

USLAW WEBSITE USER GUIDE & TUTORIALS

BETA--anticipated final version date: September 1, 2014. [FEEDBACK](#) is invited.

INTRODUCTION

U.S. Labor Against the War is pleased to begin its second decade by inaugurating this new website. It is far more interactive, easier to navigate and more helpful as a tool for education, information and organizing. But it is also a work in progress. Over the course of the coming year, we will be introducing additional features and functionality.

Because we want this site to serve as an organizing resource, we want to know what you think. We have created a [special feedback survey](#) just for comments about the site. Give us your ideas for changes or new features you'd like to see. Tell us when something is not working (broken or malfunctioning links, missing content, tools that don't work as intended). Share your reaction to the new design and suggest changes that will make it even better. You can submit the survey as often as you like – whenever you find a problem or have a suggestion or request.

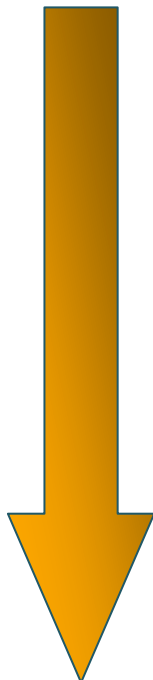


As you become familiar with the site, one difference you will discover is that this site is much more than a billboard or library. It is intended not only to inform, educate and agitate, but also to mobilize and organize and **build community**.

How the site is organized

The doorway to the community is the *home* or *landing* page. It is the page you land on when you type <http://uslaboragainstwar.org> into your browser.

Next Page



Home/Landing Page

Register to create a personal account that will give you access to the special interactive features of this site, or sign in if you are already signed up

If this is your first visit, click the "New Visitors" badge for a special welcome message with additional information about how get the most from the site

Access your favorite social media

U.S. Labor Against the War
Demilitarizing U.S. Foreign Policy ~ Organizing for a New Economy
Fill out a quick site survey

NEW VISITORS User's Manual
SITE GUIDE Sign Up Sign In

Use the right and left arrows to scroll through the slides or click on the thumbnail image of the slide you want to view

"Hot" buttons give you quick access to the most recently posted content in each area

Hot News Hot Talk Hot Action Hot Media Hot Tools Hot Docs YOUR SAY

This menu bar will give you access to other areas of the site, like doorways to rooms in your new home

Click the diamond to make a contribution to support this site and the work of USLAW

Some Love Your financial support makes a difference.

Scan the QR Code with your cell phone camera to "Like" this site on your Facebook page

Watch this space for special resources about breaking news, current events and USLAW activities and interests

View the featured video, which will change periodically

Report any problems, make suggestions

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Report problems with the site to: webmaster@uslaboragainstwar.org
Site designed by: <http://wethepeopleoftheworld.org>

Each of the blue buttons on the home page identifies a different area of the site.



About
USLAW

ABOUT USLAW: This is where you can learn all about USLAW. Here you will find its

- Mission Statement,
- List of affiliated organizations and leadership,
- By-laws and important organizational documents and statements,
- News about USLAW affiliates' activities,
- Link to sign up for the USLAW Information Service (news bulletins),
- List of partner and allied organizations,
- Information about committees and taskforces, conferences and assemblies,
- A way to let others know about this site, and
- Answers to frequently asked questions.

Many of these pages have their own sub-categories.

Our Work

OUR WORK: As this suggests, this area has information about USLAW program and activities, like

- International Solidarity
- New Priorities
- Jobs-Not-Wars Campaign
- Economic Conversion and Just Transition
- Work with the Congressional Progressive Caucus
- Labor Rights and Civil Liberties in the U.S.
- Veterans and Military Families, and
- Completed projects, programs and campaigns

Again, many of these have sub-categories.

What's
Hot

WHAT'S HOT: This area of the site will provide shortcuts to the most recent developments in each of the other major areas of the site –

- Recent **NEWS & VIEWS**,
- The latest **ACTION** alerts,
- New **MEDIA** (videos, photos, graphics),
- **TOOLS** (resources for organizing),
- **TALK** (discussion forums, chat rooms, links to social media),
- **YOUR SAY** (feedback forms, the website survey),
- **DOCS** (USLAW statements and documents) and
- This **WEBSITE GUIDE**.

