Getting Started in OHANA
Adding Images to Website Page

You must have the necessary editor privileges to make changes to the website pages.

1) First go to your website.

2) Click on **Login** link

3) Enter your **User Name** and **Password**

4) Click **Login** Button.

5) Select the page you want to add the image to

6) Click on from the top right icons in the OHANA Administration ribbon.

7) Place your cursor in the content text where you want to add the image.

8) Click on in the WYSIWYG toolbar to open the "**Image Properties**" dialog box

9) Now click on **Browse Server** to locate the image you want to use.

10) This will open the folder on the web server where you will see all prior image files that have been uploaded for your website.

11) If the images has not previously been uploaded, click the **Browse** button at the bottom of the folder window.

12) Locate the image on your computer, and click **Open** in the lower right corner of the File Upload folder.

13) Click the **Upload** button in lower right corner to copy the image to the web server.

14) The new image file should now appear in the folder by the same name of the file selected from your computer. Select the file.

15) This will return you to the "**Image Properties**" window, where you should see your image in the Preview screen.

16) You can adjust the **Width** and **Height** of the image on the left hand side of the "**Image Properties**" window. If you adjust either the Height, the Width – be sure the lock icon next to these fields remains locked to keep the image proportionate. As you make changes, you should see the image adjust in the Preview window with sample text around it.

17) **Border** will put a frame around the image.
NOTE: The smaller the number you enter for the Border, the skinnier the Border will be. For example, "1" will be a thinner frame than "10".

18) **HSpace** and **VSpace** will help to put margins around the image to help separate it from the text around it. **HSpace** will adjust horizontal spacing while **VSpace** will adjust the vertical margin.
NOTE: The smaller the number you enter for these boxes, the skinnier the margin will be. For example, "1" will be less distance than "10".

19) **Alignment** (optional) will enable you to set the starting point for the text around the image. You may also set alignment once the image is inserted in the page.

20) Once you have the properties set, click **OK** and the image should appear where you originally placed your cursor in the content area.

21) If you need to make further changes to the properties of the image, simply click on the image in the content area and then click the again. Click **OK** when you have finished making changes.

22) Once you are satisfied with the changes in the content area, click on on the upper left part of your screen to save changes to this page of your website.

23) If you made a mistake or do not want the changes saved, click tab to cancel changes (prior to saving the page).

24) The will return you to the home page so you can review the page you just edited.

25) Click to Logout of OHANA.