Welcome to Payghost Web Services.

HOW TO MANAGE YOUR WEBSITE

We have created the simplest CMS so that you can manage your website with ease.

STEP MAIN:

Every time you need to make changes to your website you will need to login with your secrete Username and Password. Ensure that you keep these very safely as you would not want some unauthorized person messing your website.

To edit contents

Step 1.

Simply go to bottom of screen and login with your

Username :   XXXXX will be supplied by Payghost

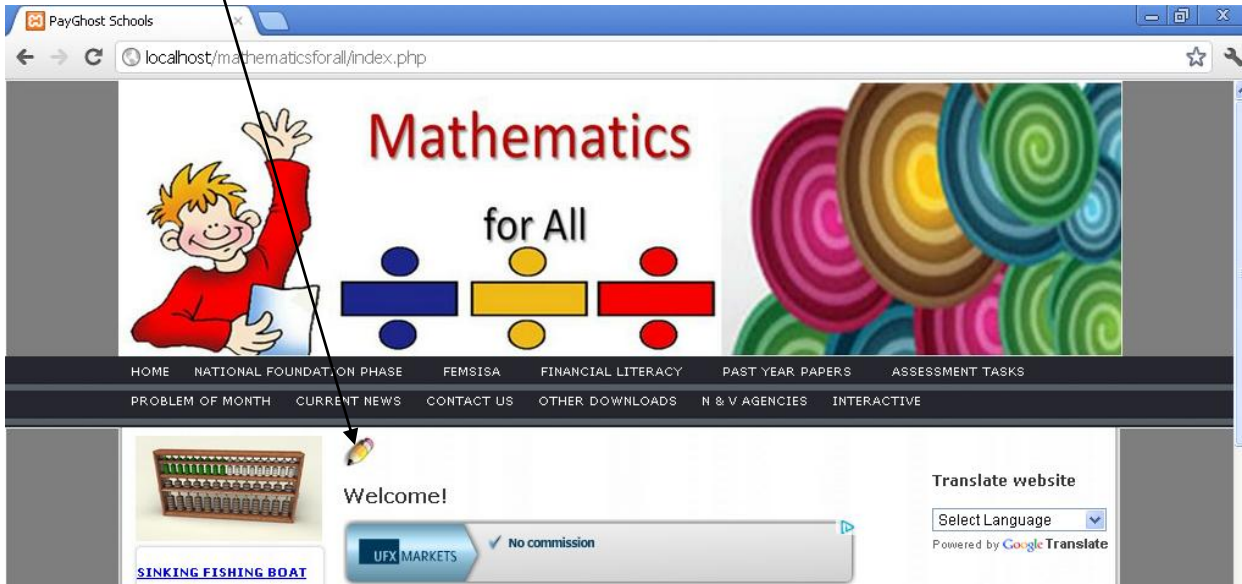**Password** :   XXXX   will be supplied by Payghost
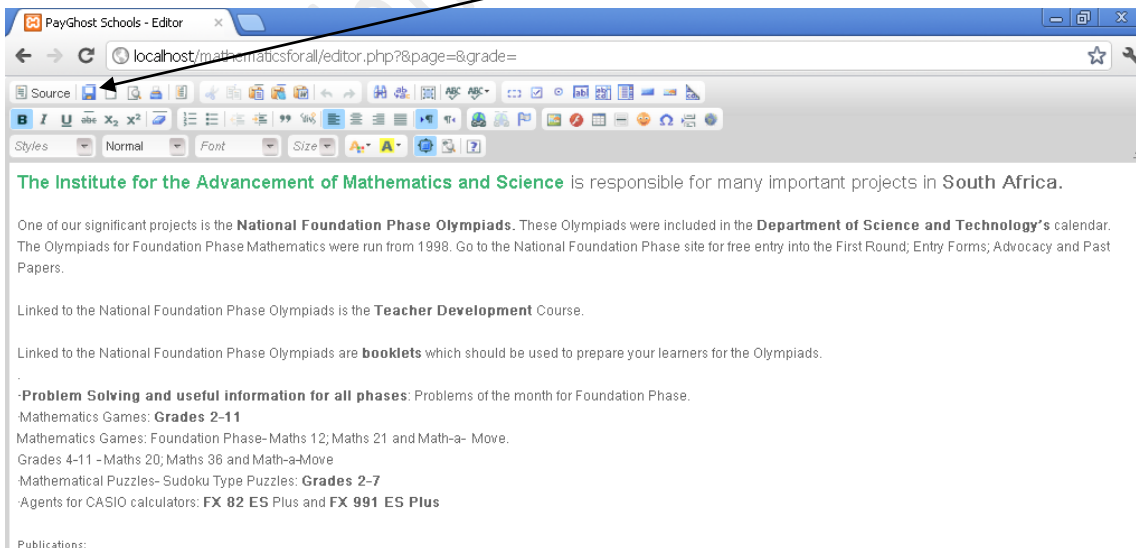
Step 2.

You see a pencil icon. Click on it

Step 3:

Your screen will now look like this with all the icons for your text. If you are familiar with MicroSoft Word – this will be child's play for you. Simply click and type. Make sure you save your work. Click here to SAVE. LOGOUT. Your website will be updated instantly.

