

# How to Access and Use NMMW.NET

A guide for interested men  
assembled by Jim Connolly, [webmaster@nmmw.net](mailto:webmaster@nmmw.net)  
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## Introduction

[WWW.NMMW.NET](http://WWW.NMMW.NET) is the web site for New Mexico Men's Wellness. In the past the primary function of the web site has been to provide an on-line location to post announcements about upcoming retreats, gatherings, the Fall Conference and other events of interest to the men of NMMW. The web site is powered by WordPress, one of the preeminent blogging and content management systems available, and has some excellent "idea exchange" capabilities. We are developing the website with the intent of making these capabilities available for use by the men of NMMW to expand the conversation and take our message of meaningful interaction to a broader base of participants. ***This document is designed to introduce those who may not be familiar with the site about what can be done with it.*** How the web site is used is ultimately up to us. When connected to <http://www.nmmw.net>, here is what you see:

Tuesday, April 14, 2009 NEWS FEED COMMENTS

# NMMW

New Mexico Men's Wellness

Everyone has at least one story that would stop your heart.  
--Claudie Shea 

Home About NMMW Groups Links Archives Man Alive! Categories

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## Events

**2009 NMMW Summer Gathering - July 10-12 in the Pecos**  
GENTLE MEN - mark your calendars. The 2009 Summer Gathering will take place July 10th through 12th at Jack's Creek Campground on the edge of the Pecos Wilderness. This beautiful camp site will once again be the setting for a peak experience under the open sky, beneath the trees, on the lush grasses. Dust off your camping gear and come have some fun! As always, GREAT Men will gather together... [\[Read more\]](#)

**2009 Spring Retreat April 17-19 in the Jemez**  
"What Will Your Legacy Be?" "What will the Legacy of N.M. Men's Wellness Be?" from Bob Sugar / Retreat Leader Are you living with Passion and Purpose? Is your life's journey congruent with the LEGACY you want to leave behind on the planet? Is the LEGACY of Men's Wellness something we will leave behind on a solid foundation? I invite you to come join us at the Spring... [\[Read more\]](#)

**2009 NMMW Father Daughter Gathering June 5-7 at Ghost Ranch**  
With a special focus on the 2009 NMMW Father Daughter Gathering...

Search for:

**CATEGORIES**

- Archived Posts (12)
- Events (6)
- Man Alive! News (2)
- Our Men's News (1)
- Retreats (4)

**ARCHIVES**

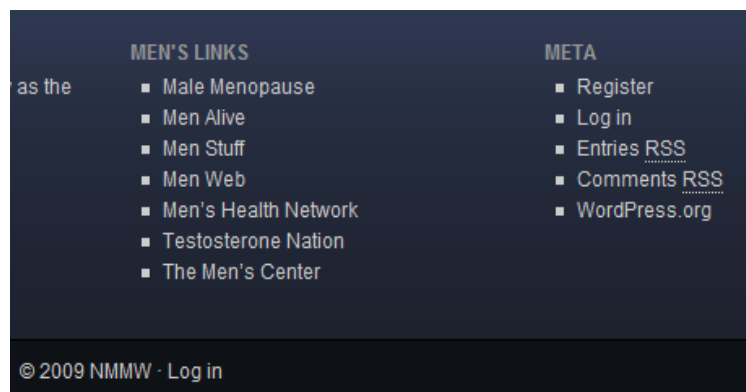
Select Month ▼

## Some of the capabilities of NMMW.NET include:

- Posting announcements of events
- Posting suggestions, thoughts, calls for action as a basis for starting online conversations
- Providing links to other websites of interest, to photo albums from gatherings to be shared with others, etc.
- Posting comments about posts enabling online discussions, debates, etc.; posted comments may be edited after they are posted
- Providing information about the leaders of NMMW, the organizational structure, governance and things that are currently under development
- Provide a location for written and visual materials submitted by NMMW members
- Development of an online version of **Man, Alive!** to be produced several times a year with themed contributions for each issue

## How to Register for Access

When you connect to [www.nmmw.net](http://www.nmmw.net) you'll see something like the screen above. Scroll to the bottom of the screen (below) and click on the link that says register.



