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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 secret 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

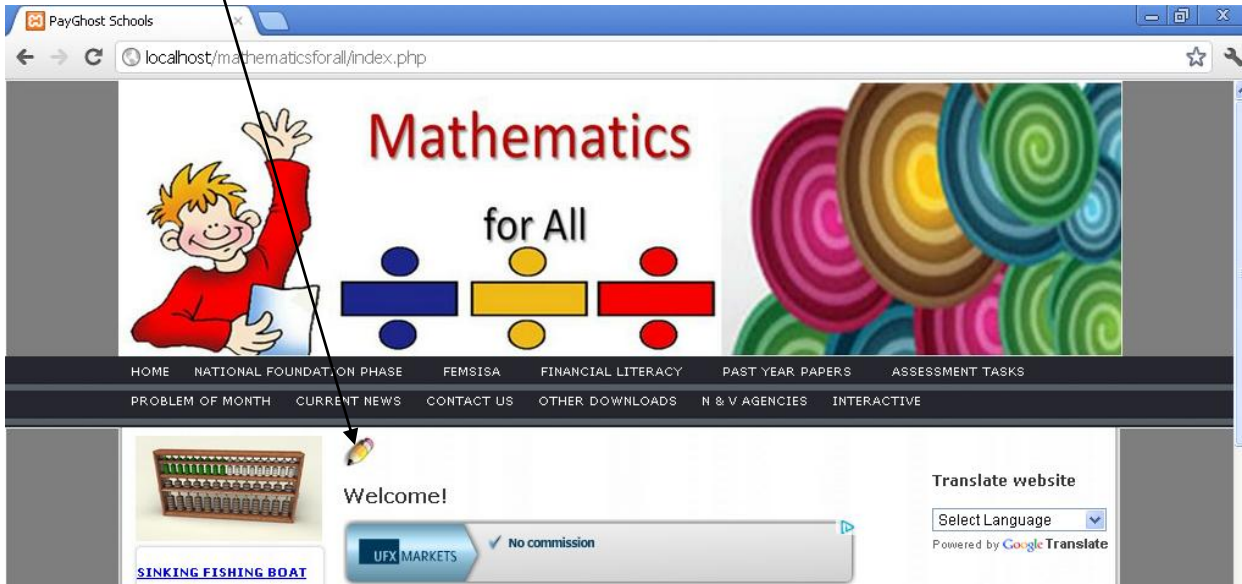




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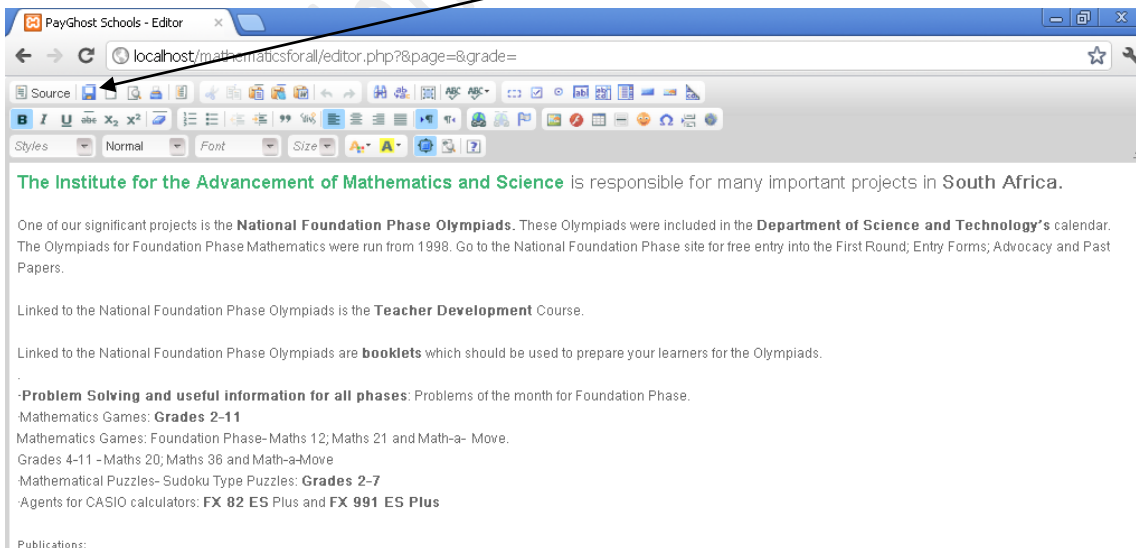
Step 2.

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.





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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.