To upload Files.

Use this function if you may want to upload Newsletters, Past year Papers, etc to your website

Step 1

You will need to Login to your website using your secret password.

Make sure you have the files on your hard drive or memory stick. If you have a word format documents you should convert it to a PDF. This is simple to do. On MS Word go to **SAVE AS** and where it says file type you should get the option for .pdf. Select this and save. Your word document will now be in pdf Format.

If you want to keep it in word format then you need not change to pdf format.

Step 2.

Decide what you want to call the download. Type the word or sentence and highlight with your mouse. For instance you wish to upload a Mathematics Gr 8 paper, you may choose to call it **Maths GR8 P1**   on your website.
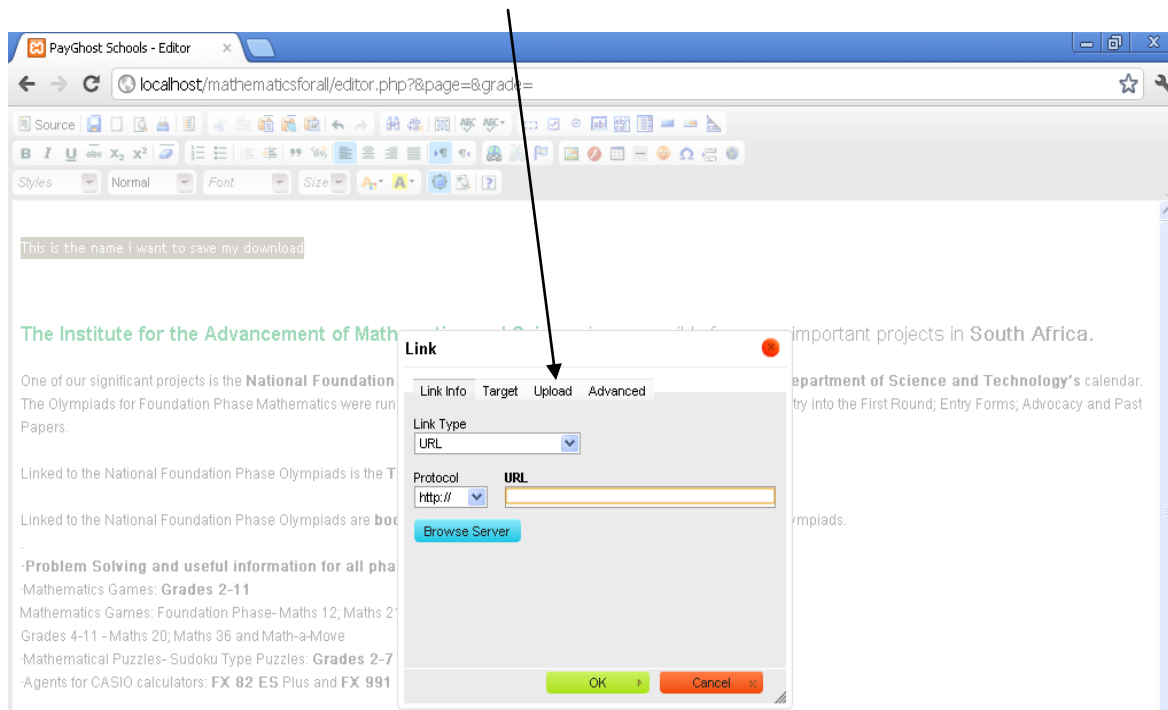
Now click on the icon that looks like a chain link,
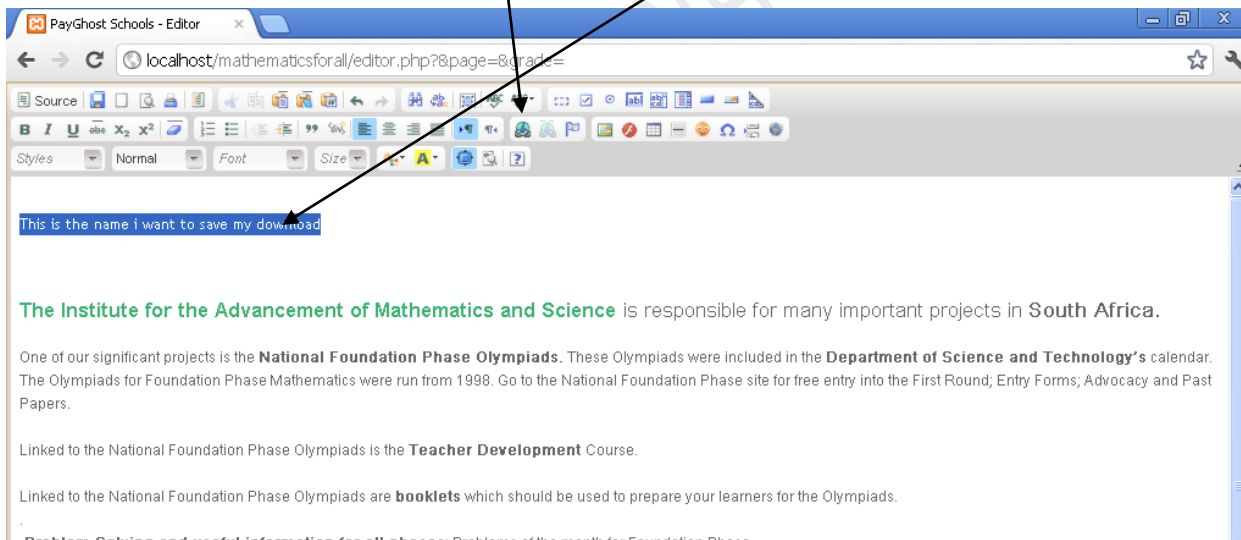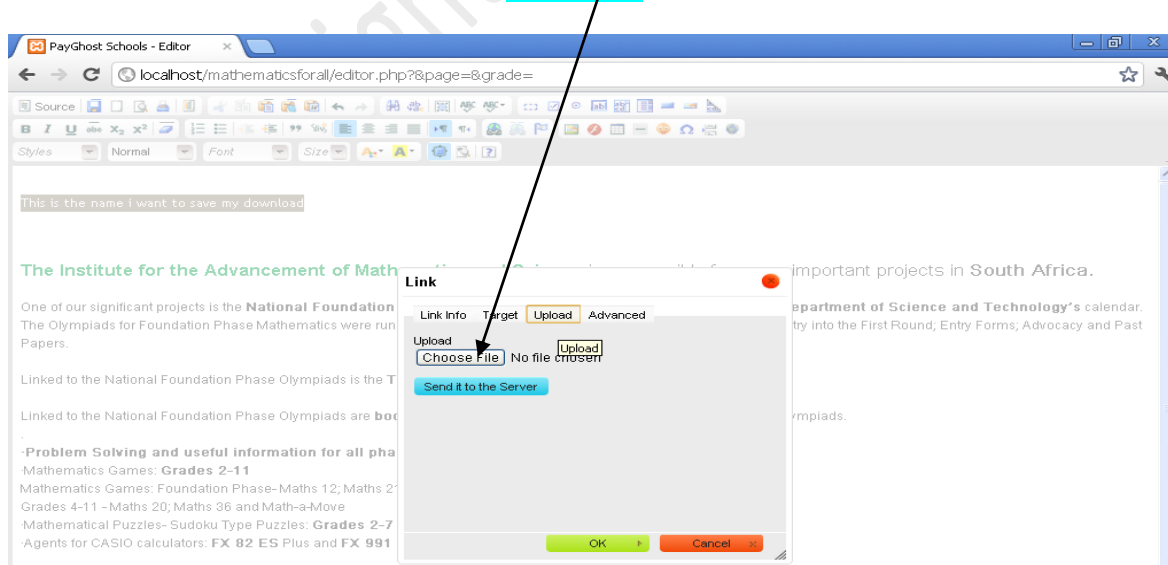
Step 3