News
& Views

NEWS & VIEWS: This section will give you access to the articles, essays, op-eds, editorial cartoons, reports and other information about all the issues with which USLAW is concerned.

The USLAW archive has more than 27,500 entries accumulated over the last decade of USLAW's work. It is organized by **TOPIC** and by **GEOGRAPHIC AREA** (country, region, continent). In most instances, entries are in reverse chronological order (most recent first).

The **SEARCH** function allows searches on the names of entries, broad categories and by key word (tags). [More on that later.]

Act

ACT: This is where you will find **ACTION ALERTS** and **EVENTS**.

Actions may take the form of demonstrations, rallies, vigils and other in-person forms of protest; email, letter and phone campaigns, letters to the editor, petitions and other on-line actions, political actions (lobbying, hearings, and referendum campaigns), Twitter Thunderclaps [www.thunderclap.it] and other on-line actions.

Build

BUILD: This section will tell you how to –

- **JOIN** and become an individual member of USLAW,
- **AFFILIATE** your organization,
- **DONATE** to USLAW or its Solidarity Fund,
- **PURCHASE MERCHANDISE**, and
- **SUBSCRIBE** to our news bulletins.

Talk

TALK: When USLAW opens issue discussion **FORUMS**, they will be listed here. These will enable supporters to exchange views and ideas. When they are available, this is also where **CHAT ROOMS** will be listed. In chat rooms, supporters can carry on discussions in real time. This section will also provide access to a **WEBSITE FEEDBACK** form, information on how to **CONTACT** USLAW, and access to **SOCIAL MEDIA**.

Tools

TOOLS: Here is where you will find–

- Organizing and educational **RESOURCES**,
- Information from and about the **INTERNATIONAL ANTIWAR MOVEMENT**,
- **LINKS** to other sites,
- **SPANISH** language materials,
- **TALKING POINTS**, and
- **VIDEOS**, **PHOTOS** and other **CULTURAL RESOURCES**. If you take videos or photos of actions by any USLAW affiliates, please send them in. They will be considered for posting on in the site's media galleries.

[Send to webmaster@uslaboragainstwar.org.]

Search

SEARCH: All this information is not very useful if you can't find what you are looking for.

This section provides **SEARCH TOOLS** so you can search on **TITLE**, **CATEGORY/TOPIC** and **KEY WORDS** (tags). If you have difficulty locating something, use the contact form to let us know.

