

# Guide to Using the KoH Residents Website

9/21/17

This Guide aims to help you learn how to find your way around the Residents Website. It has four parts. Parts I and II are aimed primarily at novice users. Parts III and IV are for all users.

- I. How to Get onto the Resident Website
- II. How to Maneuver inside the Website
- III. 3 Ways into the Resident Website
- IV. The Residents Only Section: Its Purpose and How to Access It

## I. How to Get onto the KoH Residents Website

You need two things:

- A. An Internet Connection
- B. A device such as a tablet, smartphone, or computer that can connect to the web:



Tablet



Smartphone



Computer

TIP: If you don't have any of these, you can freely use the internet-connected computers in the resident Computer Room next to the Residents Lounge. The key to that room is available at the front desk. If you need help, sign up on the door of the Computer Room for help from someone on the Computer Committee.

Once you have access to a device and an internet connection, you use something called a **web browser**. A **web browser** is a software application for finding and retrieving information resources on the **World Wide Web**. Examples are Chrome, Windows Explorer, Safari, or Firefox. You'll see one or more of these symbols on your device:

Google Chrome



Win Explore



Safari



Firefox



Click on the available browser and go to the search box it offers, e.g.:



Search Google or type URL

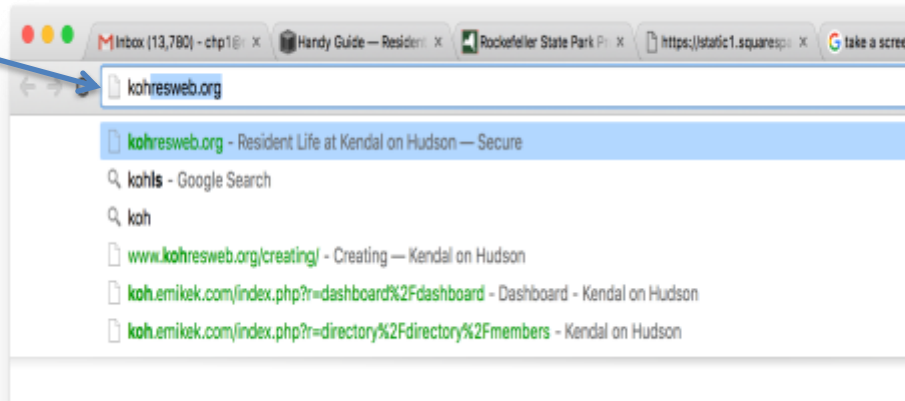
**TIPS:** However, don't try to do this if you are in the AOL system, as it may not work. Get out of AOL first, then try.

To learn more about using a web browser, [click here](#).

### Getting In to the Residents Website:

In the browser's search box, type in the unique domain name of the Resident Website which is: **kohresweb.org** (all lower case letters) and then the return or enter key on the device you're using.

Type  
kohresweb.org  
here



The home page for the KoH Resident Website should appear (pictured below).



The row along the top of the actual HOME page is called the **Navigation Bar** and it contains the **Headings of the major pathways into content on the Resident Website**: HOME, NEWS, INFO, COMMUNITY LIFE, COUNCIL & CMMS, and RESIDENTS ONLY.

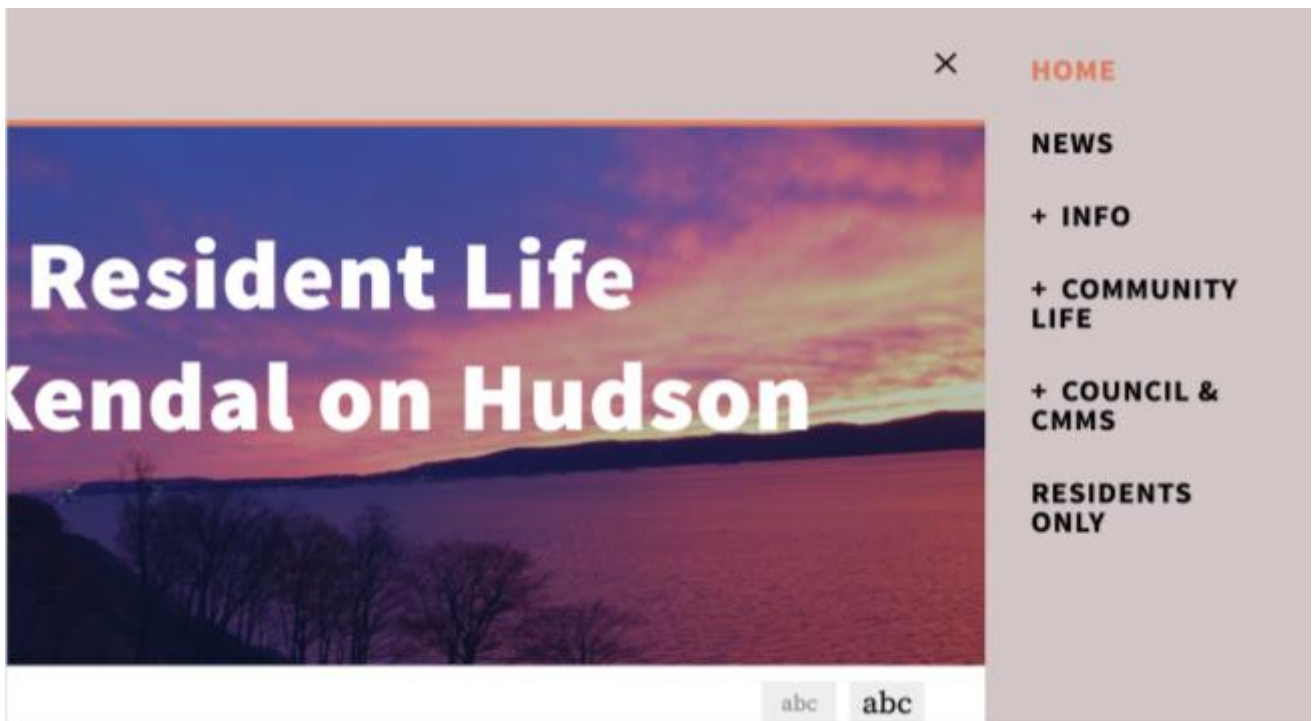
### **Getting In When There's No Navigation Bar**