This is the next screen you will see.
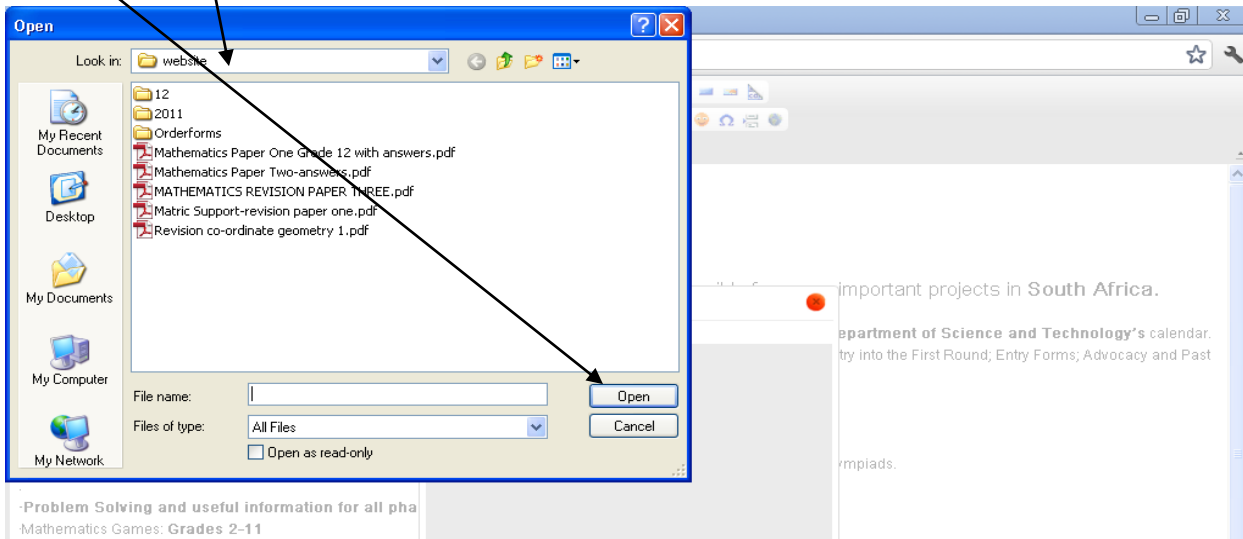
As you plan to upload a document –Select Upload

