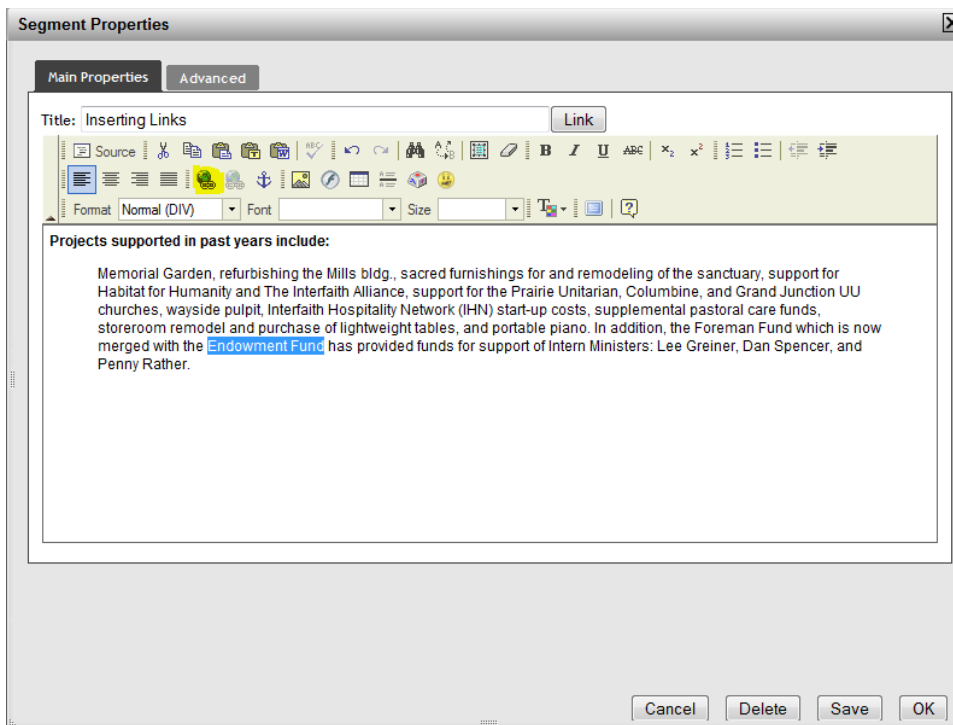


### Getting Started

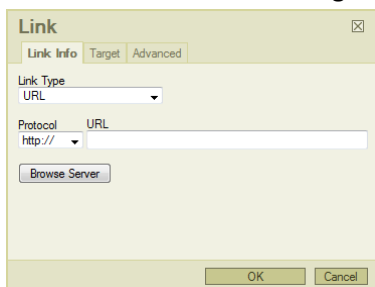
Login to the JoyaCMS website and navigate to a page where you have editing privileges. Select the 'Edit Page' Link and edit or add a text segment to the page.

### Inserting Internal Links

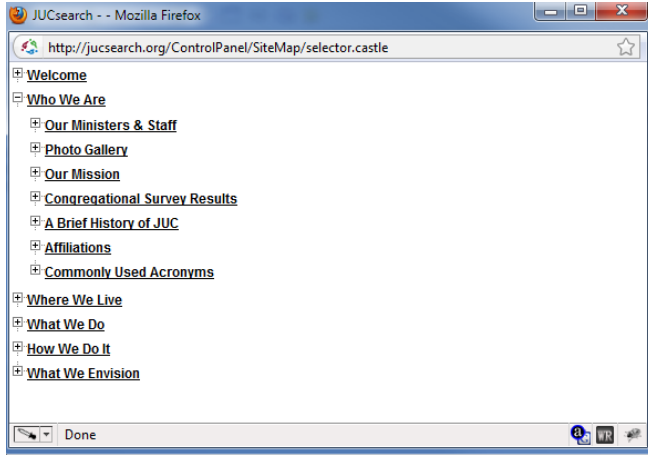
1. In the Segment Properties editor window, type or select a phrase of text. Then, click on the Add/Edit Link button that is highlighted below.



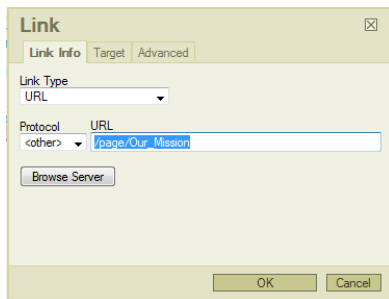
2. To insert an internal link - that is, a link to another page within the site, click on the Browse Server Button within the Link dialogue box.