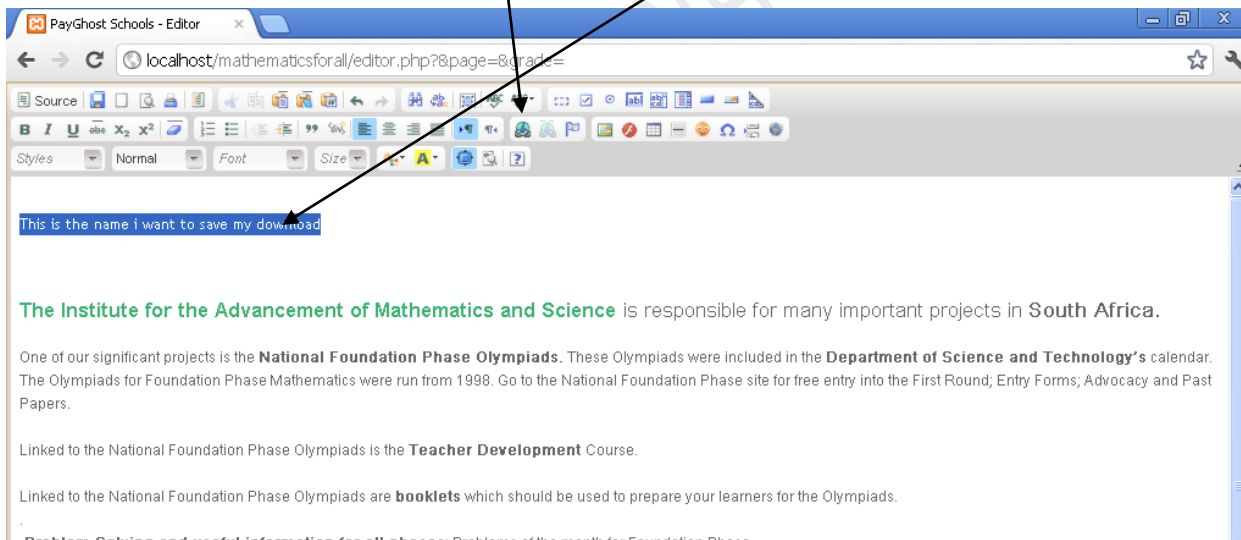
Make sure you have the files on your hard drive or memory stick. If you have a word format documents you should convert it to a PDF. This is simple to do. On MS Word go to **SAVE AS** and where it says **file type** you should get the option for **.pdf**. Select this and save. Your word document will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