Step 4

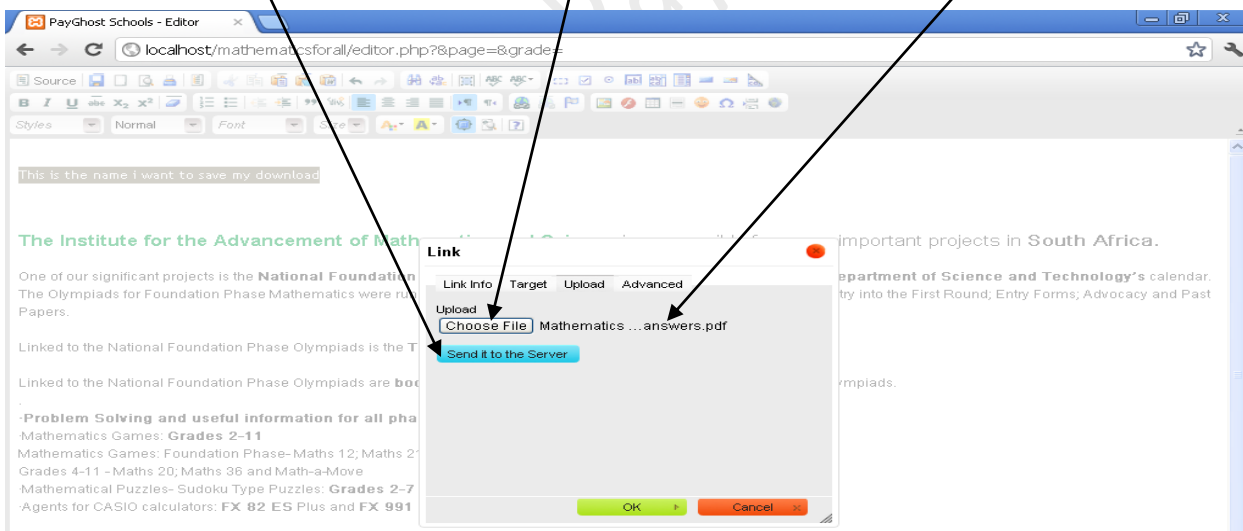You will see a slight change. Now click on Choose File

Step 5

You will then see your files on your personal computer or memory stick. Select the file you wish to upload and

click OPEN

Step 6

The file you selected will appear here next to CHOOSE file. The file name you select will display here
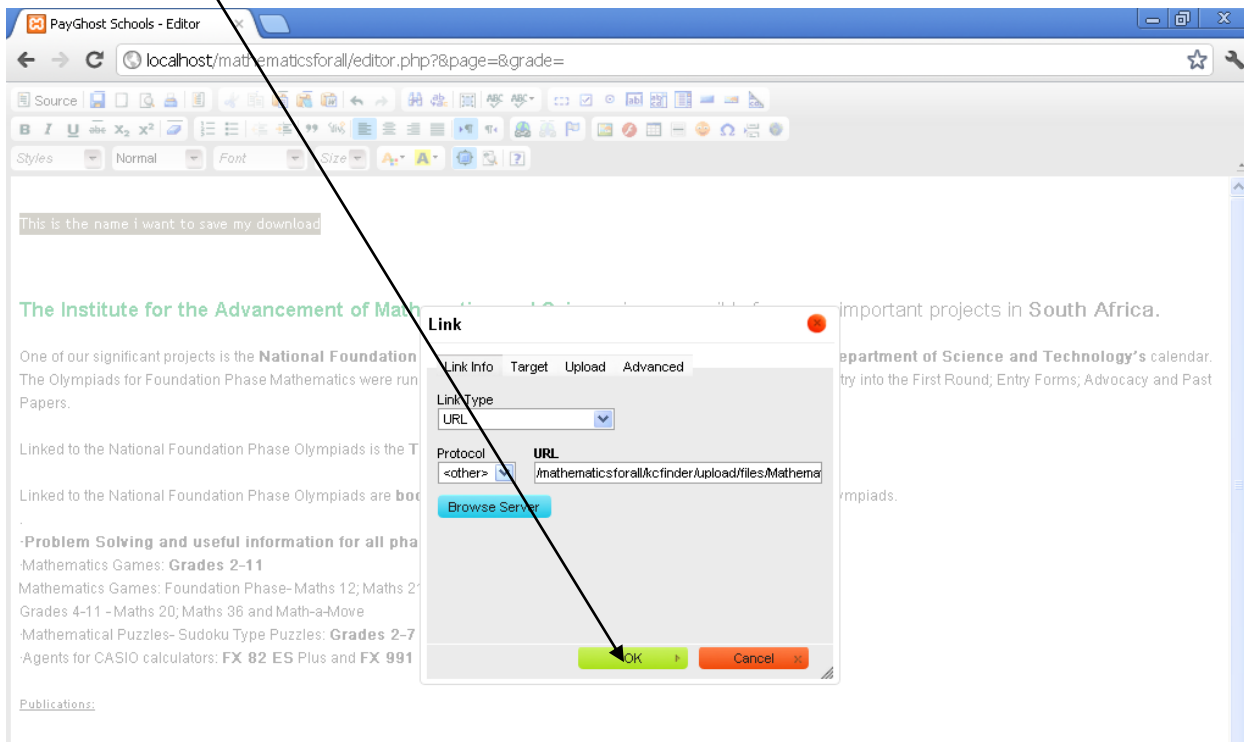
Now click on SEND TO THE SERVER

Step 7

Simply click on Ok and you done. Your uploaded document will change to blue and underlined.