If you don't have a navigation bar with tab headings at the top of your screen, go to the upper right corner of the home page where there are three parallel horizontal lines, called by some the "hamburger".



“Hamburger”

Click with your mouse (or tap on a touch pad or phone) on those three lines and a list of content headings appears down the right side, thus



Any heading with a + next to it means there are subheadings of content within it. Click on that heading and those subheadings will appear. Each one of them is a live **link** to the content in that section

**TIP:** You can enlarge the type size on each page by clicking on the right hand **abc** at the top of the page (clicking the left **abc** makes the type smaller).

## II. How to Maneuver within The Website

Once you're in the actual Resident Website (rather than the picture of it used here), you'll want to move around in it. This section describes four ways to move around this website: A) Tabs, B) Links, C) Scrolling, and D) the Search function.

### A. Tabs

As noted above, at the top of the actual Home page is the **navigation bar or the hamburger**, showing the major pathways into the content.



**On the webpage**, if you move your **cursor** (which is the movable symbol or indicator on a computer or tablet screen identifying the point that will be affected by input from the user) to the tab titles along the top of the **navigation bar** you will see the headings: HOME, NEWS, INFO, COMMUNITY LIFE, COUNCIL AND CMMS, and RESIDENTS ONLY. Click on one of them and see what happens.

### B. Links

When you touch the tab headings INFO, COMMUNITY LIFE, or COUNCIL & CMMS a drop-down menu appears showing additional areas.



Each menu item is a live **link** to the content in that section. (A **link** is an electronic connection between one piece of content and another. It is very useful for taking us to additional information. In this website it is signified by blue text, except in these drop-down menus.)

**TIP: Returning to a Prior Page You Were On:** If you click on a link and go to another page, you can return to the page you were on in several ways: 1) You can click on the back arrow in the upper left corner of the screen, above the KoH logo. 2) If you don't see a back arrow, see if there is a tab at the top of the screen with the name of the prior page you were on and click on that. 3) Lacking that, try pushing the **esc** key on your keyboard (often in the upper left corner).