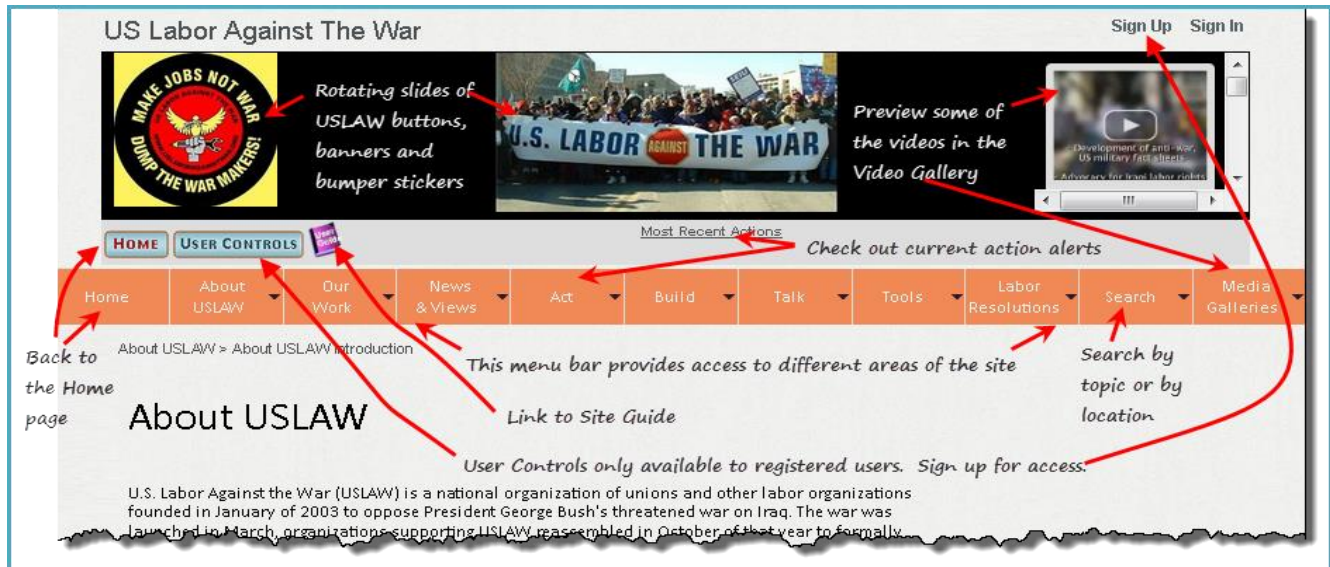
Media Galleries

MEDIA GALLERIES: USLAW has collected a growing library of **VIDEOS**, **PHOTOS**, **GRAPHICS**, **CARTOONS** and other **CULTURAL RESOURCES**. Check them out.

ENTER THE USLAW COMMUNITY

The **LANDING/HOME** page is a portal to the rest of the USLAW site.

If you are a casual visitor who has not yet registered, you will have access to the huge archive of articles and commentary, current news, most of the video and photo galleries, and all of the organizing resources. Selected issue forums (described below) will also be available to read, but in order to comment, you must be a registered member of the USLAW community.



ABOUT USLAW: Find out more about USLAW by visiting this area. It includes access to –

- The **MISSION STATEMENT**
- A list of **AFFILIATES**
- Info about the **OFFICERS** and **STEERING** Committee
- USLAW **BY-LAWS**
- Important **DOCUMENTS** and **POLICY STATEMENTS**
- A spotlight on **ACTIVITIES** of USLAW affiliates and leaders
- **SIGNUP FORM** for the e-bulletin
- A list of **PARTNERS** and **ALLIES** with which USLAW works closely
- Info on **SPECIAL COMMITTEES** and **WORKING GROUPS**
- Documents, photos and reports from earlier **CONFERENCES** and **NATIONAL ASSEMBLIES**
- A way to **LET OTHERS KNOW** about this site and USLAW
- **ANSWERS** to some common **QUESTIONS**

OUR WORK: USLAW programs and activities are determined at the national level by the officers and steering committee, and locally by each affiliate or chapter, guided by the USLAW **MISSION STATEMENT**.

This area describes some of the major programs, projects, campaigns and focus of USLAW work. This includes –

- **INTERNATIONAL LABOR SOLIDARITY**, in particular with Iraqi unions
- **NEW PRIORITIES** – working with allies in the New Priorities Network to shift funds from the military to our communities [www.newprioritiesnetwork.org]
- **JOBS-NOT-WARS** CAMPAIGN [www.jobs-not-wars.org]
- **ECONOMIC CONVERSION AND JUST TRANSITION** – demilitarizing our economy as well as our foreign policy and creating a just transition to a sustainable new economy
- Work with the **CONGRESSIONAL PROGRESSIVE CAUCUS** to win support for an alternative federal budget to meet human and social needs rather than profit objectives of arms makers
- **LABOR RIGHTS AND CIVIL LIBERTIES IN THE U.S.**
- Support for **VETERANS AND MILITARY FAMILIES**

NEWS & VIEWS: USLAW has an archive of more than 28,000 articles, essays, reports and other news sources covering a broad range of issues related to the work of the organization. These can be accessed by **TOPIC** or by **COUNTRY/REGION** in reverse chronological order.

ACT: This area of the site is divided into two general topics – **TAKING ACTION** and **EVENTS**.

