
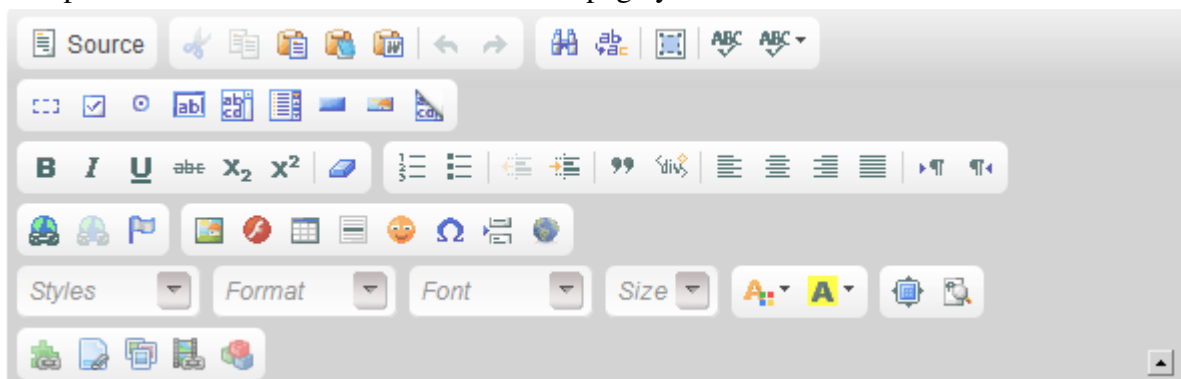






Getting Started in OHANA

Editing a Web Page

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

- 1) First go to your website.
- 2) Find the **Login** link
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button .
- 5) The **OHANA Administration** ribbon will appear above the website template in your browser with a set of icons in the upper right of your screen, once you are successfully logged in:
- 6) Click on  in the upper right icons to **Edit the Content on this Page**.
- 7) The WYSIWYG Toolbars will appear at the top of the editing box with many buttons to help with layout and presentation of the main text on the web page you have selected to edit.



- Please see the **Content Items** documentation for more details on adding/changing the information in the boxes on the right hand side of the home page
- 8) Below the toolbar, is the Editing Area where you can type in your text for this selected web page and format it as you want.
 - 9) When you are finished adding or editing text on the home page, click  on the upper left part of the OHANA Administration ribbon to save your changes.
 - 10) If you made a mistake or do not want the changes saved (prior to hitting Save), click  tab to cancel changes.
 - 11) The  will take you back to the home page.
 - 12) Click  to Logout of OHANA.