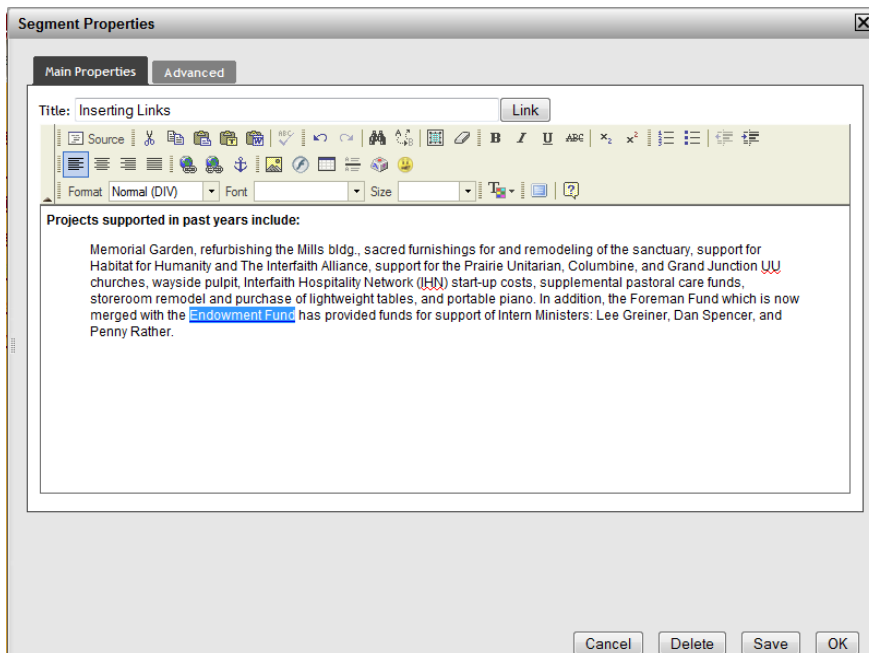
3. Use the + and - symbols to show subpages as necessary within the Page Selector Dialogue box. Click on the name of the page that you want to be linked in your page segment.



4. The Selected Page will display in the URL field. Press OK.



5. The Link will now appear as blue and underlined within the Segment Properties. This helps you identify them later when you need to select them for editing. Press Ok.





- When saved to the segment in the page, the link is styled based on the look and feel of your site. In this example, links are displayed in Burgandy.

**Inserting Links**

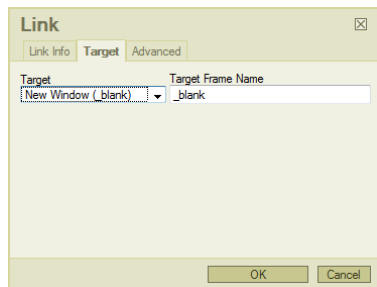
**Projects supported in past years include:**

Memorial Garden, refurbishing the Mills bldg., sacred furnishings for and remodeling of the sanctuary, support for Habitat for Humanity and The Interfaith Alliance, support for the Prairie Unitarian, Columbine, and Grand Junction UU churches, wayside pulpit, Interfaith Hospitality Network (IHN) start-up costs, supplemental pastoral care funds, storeroom remodel and purchase of lightweight tables, and portable piano. In addition, the Foreman Fund which is now merged with the [Endowment Fund](#) has provided funds for support of Intern Ministers: Lee Greiner, Dan Spencer, and Penny Rather.

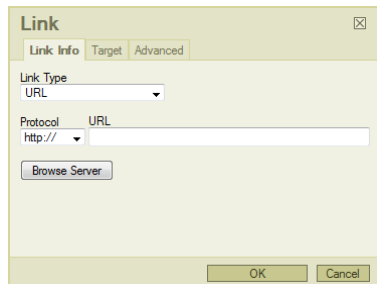
### Inserting External Links

Inserting an external link begins the same as an internal, you select the text you want to become the link and press the Insert-Edit Link button.

- The first thing you should always do with an external link is to configure it to open in another window. This ensures that links from your site will not close your site and the visitor can continue browsing. You do this by selecting the 'Target' tab from the Link dialogue box and choosing New Window from the drop-down.



- Return to the 'Link Info' tab and instead of browsing the server, you type the link name into the URL field. (You may also paste it using Control-V if you have copied it from a browser address bar.)



- Press Ok on the Link dialogue box and on the Segment Properties editor and your external link is saved.