The registration screen below appears. Enter your Username (something akin to your real name is recommended but nicknames are okay too) and Email address, then click the "Register" button. The system will send a password to your Email address.

A screenshot of the WordPress registration form. At the top left is the WordPress logo. Below it is a yellow button that says 'Register For This Site'. The form itself has two input fields: 'Username' with the text 'Joseph Blow' and 'E-mail' with the text 'jblow@yahoo.com'. Below the email field is a small note: 'A password will be e-mailed to you.' and a blue 'Register' button. At the bottom left of the form are links for 'Log in' and 'Lost your password?'.

After you receive your password, click on the link in your Email and it will take you to the login screen. Enter your Username and assigned password in the appropriate boxes and log in.

**(A Tip:** You can use your computer's clipboard function to copy and paste the complicated password into the password box)

After you log in the WordPress control panel, called

"Dashboard" will pop up. Click on "Profile" to add information to your personal profile.

**Important Item Concerning Registrations:** In order to screen for spammers, we **require** that you enter your **real name** (First and Last names) in your profile. Leave these out and you will probably be "flushed" as a spammer. **Only the Administrator sees your real name or any personal information you leave;** it will not be available publicly or part of your posts or comments.

It is also **highly recommended** that you change your password from the messy one automatically assigned to you to one that you can easily remember. This is done near the bottom of the screen. All of the other information on this page is optional. Click on the "Update" button to update your profile when done.

When registered, you may immediately leave comments on any pages open to comments. In order to combat spam, the first comment any user posts will be "moderated" (i.e., require approval) by an administrator so the first post will not be immediate, but will generally appear on the site within a day or two at the most. Subsequent posts by the same user will not require approval. (This initial moderation of posts is a modest measure to discourage spammers from posting on our site.)

### ***A few Words on WordPress "Roles"***

What a particular user can do on NMMW.NET is defined by their assigned "role". Below are the different WordPress roles:

- Administrator – An administrator can do anything on the web site including edit and manage posts, edit "static" web pages on the site, modify website capabilities or structure, add or delete registered users, change other user's roles, etc. The webmaster is the chief administrator and there will be no more than two or three assigned administrators at any point in time for the site.
- Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc. An Editor can do just about anything related to publishing on the site.
- Author - Somebody who can publish and manage their own posts. This includes making new posts, deleting their own old ones, approving comments by others on their posts, etc.
- Contributor - Somebody who can write and manage their posts but not actually publish them on the website. Posts from contributors must be reviewed and published by an Editor or Administrator.
- Subscriber - Somebody who can read comments/comment/receive news letters, etc. All new accounts on NMMW.NET start out as subscribers.

If you are interested in posting your own new material on the site, you may request the appropriate role by directing your request to [webmaster@nmmw.net](mailto:webmaster@nmmw.net). "Editor" status is reserved for those with a formal association with NMMW who are willing to take on editor responsibilities. "Contributor" status will usually be

assigned to the new contributor so that posts will be moderated by an Editor or Administrator prior to publication on the site. "Author" status will be assigned to those who want to write and share their own material with others and demonstrate that they can do that responsibility.

**Please note** that posting of inappropriate by material Editors or Authors on this website may result in the loss of publishing privileges.

Editing of new or existing posts is done from the "Dashboard", and the access to posting and editing capabilities is determined by the role assigned to your login. It is all fairly simple and intuitive (surprisingly so for such a sophisticated system).

The built-in editor that comes with WordPress has been enhanced to provide fairly sophisticated text processing capabilities for posts, including the ability to cut-and-past formatted text into your posts from Microsoft Word and the ability to add photos and other graphics to posts. Please note that the WordPress Editor does not exactly duplicate how posts will look when active on the website because the editor does not exactly duplicate the "Style-sheet" format used on the actual website (but it will be close). To see what the posts will look like, it is best to use the "Preview" button (on the right side of the editing page) to see what the post will look like before it is actually "updated" on the site.

Another posting option for Authors and Editors is the use of an "offline" editor so you can write your posts on your own system and then upload it. I have used one called BlogDesk (for Windows; <http://www.blogdesk.org/>) that is very useful. Free editors that have both Windows and Mac versions are fairly rare, but two are Bleezer and Thingamablog. They can be downloaded and installed at no cost. Google the names to find them.