The **TAKE ACTION** section is itself divided by type of action –

- **DEMONSTRATIONS AND DIRECT ACTIONS,**
- **EMAIL CAMPAIGNS,**
- **LETTERS,**
- **LETTERS-TO-THE-EDITOR,**
- **ON-LINE ACTIONS,**
- **PETITIONS,**
- **POLITICAL ACTIONS,**
- **THUNDERCLAPS** and **OTHER ACTIONS ON-LINE.**

The **EVENTS** section is where events of interest to USLAW supporters will be posted.

REGISTERED USERS can list their organization's events.

Build

BUILD: In this area of the site, supporters can –

- **JOIN** USLAW as an associate member (\$30/year membership),
- Make **DONATIONS** to USLAW and its International Labor Solidarity Fund,
- Purchase **BUTTONS** and other **MERCHANDISE**,
- Make an **ORGANIZATIONAL CONTRIBUTION** to USLAW,
- Apply for organizational **AFFILIATION**,
- **SUBSCRIBE** to USLAW's e-bulletins, and
- Learn more about **HOW USLAW IS FUNDED**.

Talk

TALK: This is where visitors will find discussion **FORUMS** and **CHAT ROOMS**.

- **FORUMS** will be organized on issues or topics. Participants might be asked to read an article or view a video. Then they will be invited to engage in an on-line discussion. In some cases this might take the form of a debate.
- **CHAT ROOMS**, however, are where conversations can take place in real time between people who sign up or are invited to participate.
- This area of the site will also house a **WEBSITE FEEDBACK** form where visitors and users can make suggestions, report problems and request new features or functions.
- There is also a **CONTACT** form for other kinds of communications and questions about USLAW.
- This is where you can access a number of popular **SOCIAL MEDIA** sites and tools.

Tools

TOOLS: The USLAW tool box contains all kinds of –

- Organizing **RESOURCES**,
- **EDUCATIONAL MATERIALS**,
- Info about the **INTERNATIONAL LABOR MOVEMENT**,
- **LINKS** to other sites,
- **SPANISH** language materials,
- **TALKING POINTS**,
- **VIDEOS, PHOTOS** and other **CULTURAL RESOURCES**.

Labor Resolutions

LABOR RESOLUTIONS: When unions, labor councils and other labor organizations adopt resolutions, they will be listed here by the type of organization and to a limited extent by topic.

If your labor organization has adopted resolutions on issues relevant to the work of USLAW, send them in. Be sure to indicate when they were adopted and by which body (membership, executive board, delegates, convention). [Send them to webmaster@uslaboragainstwar.org.]

Search

SEARCH: With more than 27,500 documents, articles, videos, photos, and other content, making that treasure trove accessible requires a way to search it.

This area of the site provides that way – in fact, more than one way. You can search the site by **ARTICLE TITLE**, **TYPE**, **AUTHOR** and **SOURCE**, or by **TOPIC**.

Media
Galleries

MEDIA GALLERIES: This is where you will find USLAW’s growing collection of **VIDEOS**, **PHOTOS** and **GRAPHICS**.

If you find some that are useful, “like” and share them with others. This collection, like the **NEWS AND VIEWS** section, gets new content almost daily (sometimes several times each day), so visit often to see what’s new. (The “**HOT MEDIA**” button on the **LANDING PAGE** will show you the most recently posted content.)

JOIN THE USLAW ON-LINE COMMUNITY

SIGN UP

BECOME A REGISTERED USER

- *What is a REGISTERED USER?*

A **REGISTERED USER** is someone who “**SIGNS UP**” using the link at the top right just below the QR Code. [http://en.wikipedia.org/wiki/QR_code]

- *Why register?*

By registering, you get access to areas of the site and to many of the interactive features that are not accessible to the general public. Registering gives you a personal account. Once registered, when you “**SIGN IN**”, you will be taken to your own personal control panel, with an additional menu of keys to access interactive features available only to **REGISTERED USERS**. [Details below]

- *How do I become a registered user?*

Click on “**SIGN UP**” in the upper right corner below the QR Code (Scan this coded graphic with your cell phone to “Like” the site on Facebook. You may need to install QR reader software.). You will be presented with this form:

USER REGISTRATION FORM [An illustrated registration guide is appended as an addendum.]

