yes	Yes	—
Publisher	Yes	Yes	Yes

Not sure which role you have, or need more permissions? Get in touch with your administrator.

Frequently asked questions

Can I break something?

No. You work in a safe copy, and nothing goes live until you publish. On top of that, you can undo every change.

Do my visitors see my changes right away?

No — only after you've clicked **Publish** (and the short processing is done).

Do I need to save my work separately?

Your work is kept when you choose **Save & exit**. If you close the screen without saving, changes in progress are not kept.

Can several people work at the same time?

Yes. Several people can work on the same site in uCompose at the same time. If you edit a page someone else is working on at that moment, you'll get a notification — so you can see each other's work and don't accidentally overwrite anything.

Does it work on my phone?

Yes, it works fine. You can work from your phone anywhere — so you can post a news item to your website while you're on the go. For more extensive work, a larger screen (computer or tablet) is simply a little more comfortable.

Need help?

Stuck, or something not working as expected? Get in touch with your administrator or with Universal. We're happy to help.

uCompose is part of Universal.cloud. Your website, in your own words.