



## HELP INDEX

Support  
Login & Logout  
Creating a profile  
My Profile  
Creating your website  
Accounts and payments  
My website address or domain  
Email  
Frequently asked questions (FAQs)

### Support

You can send a support request by logging in to your profile and submitting your request in the support message box. Only paid up members have access to the support feature.

### Login and Logout

If you have already created a profile on DIY webspaces then you must login to access your website and profile page.

If you lose or forget your password, click the **Login** icon and then click the **Lost password** icon. Your password will be emailed to you.

### Creating a profile

You need to create a profile in order to save your website and contact details.

- Click the **Login** icon and then click the **Create a profile** icon.
- Enter a name for your new website eg. *mywebsite*. Your website address will be [www.diywebspaces.com/mywebsite](http://www.diywebspaces.com/mywebsite).
- Enter your email address. A password will be sent to this e-mail address. You will require the password to access your website and profile page.
- Check your email for your password.
- If you don't have an e-mail address, click on the **Get Gmail** icon to get a free e-mail address.
- You can now Login with your website name and password to view your profile and website.

### My Profile

On your profile page you can change your password, request support, view website activity, and much more. All the tools you need are at the top of the screen.



DIY Home



Logout



Save



My website



Go Live



Help

The **DIY Home** button takes you back to the DIY webspaces home page.

The **Logout** button lets you exit your website when you are finished.

The **Save** button lets you save changes that you have made to your profile.

The **My Website** button lets you edit your website.

The **Go Live!** button takes you to the website activation page.  
Your website is not visible to people on the internet until you have activated it.

The **Delete** button lets you delete your entire website and profile.  
You will be asked to verify this process by e-mail.

## Creating your website

### Website Name and slogan

You can change the name and slogan at the top of your website by clicking on the text and entering your own text.

### The Toolbar

All the tools you need are at the top of the screen.



The **DIY Home** button takes you back to the DIY webspace home page.

The **Login** button takes you to your profile page

The **My Profile** button only appears after you log in. It takes you to your profile.

The **Save** button lets you save changes that you have made to your website.

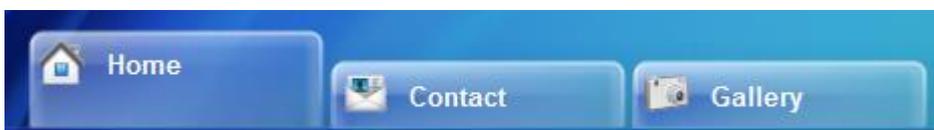
The **Theme** button lets you change the look of your whole website with one click.

The **Banner** button lets you do the following:

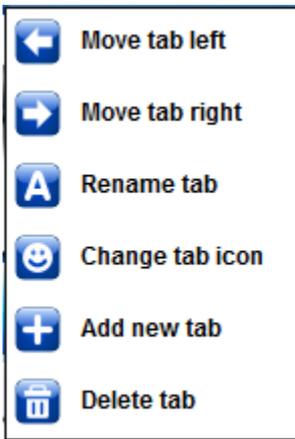
- Font type: Select a font type for your banner
- Font colour: Select the font colour for your banner
- Custom banner: upload your own custom banner.

The **Preview** button gives you a preview of your website without the editing tools.

### Tabs



Tabs are the headings of each website page. When you click on a tab it opens that page. You can edit the tabs by moving your mouse over the tab and selecting one of the options from the dropdown list.



From the dropdown list you can:

- Move the tab right or left. This helps to get your tabs in the correct order from left to right.
- Rename the tab to anything you want.
- Select a different picture for each tab from the icon library.
- Add new tabs and pages to your website.
- Delete tabs and pages from your website.

## **Text**

To edit text, simply click on the text and start typing. You can also copy and paste text from other documents.

## **Pictures**

To change a picture or add a picture, click on the Choose file or Browse button below the picture and browse for pictures on your computer.

## **Accounts and payments**

Your website is not visible to people on the internet until you have activated it. You can activate your website by clicking the **Go Live** button at the top of your Profile page. Payment is done through PayPal.

## **My website address or domain**

Your website address is also known as your domain. Your website address or domain will look like this [www.diywebspace.com/websitename](http://www.diywebspace.com/websitename) (*websitename* is the name that you give your website when you register)

If you already have a website address or domain like [www.websitename.co.za](http://www.websitename.co.za) and would prefer to use that address, you can ask the company that registered it for you to create a forwarding link to your DIY webspace address.

Send them an email that says :

Please create a forwarding link from [www.websitename.co.za](http://www.websitename.co.za) to [www.diywebspace.com/websitename](http://www.diywebspace.com/websitename)

You can then advertise the address [www.websitename.co.za](http://www.websitename.co.za) and when people go to that address they will be directed to you website at DIYwebspace.com.

## **E-mail**

If you don't have an e-mail address then get one for free at <http://mail.google.com>