







Getting Started in OHANA

Linking to Other Pages within Your Website

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

- 1) First go to your website.
- 2) Go to **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login**.
- 5) First, be sure the page/item you want to link to is already in OHANA. If not, be sure to create it now.
- 6) Next, go select the web page where you want to insert a link to another page within your site.
- 7) Click on  in the upper right tabs to **Edit Page**.
- 8) The WYSIWYG Editor window will open where you can easily make text changes.
- 9) Locate the spot on the page where you wish to insert the link and click your mouse to place the cursor.
- 10) At the top of the WYSIWYG Editor window, you should see the  button for “**Insert Link to an OHANA Item**”. Click on it to open it up.
- 11) Click on the drop down box at the top of the “**Insert Link to an Ohana Item**” window.
- 12) Select from the choices to locate the page or item you are trying to link to. For example, select “Web Pages” for pages you have created in the site or “Calendar” to see the entries that have been placed on the Calendar. There is also an option here to insert a link to uploaded “Documents (Website)”. There may be several choices in this drop down depending on what modules/features are enabled on your website.
- 13) Locate and select the item or page you want to link to and click **OK**.
- 14) The name of the selected page should now appear (with a hyperlink underline below it) on the page you wanted the link placed.
- 15) You can rename this link, once it is inserted on the page, by clicking inside the text of the link and typing what you wish to appear, like “click here for more details”. (The important thing to remember is that the hyperlink/underline needs to remain intact below the text for this to work).

- 16) When you are finished editing link, click  on the upper right part of your screen to save your changes.
- 17) If you made a mistake or do not want the changes saved, click  tab to cancel changes.
- 18) Click  to return to the Home Page
- 19) Click  to Logout of OHANA.