



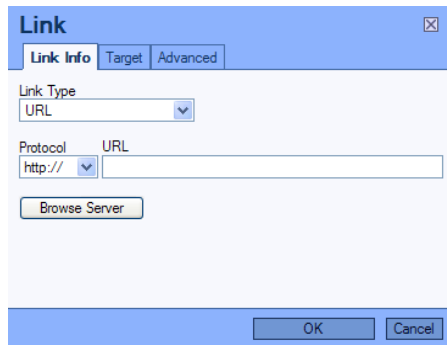
Getting Started in OHANA

Adding Links to Website Page

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




- 1) First go to your website.
- 2) Click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) Click on  in the upper right tabs to **Edit Page**.

- 1) The WYSIWYG Editor window will open where you can easily make text changes.
- 2) At the top of the WYSIWYG Editor window, you will see a toolbar with many buttons to help with layout and presentation of the text on the web page.
- 3) Click on the  button on the toolbar.
- 4) A Link dialog window will open.
- 5) Type in the link you want to create.



URL: will allow you to link to another site or location outside your website

Email: will enable you to create a link to an email address.

- 6) Click **OK**
- 7) When you are finished adding or editing text on the web page, click  on the upper right part of your screen to save your changes.
- 8) If you made a mistake or do not want the changes saved, click  tab to cancel changes.
- 9) Click  to Logout of OHANA.