




Getting Started in OHANA

Adding Documents




- 1) First go to your website.
- 2) click on **Login** link
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) The OHANA Administration ribbon should appear with tabs in the upper right of your screen, once you are logged in
- 6) Scroll your mouse over  in the upper right tabs
- 7) Select  **Documents** from the drop down.
- 8) Click **Add**
- 9) Enter **Name** for this document you are about to upload (this will help you identify this document in the back end of OHANA while you are editing your site.
- 10) Enter a **Description** (optional) to help other web editors to know the purpose or content/topic of this document.
- 11) In the **Upload** section, click on **Add Files** button to locate the document from your local machine that you wish to upload.
- 12) Once you have located and highlighted the file on your local machine, click on **Open** from the **File Upload** window.
- 13) Click **Start Upload** button.
- 14) If you want this document to display in the navigation menu of the website – click on the **Navigation** tab at the top of the **Add Document** screen, otherwise skip to next Item.
 - a. **Show in Navigation:**
 - i. **YES** will make this document be a part of the navigation menu.
 - ii. **NO** will not add the document to the navigation menu, but you can link to this document from an existing page on your site, which will be explained below.

- b. **Name in Navigation:** Please be sure to keep this concise so that it won't take up the entire navigation menu area.
- c. **Navigation Category:** If you selected "Yes" under Navigation Display above, then here is where you select which top navigation menu item you want this document to appear under.

15) Click the **Upload Document** button at the bottom of the screen in OHANA to save a copy of the document to your website folder. You should now see this new document listed on the OHANA Documents list.

16) Click on  to go back to the Home Page of your website.

Linking to Documents from a Web Page

- 1) You must be logged in to do these steps
- 2) Go to the web page that you want to add a link to the document
- 3) Click on  to edit the page.
- 4) Place your cursor on the page where you want the link to the document to go.
- 5) Now, go to the WYSIWYG editing tools at the top of the page and click on  to **Insert Link to an Ohana Item**.
- 6) In the **Insert Link to an Ohana Item** window, click the drop down and select Documents(Website) to see a list of the documents you have uploaded to the website.
- 7) Select your document from the list
- 8) Click **Ok**
- 9) A link will now appear on the web page where you placed your cursor.
- 10) You can rename this link if you want – simply click on the text and carefully change it.
NOTE: The **important** thing is to be careful not to delete the underline that is below the name of the file (that relates to the hyperlink to the document).
- 11) Click on  in upper left of screen to save the webpage
- 12) Be sure to test clicking on the link you just created to the document to be sure it works as you expect it to.