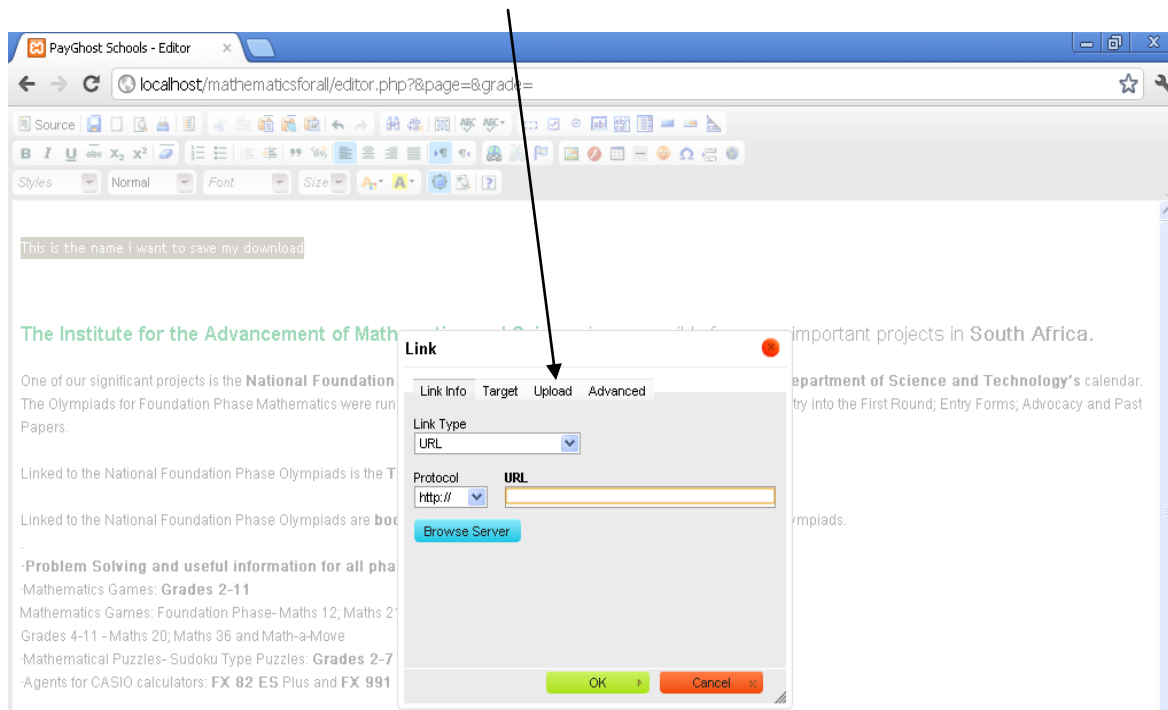


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Step 3

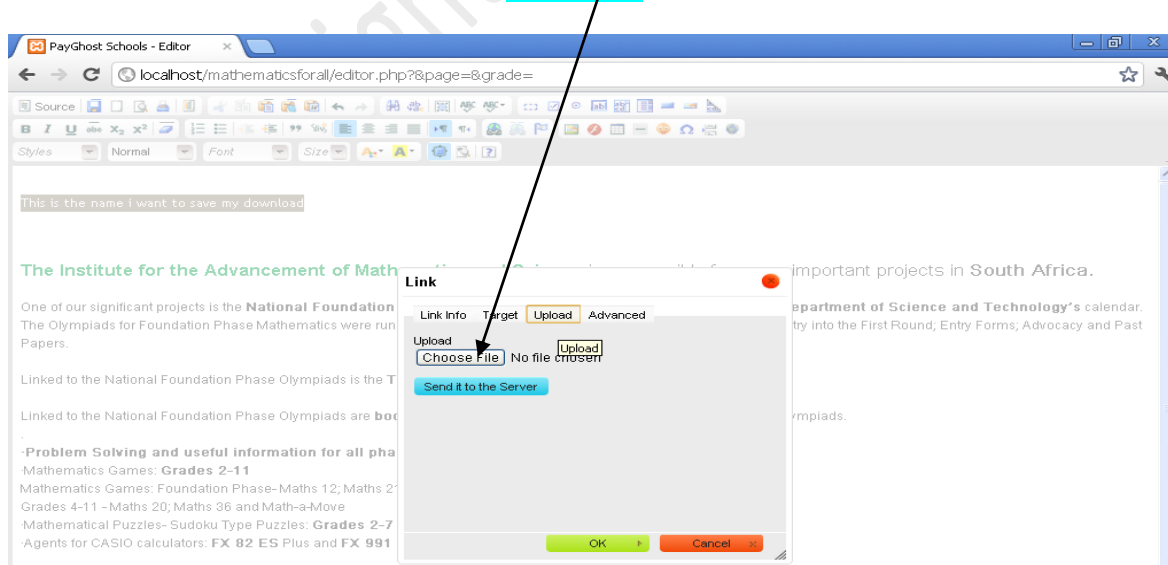
This is the next screen you will see.