The image shows a registration form titled "Create Account" with several fields and instructions. Red arrows point to fields labeled "Required". Green arrows point from explanatory text on the right to the corresponding fields. The form includes:

- Email Address**: Required. You will use your email address to login.
- Password**: Required. Passwords must be at least 6 characters in length.
- Password Again**: Required. Enter your password again for confirmation.
- Profile Address**: Required. This will be the end of your profile link, for example: `yourname>http://23.227.172.73/profile/yourname`
- Timezone**: A pull-down menu currently showing "(UTC-8) Pacific Time (US & Canada)".
- Human Verification**: Please type the characters you see in the image. The image shows a distorted string of characters: "myn3j1".
- Terms of Service**: A checkbox labeled "I have read and agree to the terms of service." with the word "Required" next to it.
- Continue**: A button at the bottom.

Instructions on the right side of the form:

- EMAIL ADDRESS:** Fill in your email address.
- PASSWORD:** Create a personal password. Enter it a second time to confirm it.
- PROFILE ADDRESS:** In the example, if you want "yourname" to be your profile address, enter "yourname" (without the quotes). Whenever you want to access or edit your profile, just type `http://uslaboragainstwar.org/yourname` into your browser address bar.
- TIMEZONE:** Use the pull-down menu to select your time zone.
- HUMAN VERIFICATION:** Completing this by filling in the letters and numbers you see will help us cut down on spam generated by web bots and malicious evil-doers.
- TERMS OF SERVICE:** Every community has some basic rules. To become a member of this community, we ask you to read and agree to abide by ours. When you've done that, check the box and click "Continue".

Once you complete the registration process, you will be sent a confirming email message. **You must respond** to that message to complete the registration.

Then you can **“SIGN IN”** using the link in the upper right corner. When you do that, a whole new world opens up to you.

USER PROFILE

Profile Information [Anything not marked “required” is optional, can be skipped and completed later]

Personal Information

First Name **Required**

Last Name **Required**

BirthDay

Zip code **Required**

About Me

Affiliation Details

Organization / Office

Public Social Network Information

Website

Twitter

Facebook

I would like to help USLAW as a volunteer:

I would like to help with USLAW website.

Please describe how you can help with USLAW Website:

Social Media

I would like to help USLAW develop its social media presence

I would like to volunteer as described below.

Please describe in what areas you would like to volunteer:

Save

TELL THE COMMUNITY ABOUT YOURSELF (This can be completed later, if you prefer.)

FIRST and LAST NAME: (You know the drill!)

BIRTHDAY: If you'd rather not give the date, just fill in the year. That will allow us to develop a generational picture of the community.

ZIP CODE: Five digit code +- (if you know it)

ABOUT ME: Give the community an idea about who you are and what you do. (We don't need your life story.) Or share how you came to this site or learned about USLAW. (Are you a union activist? retired, a community activist, involved in other social justice causes? What do you do for a living? Are you a musician, photographer or have a hobby about which you are passionate?)

ORGANIZATION / OFFICE: If you are in a union, which one? Give its acronym and local number as well as its name (i.e., Hampton Teachers Union, AFT Local 2000). Are you an officer or hold another position of responsibility, like labor council delegate or steward? If not a union, are you in another kind of organization in the progressive movements?

WEBSITE: If you have one of your own, or a blog, give us the web address (URL). If your organization has a website, give that address.

TWITTER: If you have a Twitter account, what is your ID. (i.e., @LaborAgitator, @BonnyPeacemaker).

FACEBOOK: If you have a FB page, what's the address? (i.e., facebook.com/labor.against.war, facebook.com/IraqSolidarity).

VOLUNTEER: Are you a website whiz or have other technical skills you can use to help build USLAW? Let us know and tell us how you can help (i.e., web design, HTML coding, database management, group chat moderation, list maintenance/moderation).

SOCIAL MEDIA: Are you a Social Media maven? USLAW needs to develop a greater presence in the social media universe. Can you help?

OTHER VOLUNTEER: Are you a hot shot in the YouTube world, or a videographer, photographer, or graphic designer? How else can you help?

