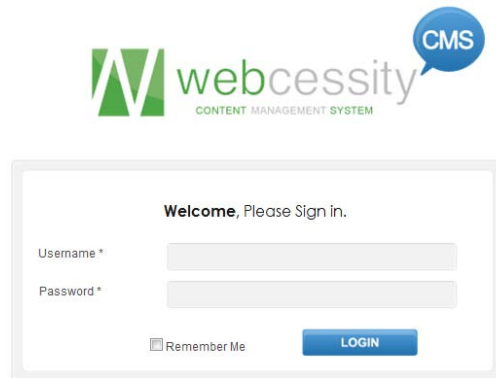
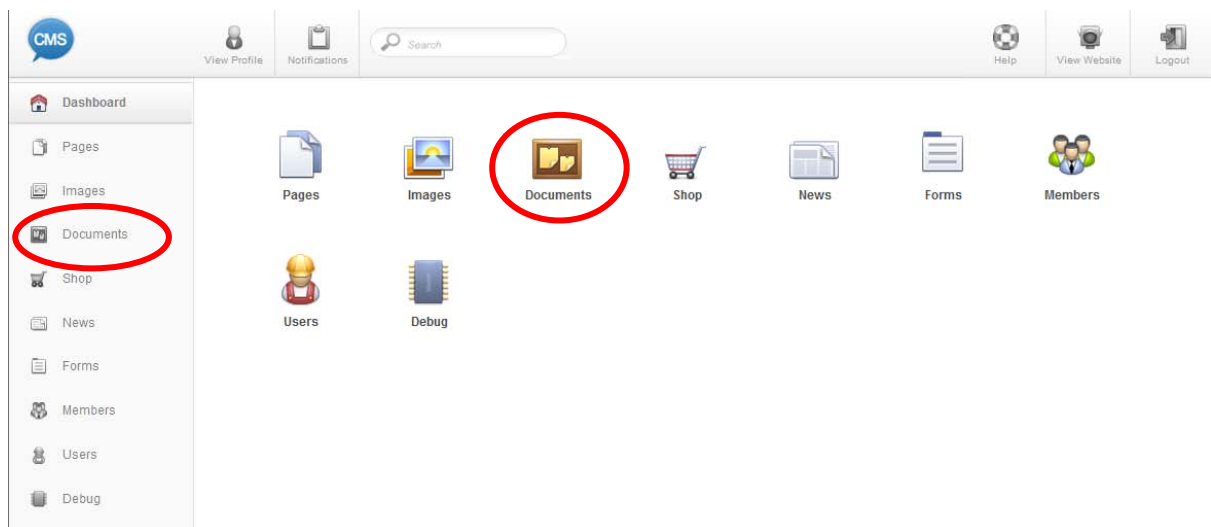


CMS Tutorial – How to add a PDF's and other files

1. Login to the backend of your website through the Webcessity CMS login screen



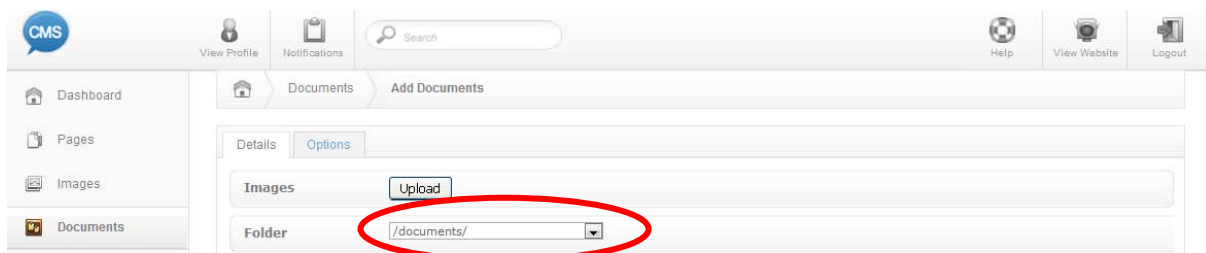
2. Click on one of the 'Documents' buttons