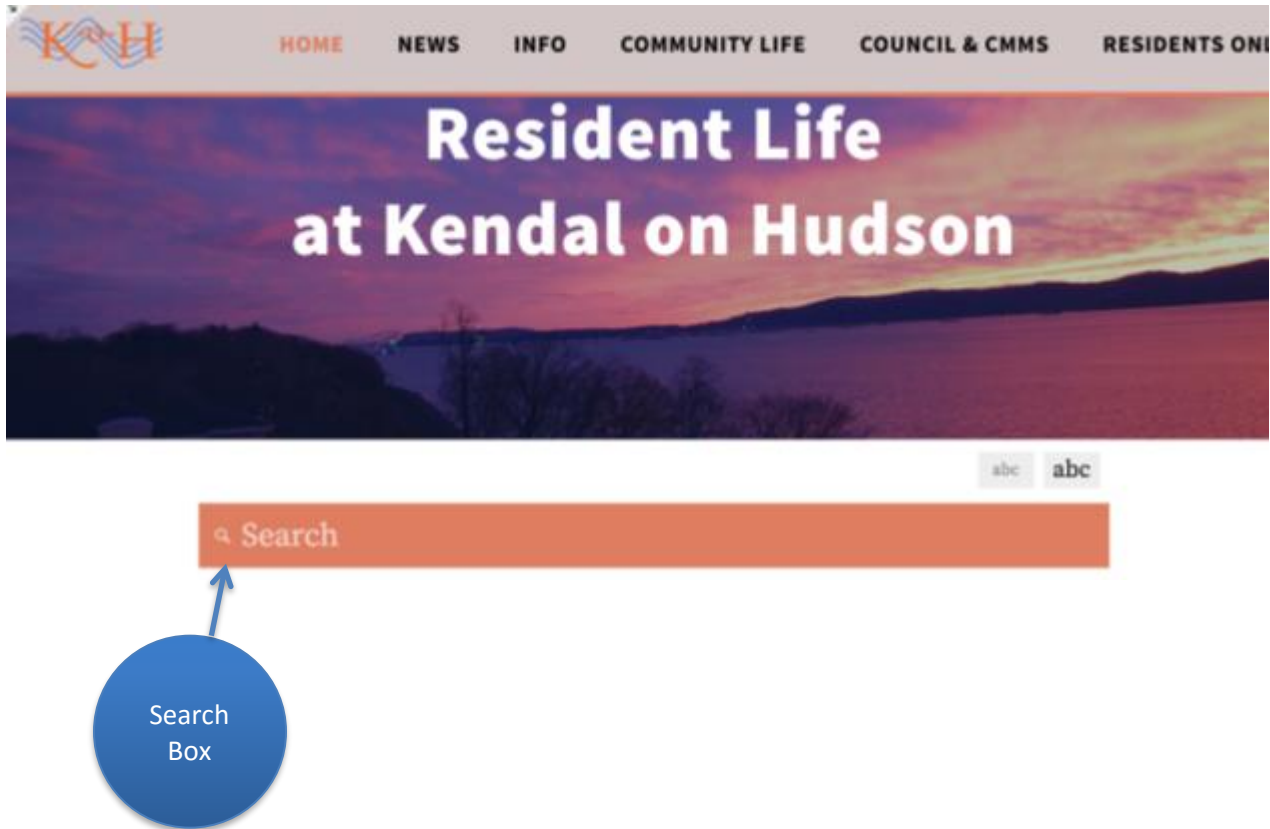
### Scrolling:

A very useful way to move up and down on an individual page is called **scrolling**. (**Scrolling** is the act of moving displayed text or graphics up, down, or across on a computer screen in order to view different parts.) On the kohresweb Home page you can scroll down the page, beyond what is shown on the screen by using the down arrow, the vertical scroll bar on the right side of the screen, a mouse, or a touchpad on a computer. (A **computer mouse** is a device you use with your hand to point or move around on your computer screen.) On tablets or phones generally people use their finger to move around the screen.)

Many webpages are longer than what fits on a screen, so scrolling is a very useful tool.

### C. Search Function

A fourth way to navigate the Residents Website is by using the **Search function** at both the top and the bottom of the HOME page and at the very bottom of each web page in the website. Type the word(s) for the content you seek in the Search Box right where it says “Search”.



Some content that looks like a “web page” is actually text in a PDF (portable document format) file that is linked to a web page. The content of PDF files is not searchable (unless its title is listed on an actual webpage).

See the Search Guide (there’s a link to it on the Help page you just came from) if you need help with what words to use to find what you want.

You’ve now learned four ways to physically navigate the Residents Website: tabs, links, scrolling, and using the search function. All of these are useful as you use one or more of the three pathways into information on this website.

### III. 3 Ways into the Resident Website

People using websites may be described as three different types:

1) Navigators, 2) Searchers, and 3) Browsers.

**Navigators** want to understand and use the Navigation Bar or “Hamburger” menu described above. They want to understand the overall structure of the website, how it is organized, and where they can find various types of content.

Navigators like things like the “Map of the KoH Resident Website”. There’s a link to it on the Help page from which you just came.

**Searchers** are looking for something specific, e.g., menus, calendar, Metro North, WorxHub, and so forth. They want to get there with as few clicks as possible. They like using the Search Box.

**Browsers** are looking to see what’s new or interesting. They’re hoping to be surprised. They are likely to use the site by scanning the HOME page for news and new events and then maybe go to one of those pages.

Of course, all of us might use each of these pathways at different times or for different purposes.

### IV. The Residents Only Section: Its Purpose and How to Access It

KoH Residents, the Residents Council, and the Website Committee agree that it is a good idea to have a private section of the Resident Website, called “Residents Only,” that is available only to actual residents. It contains useful information that residents do not want to share beyond the KoH community, such as names, addresses, phone numbers, email addresses, resident bios, some photos, and a digital copy of the photo directory (digidir). The digital directory contains the name and photo of each resident, which can help you find the name of a resident whose face you know, and is updated more frequently than the paper directory.



This “Residents Only” section is secure because it is password protected. The Website Committee has sent an email to each resident who has an email address on the Resident Directory explaining how to get into Residents Only.

If you want to access the resident directories or other material intended only for the Kendal resident community, please email Caroline Persell for the explanation if you don’t have it.

*Last edited 9/21/17*