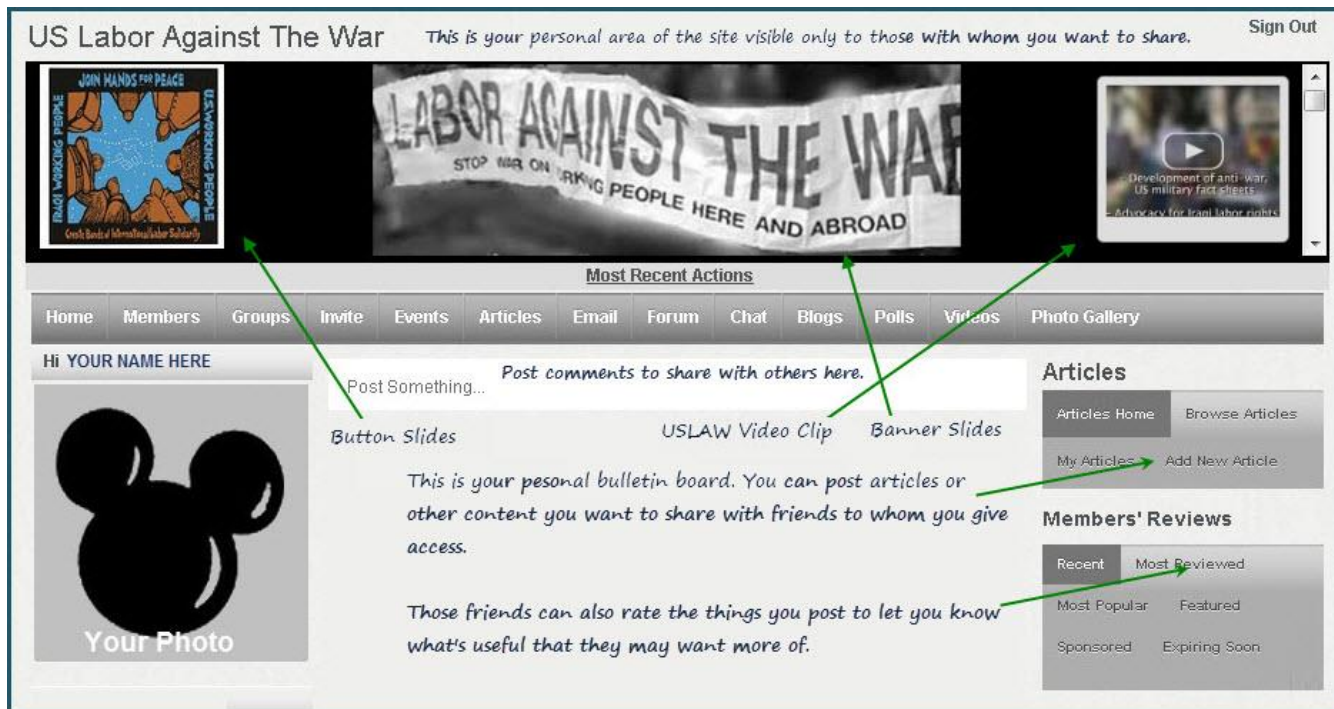
DON'T FORGET TO SAVE YOUR PROFILE BEFORE LEAVING THIS FORM.

What's in the **REGISTERED USER's** area that is not available to everyone?

THE REGISTERED USER PAGE

SIGN IN

When you **SIGN IN**, you will enter an area of the site accessible only to **REGISTERED USERS**. It presents another menu bar, this time in gray. This is your personal web page. The only visitors are those to whom you grant access.



Here is the menu for this page. Remember – it's only accessible to **REGISTERED USERS**.

SIGN UP and SIGN IN.



Home

HOME: Takes you back to the **LANDING PAGE**.

Members

MEMBERS: Shows you who else is a registered user.

Groups

GROUPS: Enables you to join committees, task forces, teams, or any other subset of **REGISTERED USERS**.

Invite

INVITE: Bring others into your circle of onsite friends to become members of the USLAW community by inviting them to become **REGISTERED USERS**. They won't be able to become a member of any of the **GROUPS**, or participate in **FORUMS** and **CHAT ROOMS** until they register and become part of this community.