3. Click the 'Add Documents' button

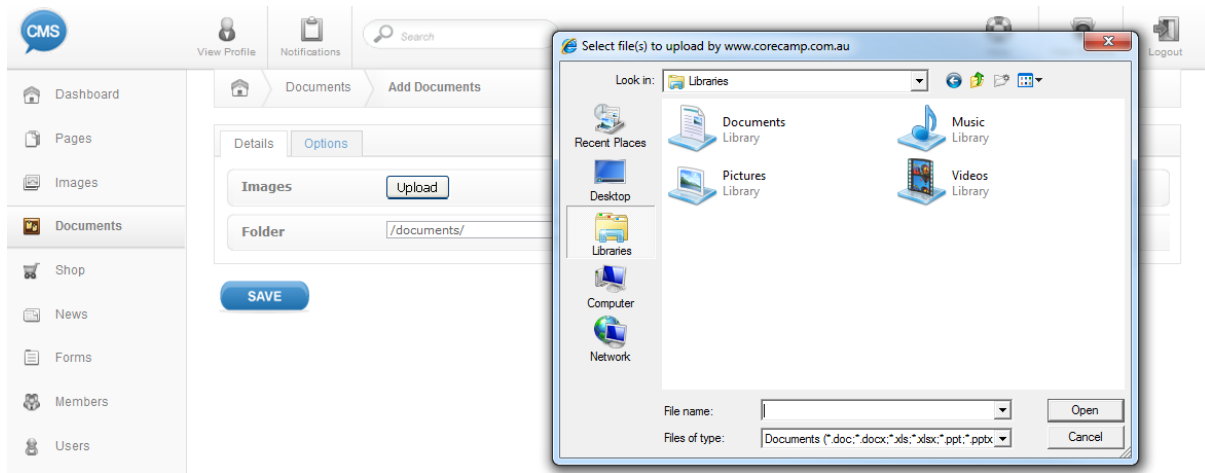


4. Choose the folder you'd like the file to be saved in

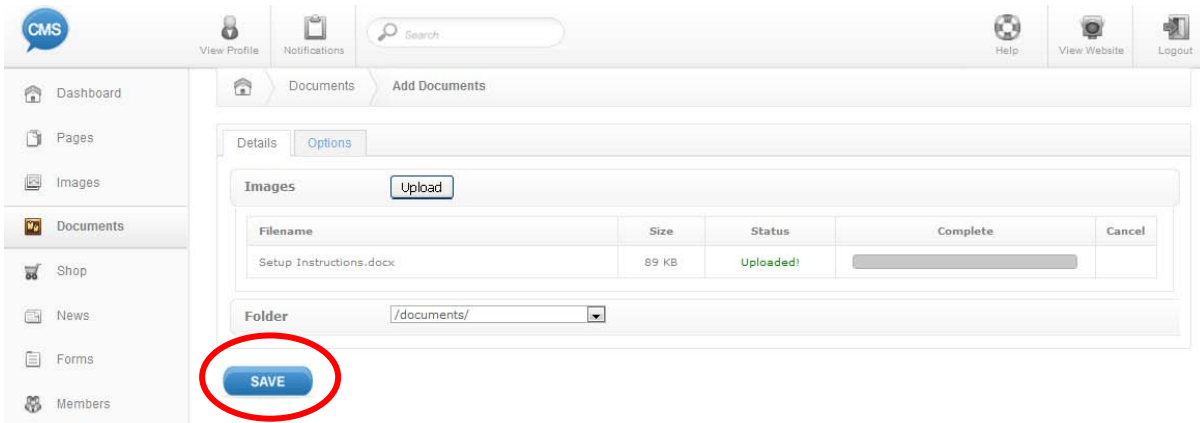


NB: You can add new folders by going to the 'Manage Folders' button on the previous page.

5. Click the 'Upload' button and select the file you would like to upload



6. Don't forget to click save once your document has uploaded!



You're done!