As you plan to upload a document –Select Upload



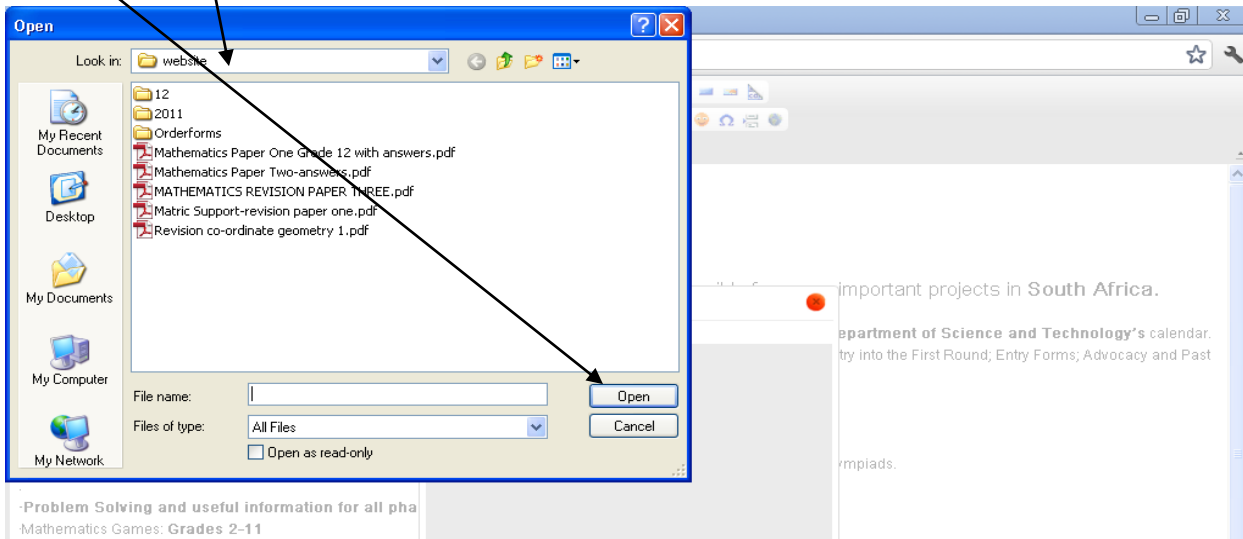
Step 4

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



Step 5

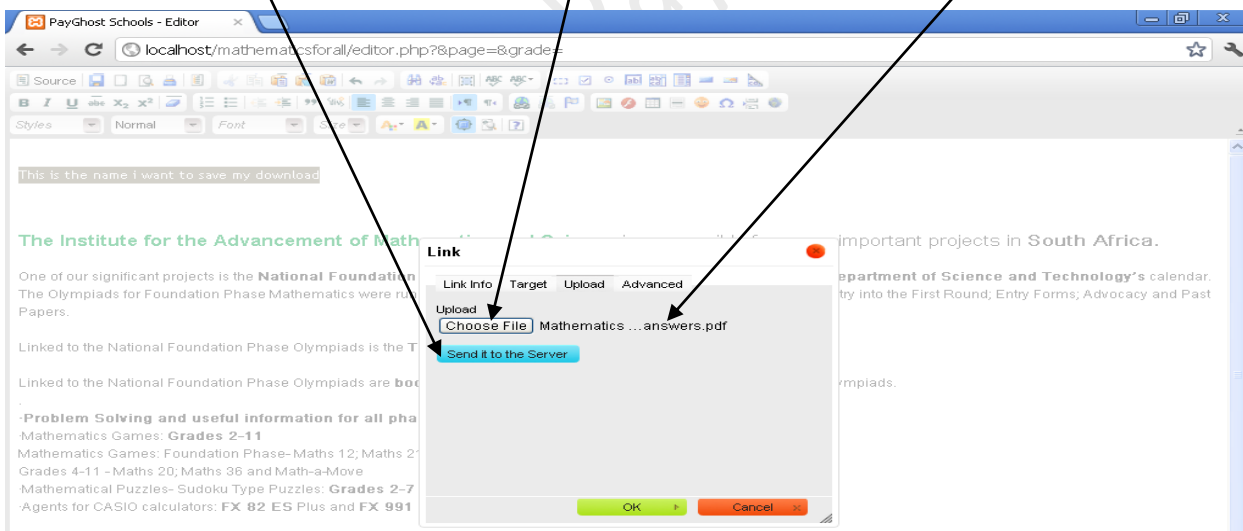
You will then see your files on your personal computer or memory stick. Select the file you wish to upload and click **OPEN**



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**

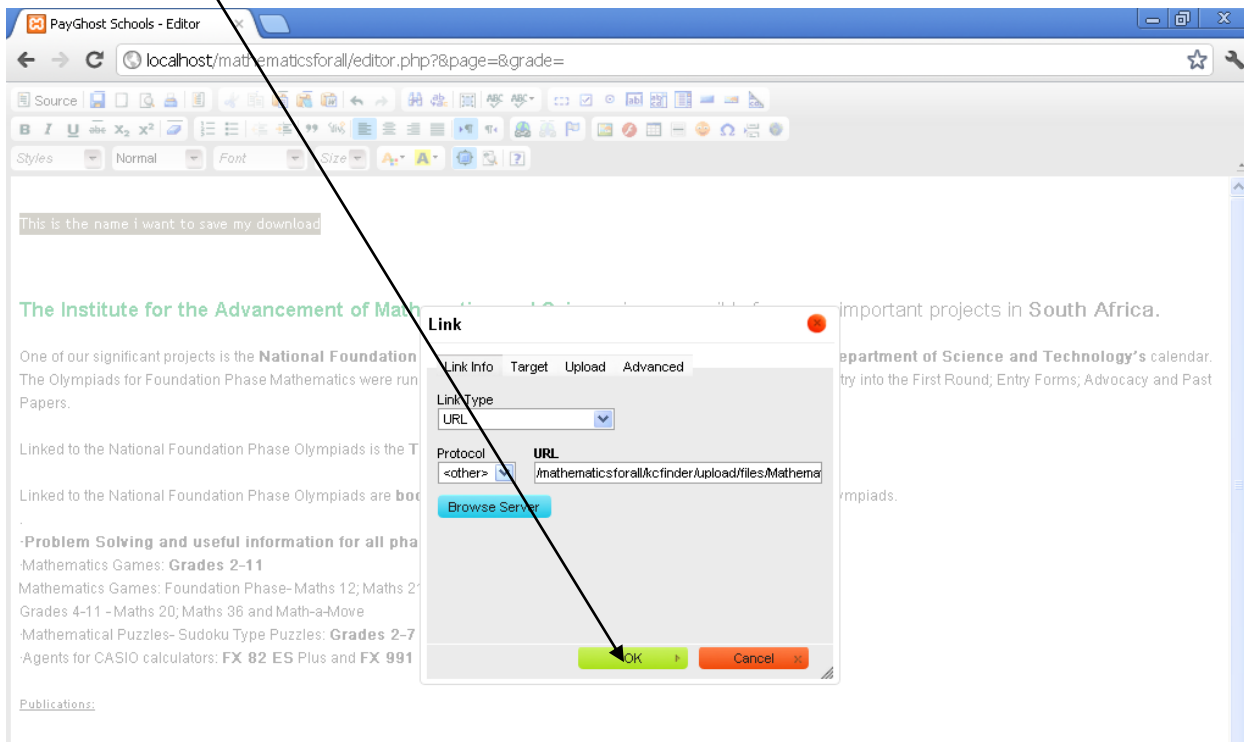




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Step 7

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.

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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.

PayGhost Schools - Editor

localhost/mathematicsforall/editor.php?&page=&grade=

Source Bold Italic Underline Text Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Image Table Undo Redo

Styles Normal Font Size

The Institute for the Advancement of Mathematics and Science is responsible for many important projects in South Africa.

One of our significant projects is the **National Foundation Phase Olympiads**. These Olympiads were included in the **Department of Science and Technology's** calendar. The Olympiads for Foundation Phase Mathematics were run from 1998. Go to the National Foundation Phase site for free entry into the First Round; Entry Forms; Advocacy and Past Papers.

Linked to the National Foundation Phase Olympiads is the **Teacher Development** Course.

Linked to the National Foundation Phase Olympiads are **booklets** which should be used to prepare your learners for the Olympiads.

-Problem Solving and useful information for all phases: Problems of the month for Foundation Phase.