Events

EVENTS: Schedule an **EVENT**, direct **ACTION**, meeting or other occasion and promote it to others in the USLAW community.

Articles

ARTICLES: This button takes you to the huge archive of articles and other content USLAW has posted.

Email

EMAIL: You don't have to leave the site to send a message. Do it here.

Forum

FORUM: Participate in an exchange of views by signing up for a forum to discuss an article, video or issue. Join a debate to present alternative points of view and invite others to comment. *[Coming soon!]*

Chat

CHAT: Want to converse in real time. Set up a **CHAT ROOM** and invite friends to it for a conversation. *[Coming soon!]*

Blogs

BLOGS: Create a personal **BLOG** and conduct a running commentary on issues that concern you. Your readers will have the opportunity to comment and share your views with their friends. But, of course, to do that they will need to **SIGN UP** to become a **REGISTERED USER**. *[Coming soon!]*

Polls

POLLS: Got a decision your group needs to make or need to test an idea to see whether others agree? Set up your own poll. *[Coming soon!]*

Videos

VIDEOS: USLAW has assembled an impressive collection of informative and useful **VIDEOS**. Most are short clips but a few are longer. You can view them on-line or download them to watch later. Share those you like with others. Send suggestions for videos to add to the gallery to webmaster@uslaboragainstar.org.

Photo Gallery

PHOTO GALLERIES: USLAW posts **PHOTOS** related to its issues of interest organized into galleries by topic, event, time period or type (instruction, news, humor, music, etc.).

Suggest **PHOTOS** and **GRAPHICS** you'd like to see added. Send them as an attachment or provide a link to each. Send these to webmaster@uslaboragainstar.org.

SIGN-UP to become a REGISTERED USER.
Build community. Encourage others to SIGN-UP too.
Help USLAW build a community of activists committed to ending militarism and creating a new sustainable economy that provides a decent standard of living for everyone, not just the privileged few.



ADDENDUM: Steps to registration

Create Account **STEP 1**

Email Address [Required]
You will use your email address to login.

Password [Required]
Passwords must be at least 6 characters in length.

Password Again [Required]
Enter your password again for confirmation.

Profile Address [Required]
This will be the end of your profile link, for example:
http://23.227.172.73/profile/yournickname

[Required] Timezone [Required]

Human Verification Please type the characters you see in the image.
 [Required]
 [Required]

[Required] I have read and agree to the [terms of service](#).

Profile Information **STEP 2**

Personal Information

First Name [Required]

Last Name [Required]

Birthday [Required]

Zip code [Required]

About Me

Affiliation Details

Organization / Office

Public Social Network Information

Website

Twitter

Facebook

I would like to help USLAW as a volunteer:

I would like to help with USLAW website.

Please describe how you can help with USLAW Website:

Social Media

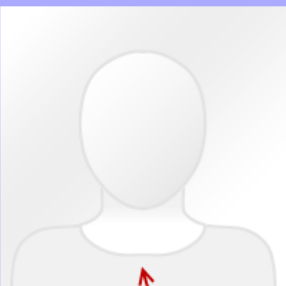
I would like to help USLAW develop its social media presence

I would like to volunteer as described below:

Please describe in what areas you would like to volunteer:

Add Your Photo **STEP 3**

Current Photo



Optional

Choose New Photo

No file selected.

or skip

Any field not marked "required" is optional. You can fill them in when you register or return later to complete your profile.

USLAW respects your right to privacy. We will not sell, rent, lend or give away personal information you provide. Other than the nickname you provide in Step 1, your personal information will remain private unless and until you choose to share it.

Invite Your Friends **STEP 4**

Invite your friends to join! Enter up to 10 email addresses separated by commas in the recipients box below. If your friends decide to sign up, a friend request from you will be waiting for them when they first sign in.

Recipients

Comma-separated list, or one-email-per-line.

Custom Message

You are being invited to join our social network.

[Optional]

or skip

Thanks for joining!

Welcome! A verification message has been sent to your email address with instructions on how to activate your account. Once you have clicked the link provided in the email and have approved your account, you will be able to sign in

OK, thanks!