Now that was simple. Your website will be updated instantly and available for the world to view.

ADD IMAGES/PICTURES TO CONTENT SECTION OF WEBSITE

Logon like you did previously.

Step 1:

Place your mouse cursor at point you wish to insert your picture.

Step 2:

Click on the image icon.
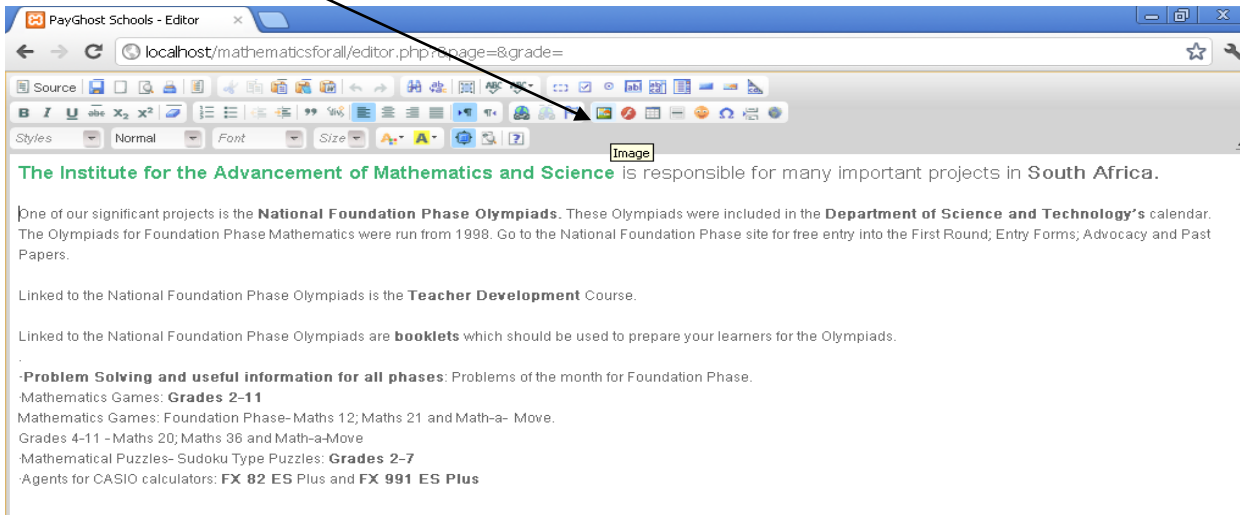
Step 3

Your screen will look as follows.
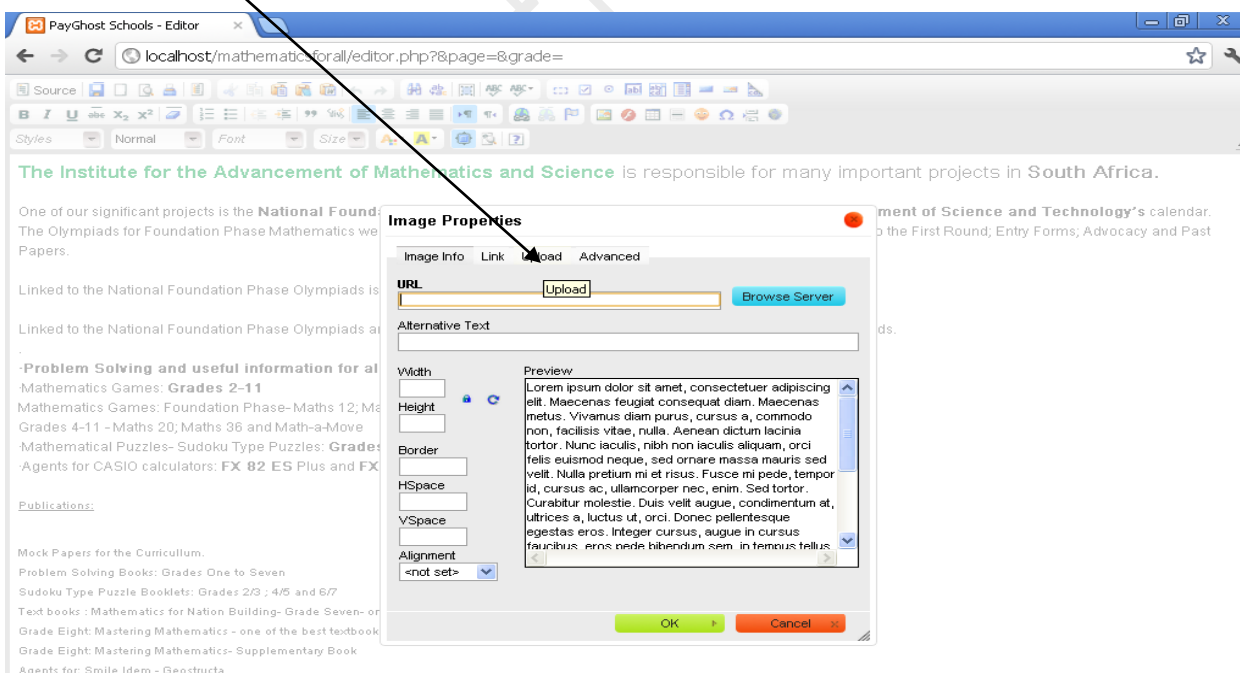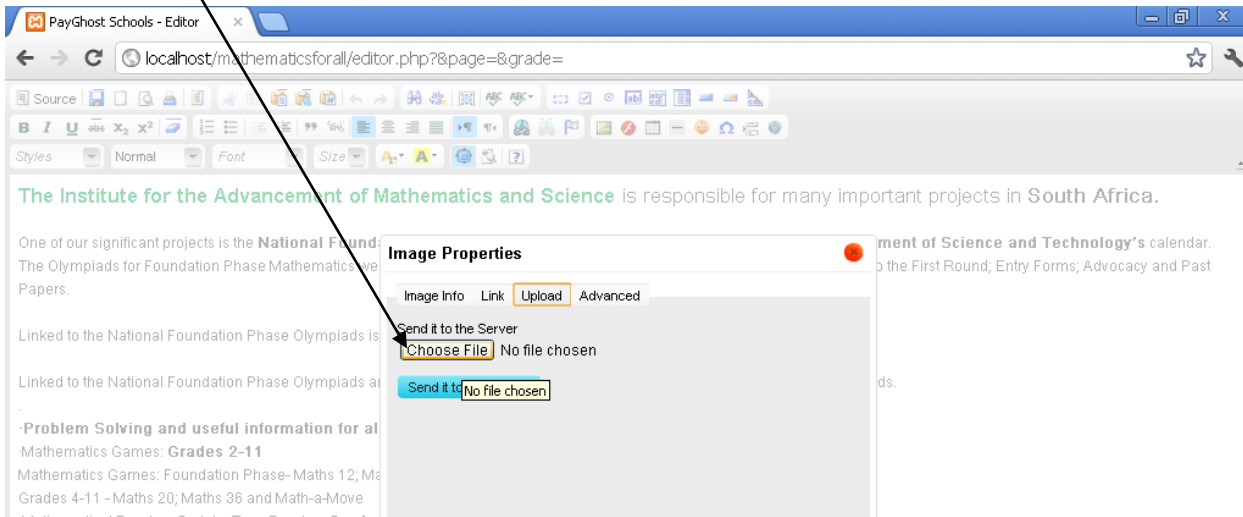