Mathematics Games: **Grades 2-11**

Mathematics Games: Foundation Phase-Maths 12; Maths 21 and Math-a- Move.

Grades 4-11 - Maths 20; Maths 36 and Math-a-Move

Mathematical Puzzles-Sudoku Type Puzzles: **Grades 2-7**

Agents for CASIO calculators: **FX 82 ES Plus** and **FX 991 ES Plus**

Publications:

Mock Papers for the Curriculum.

Problem Solving Books: Grades One to Seven

Sudoku Type Puzzle Booklets: Grades 2/3 ; 4/5 and 6/7

Text books : Mathematics for Nation Building- Grade Seven- one of the best set of textbooks in the country

Grade Eight: Mastering Mathematics - one of the best textbook in the country

Grade Eight: Mastering Mathematics- Supplementary Book

Agents for: Smile Idem - Geostructa

Experico - Shapes and Cubes

Data Handling Kit.

body p span strong

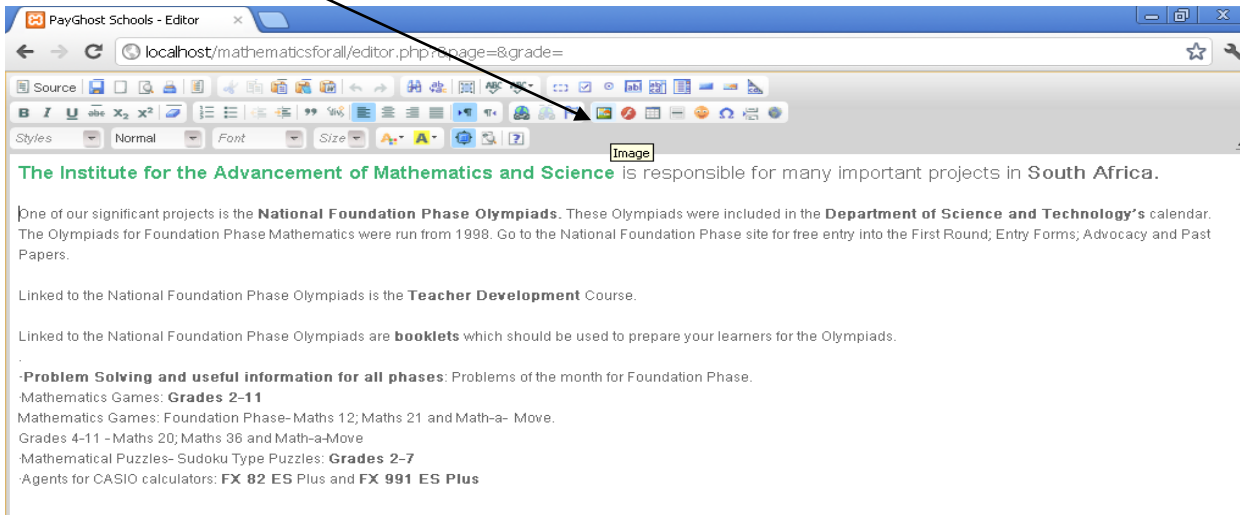
start PayG... Inbox... Micros... C:\Do... Micros... ynew... C:\Do... We h... 10:10 AM



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Step 2:

Click on the image icon.

