Internet tutorial

CONTINUING CARE SERVICES

Getting to the Web site
- On the Web address line type or paste: http://continuingcare-sandiego.kp.org, press Enter.

Marking the Web site for Future Use

While web site is open, click on **Favorites/Bookmarks** in the menu bar, select **Add to Favorites/Bookmarks**. Name the listing "CCS" or "Handouts" or something similar for ease of identification; click on **OK**. For future access, select that listing from the Favorites/Bookmarks Menu.

Navigating the Web site

- **Menu Bar** The menu on the left side lists the various divisions of the Continuing Care Services Department and describes what each does. These sections will give you an overview of our department.

- **TABS** The gray tabs at the top of the website give San Diego-specific resource information regarding Nursing Homes, Resources, and Support Groups.

- **Active Links** A link is a title or phrase that will take you to another Web site or a document (PDF file) just by clicking on it. To recognize a link, look for a phrase that is underlined and in red or blue print, or it may change color when you put the cursor on it and the cursor will change from an arrow to a pointing hand. Some of the community agencies and nursing home facilities have Web sites that have active links on the Continuing Care Services website. To exit a community website, Left click on the "**X**" icon in the top right corner of the outside website screen.

- **Resources/Handouts** The Resources Tab contains all the printable handouts that are available on this website. Most of these handouts are in PDF file format. You can browse the outside websites while the Handout is open; just remember to Left click on <=**Back** at the top left of the outside website to return to the handout. After printing the PDF file Left click on the "**X**" icon in the top right corner to close the PDF Handout and return to the Continuing Care Services website.

http://continuingcare-sandiego.kp.org   KAISER PERMANENTE®