Now that you paln to upload a file from your computer to the server you need to select UPLOAD
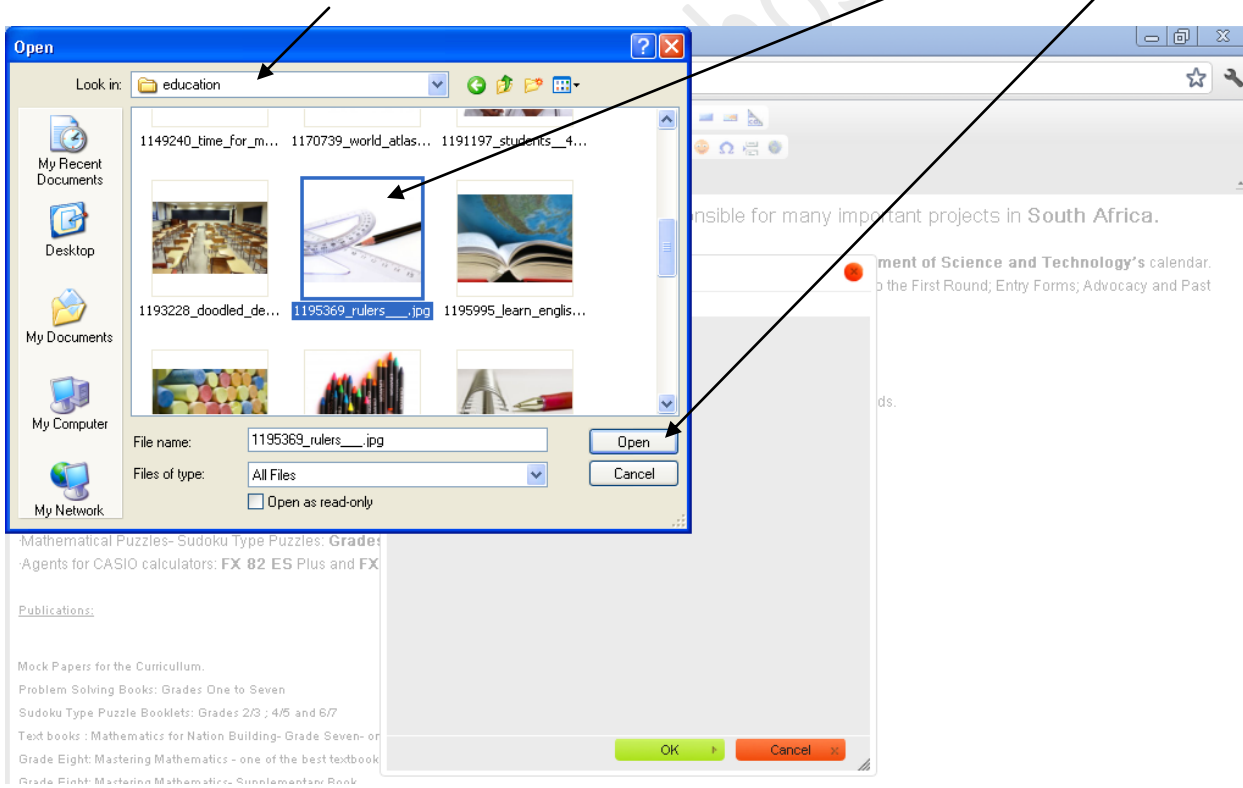
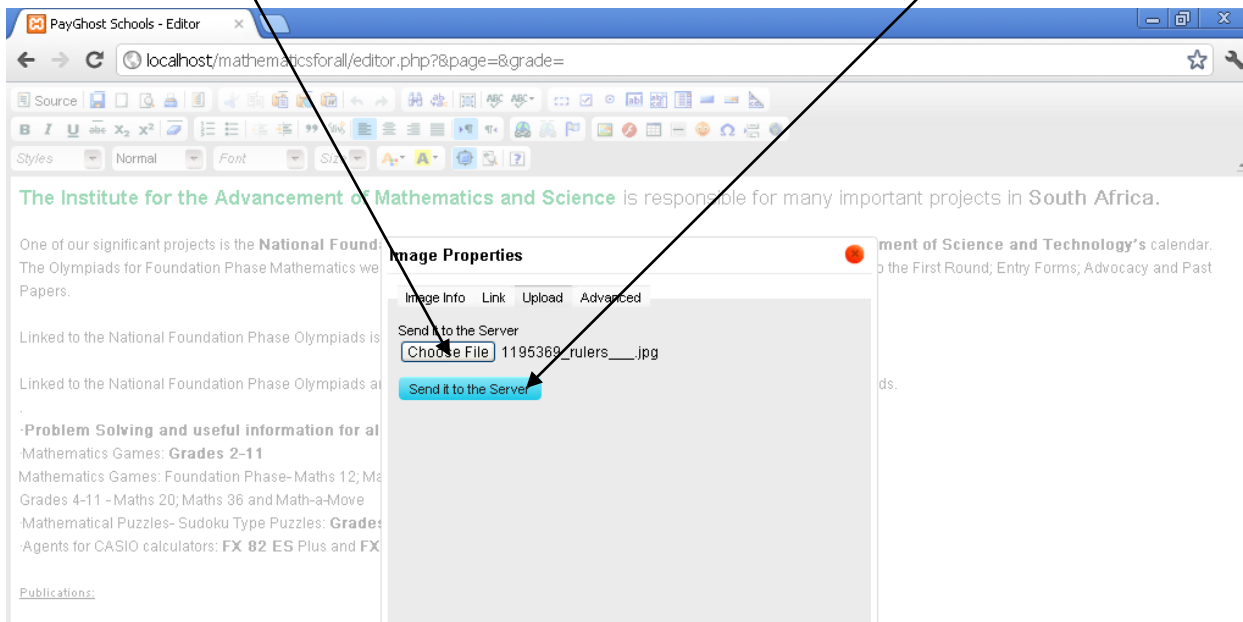Click on UPLOAD