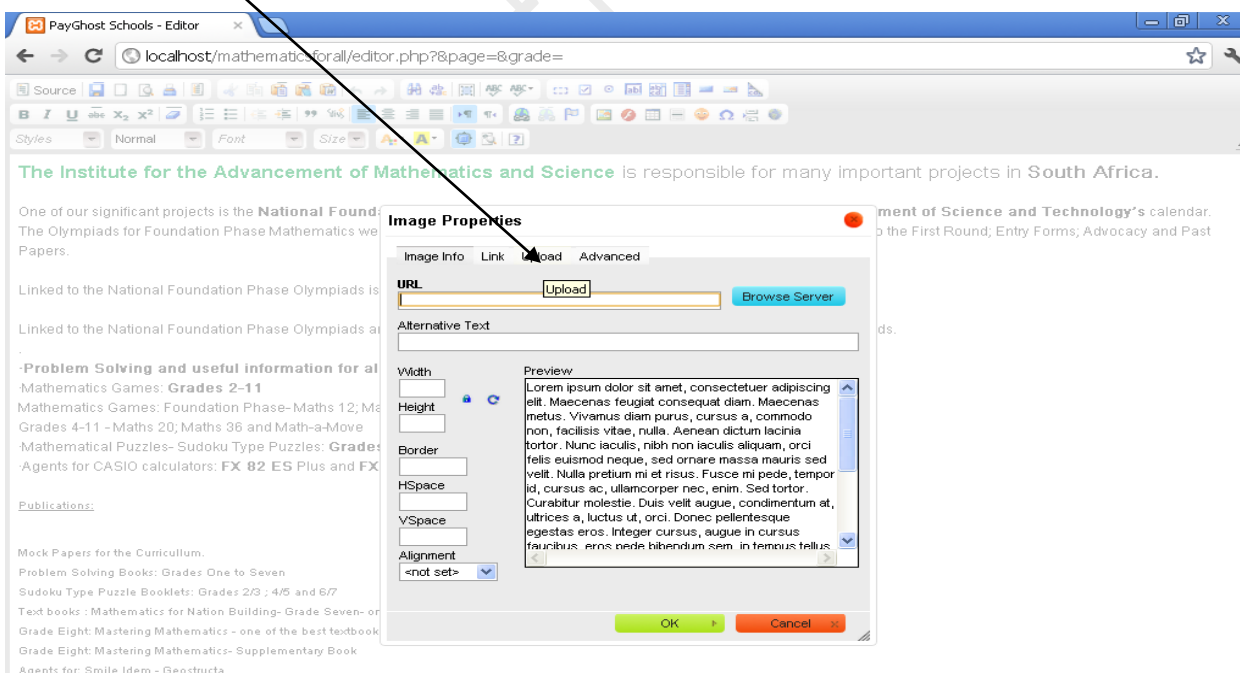


Step 3

Your screen will look as follows.

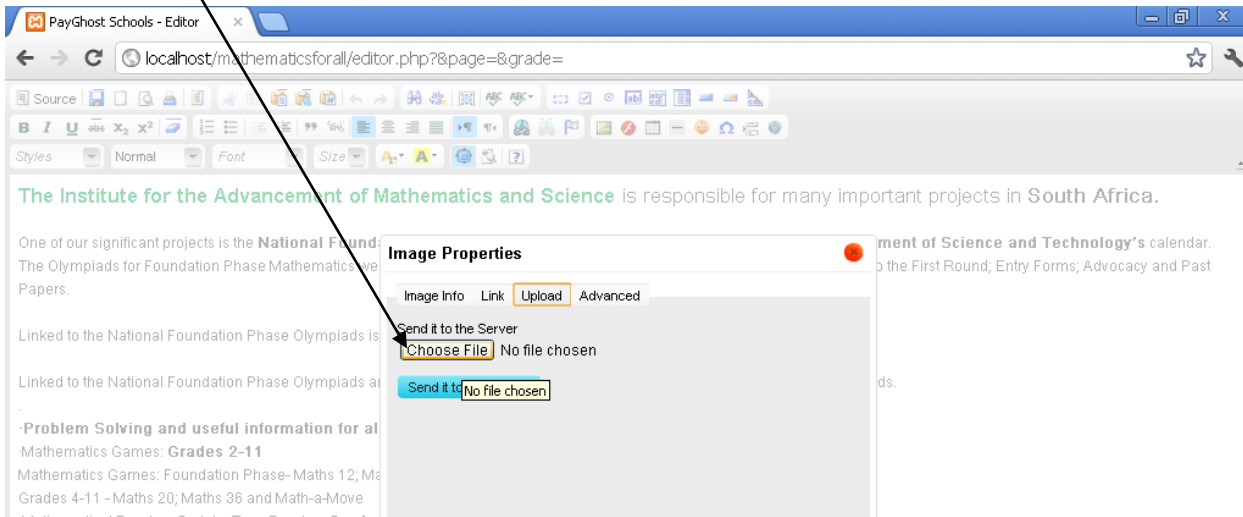
Now that you pain to upload a file from your computer to the server you need to select UPLOAD