If you want to exercise your creative writing and share it with others, then you will want to have your "Role" changed. Just send your webmaster, Jim Connolly ([webmaster@nmmw.net](mailto:webmaster@nmmw.net)) an Email with your request and we'll get you writing online quickly.



## **Logging In**

Anyone can see the web content and posts on NMMW.NET without logging in. To do anything else, (including posting comments or writing posts as allowed by your assigned "role") you must log in. At the bottom of the [www.nmmw.net](http://www.nmmw.net) home page, you will find links to "Log In". These links will bring you to the login screen (shown at left). The login screen may also be reached by directly entering its URL (<http://www.nmmw.net/wp-login.php>) in your web browser's address line.

## ***A tip for speeding up Website Display***

NMMW uses dynamic page management (not important to know the details) display of the pages can be somewhat slow. This performance can be improved considerably by using Google "Gears" to speed up page display. When you are logged in, click on the "Tools" icon on the left side of your screen and choose Install and activate Gears on your computer. It takes a few minutes to create a local "cache" of NMMW data that will notably speed up the display of pages on NMMW.NET.

## ***How to Comments on Posts***

All registered users ***who are logged into the site*** may add comments to any posts where comments are open. In general we try to list all posts with the comments open, since the idea here is to promote the free exchange of ideas. Some announcements, particularly those being posted by NMMW.NET for other groups or organizations will be added to the site with comments closed.

To comment on a post (or a previous comment), just start typing your comment in the comment box. Type carefully and read your comment before you click on the "Submit Comment" button. We have added the capability for those who post comments to edit those comments. This is done after you "Submit" your comment, and then click on the link to "Edit Comment".

What happens next depends on your assigned "Role". If you are a Subscriber or Contributor who has never commented before, your comment is put into the queue for approval by an Administrator or Editor. If you are an Administrator, Editor, Author (or have had a previous comment approved) the comment is approved and immediately added to the post.

## ***Submitting Items to be Posted***

Anyone may submit items to be posted to NMMW.NET by sending what you want posted to the website editors via Email ([editor@nmmw.net](mailto:editor@nmmw.net)). Just include what you want to contribute as an attachment to your Email. We can actually handle most editable formatted documents including Microsoft Word (.DOC or .DOCX formats), Open Office Writer (.ODT) and most other common word processor formats. Since the posts will be translated into the styles used by our WordPress style sheets, fonts and exact formatting will probably not be retained, but standard styles (i.e., bold, italics, headings, most special characters and symbols) will usually format acceptably.

Contributions may include graphics embedded in the document (i.e., photographs, diagrams, sketches, etc.) but it is important for best published quality that any graphics included in the document also be included as separate attachments in the Email containing the document. This is required to produce the best possible image quality in the web-based publication. Photos should be in JPEG format (standard for digital cameras) and ideally 1MB (or less) in size. Large file sizes can

load very slowly and hamper website performance. If you don't know how to reduce your file sizes, we can do it for you prior to website publication.

***Here is our standard disclaimer*** regarding publication that also applies to submissions for Man, Alive!: We reserve the right to publish or not publish submissions. We also reserve the right to edit submissions. All copyright reverts to the author on publication. No fees are paid to authors, and no submissions will be returned.

### ***Contributions for Man, Alive!***

Man, Alive! is being reborn as an on-line publication. All contributions to Man, Alive! follow the general guidelines in the previous paragraph, but more details about the theme of the current issue and details about how to submit your contributions will be found on the Man, Alive! page on the web site ([http://www.nmmw.net/?page\\_id=11](http://www.nmmw.net/?page_id=11)).

### ***Your Input is Appreciated***

These instructional pages are made available for your use, and are a work in progress by your Webmaster, Jim Connolly. While we strive for accuracy, it is an elusive goal, thus we ask for your feedback for corrections and suggested improvements. Our goal is to make NMMW.NET a friendly yet powerful tool for enabling the sharing of ideas among the good men of New Mexico Men's Wellness. An email or two with your suggestions to [webmaster@nmmw.net](mailto:webmaster@nmmw.net) will be gratefully appreciated.