Step 4

Click on CHOOSE FILE

Step 5

You will then be able to view all your images on your computer . Select the image and Click OPEN

Step 6

The file name you choose will appear here. Then click on SEND TO YOUR FILE SERVER

Step 7

You will see the image you are about to upload onto the server.   Now choose the **Alignment,** ie on left, right or centre.
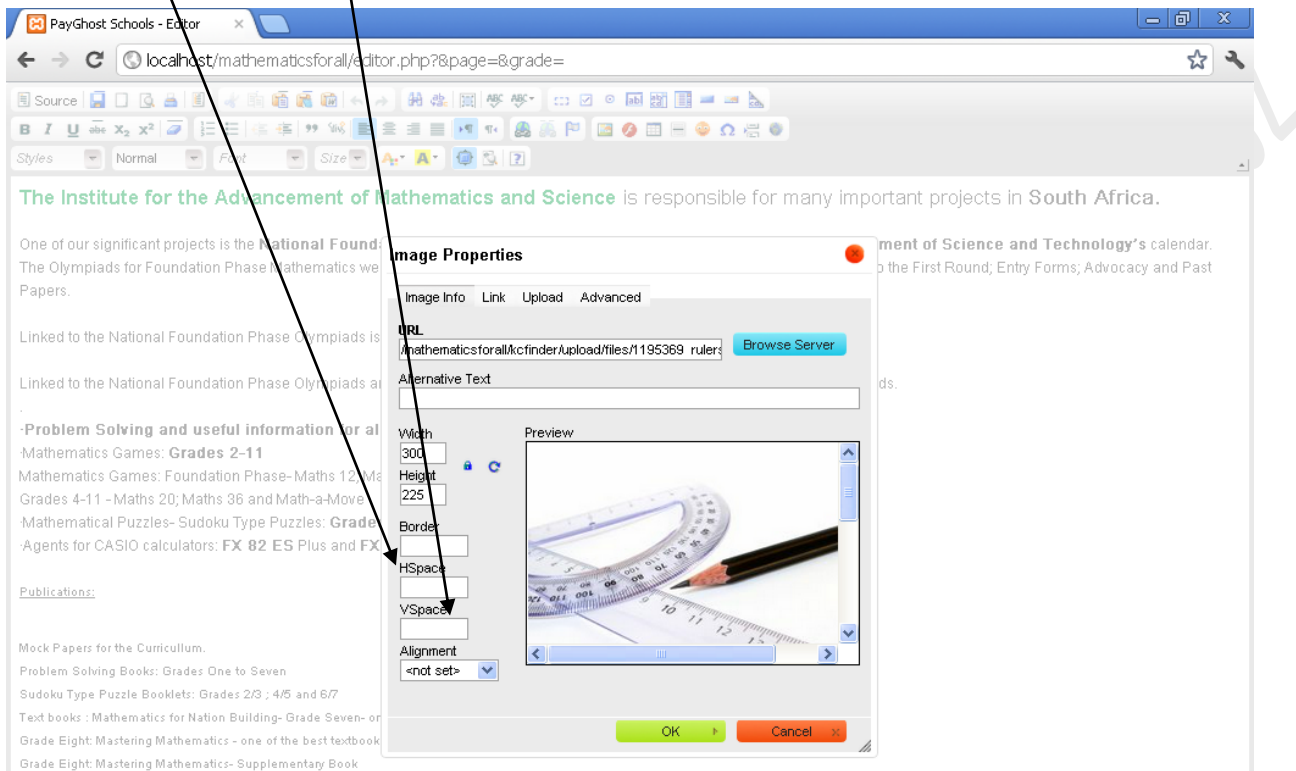You can also change the size of the image by altering the figures here ie the **Width** and **Height**
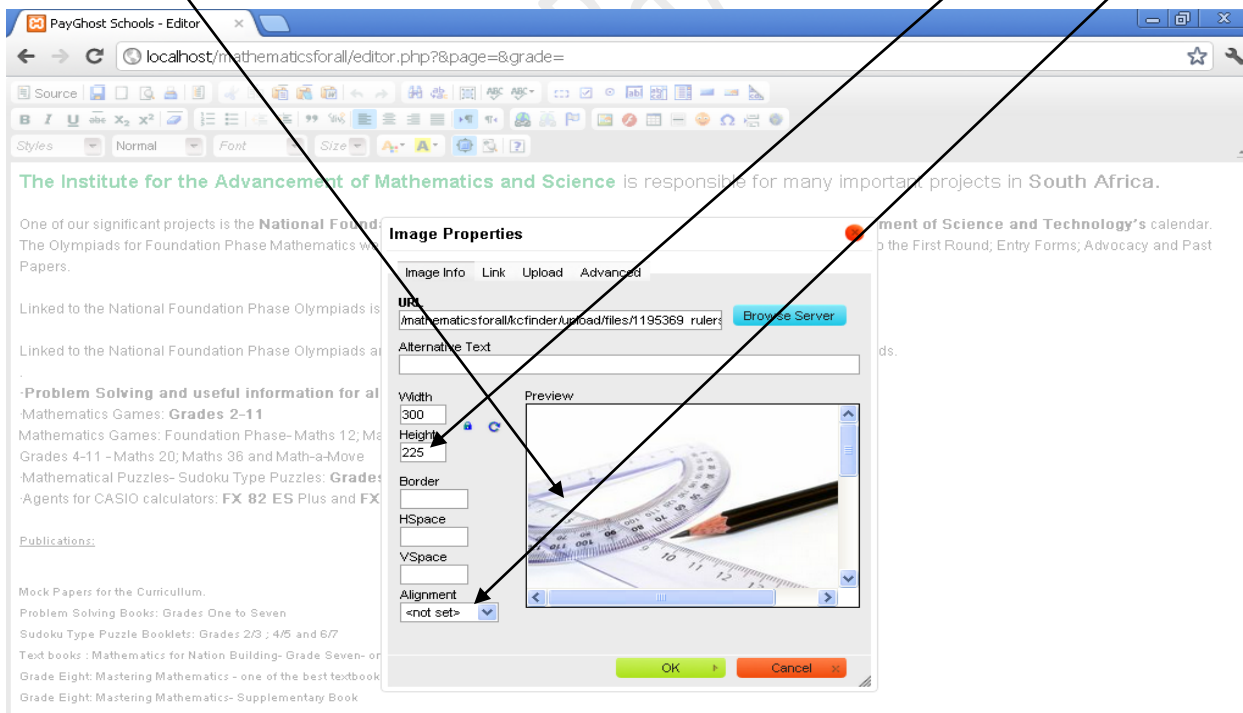
Step 8

If you find the text too close to the image, you can easily create a space by putting in your desired width – preferably 10 in the HSpace box and VSpace box

You're Done.   You can manage your website with our personalized and customized CMS which we believe is the simplest one , designed and customized by our professional team for your convenience.

Do take precautions not to upload unnecessary file to the server as this will use up valuable server space and will ultimately start to slow the upload of your website.