Click on **UPLOAD**



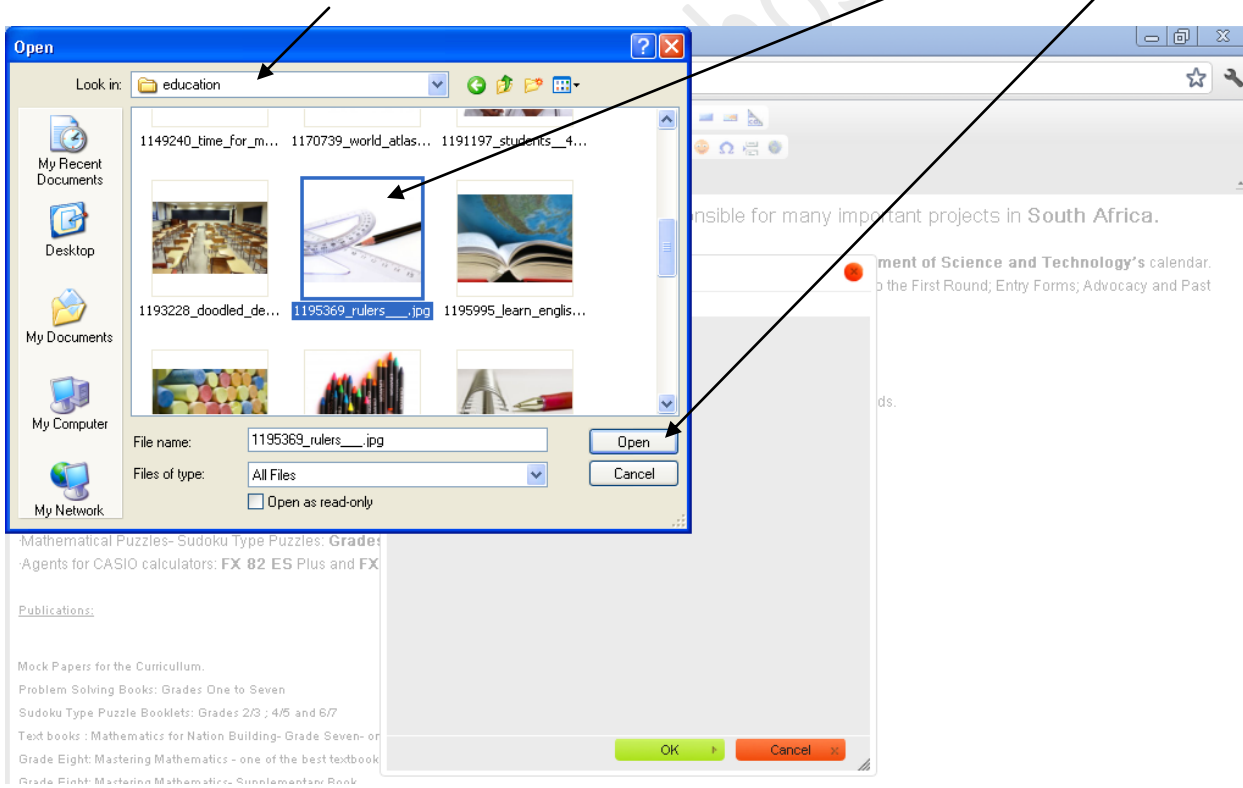
Step 4

Click on **CHOOSE FILE**



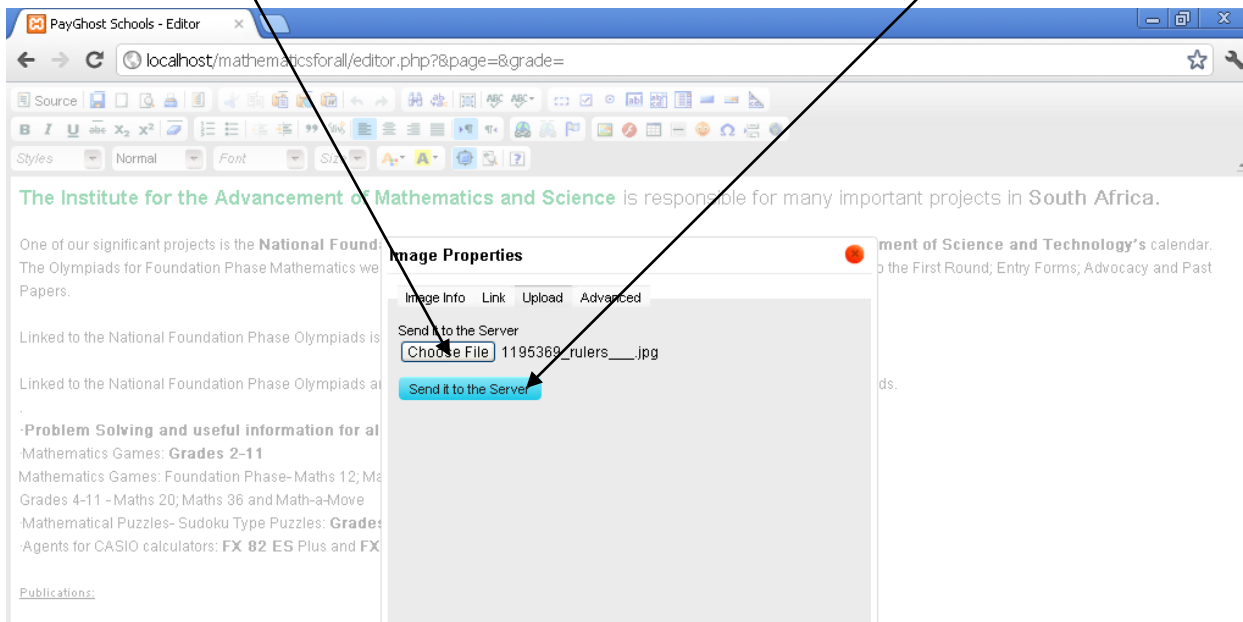
Step 5

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



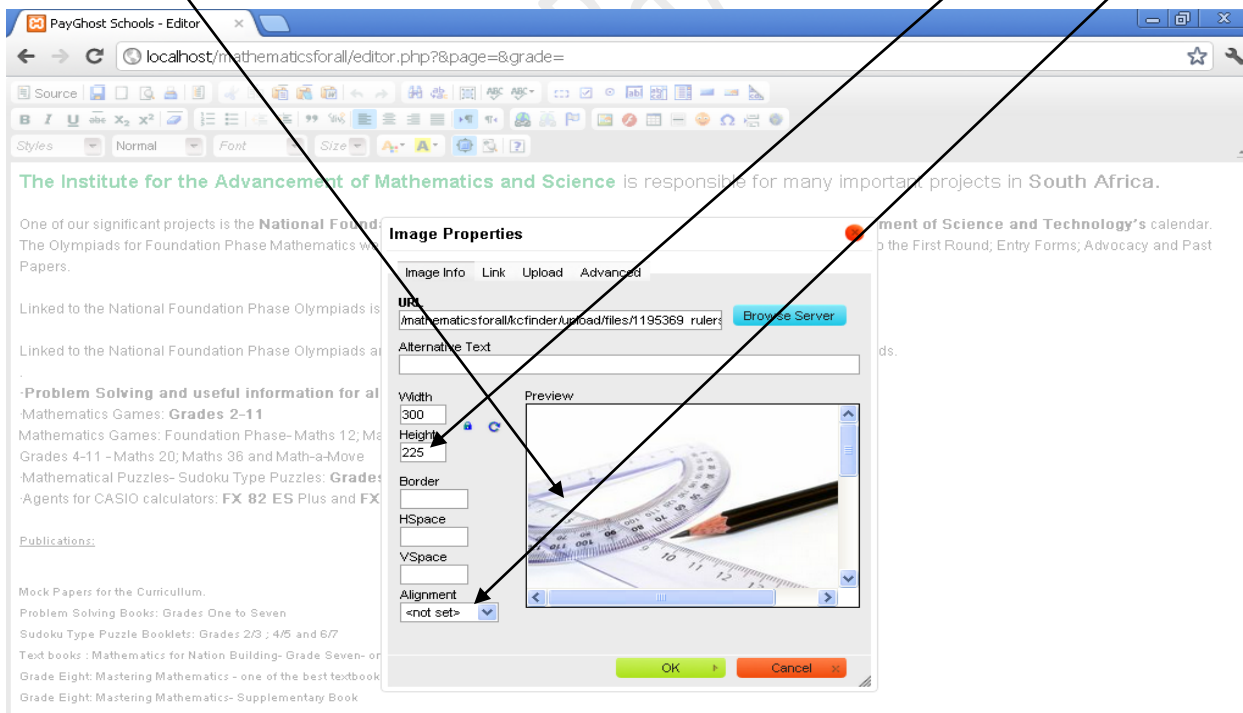
Step 6

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

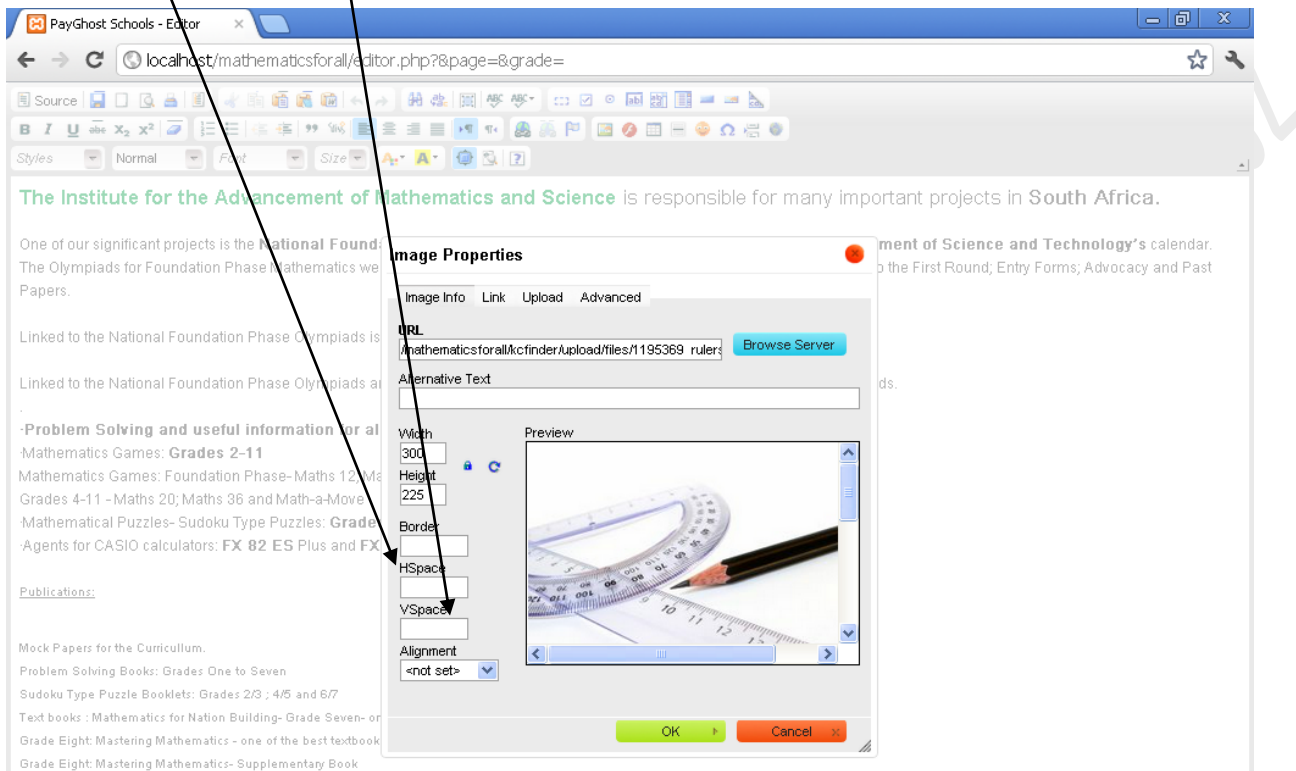




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Step 8

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.

Copyright