

THE AMERICAN LEGION

# A LEGIONNAIRE'S GUIDE TO THE WEB

**ISSUE 2: A TOUR OF LEGION.ORG**

*Your National Headquarters Website*



# Welcome to Legion.org



The screenshot shows the homepage of The American Legion. At the top, there is a navigation bar with links for Home, About, Programs, Services, Members, and Media. A search bar is located on the right. Below the navigation bar, there is a banner for the American Legion Extension Institute with a "TAKE THE COURSE" button. The main content area features a large image of a group of people walking, with the headline "A Helping Hand for the Commander-in-Chief" and a sub-headline "As the president pledges U.S. military interventions abroad, important checks-and-balances between the executive and legislature might be eroding." To the right of this image, there is a "What we're doing for you today" section with a list of items: "Testifying at congressional hearing on military sexual trauma". Below this, there is a "Legion Headlines" section with a list of items: "VA expands specialty care in rural areas", "Register for National Americanism Conference", "A Helping Hand for the Commander-in-Chief", "98 delegates head to DC for Boys Nation", and "SBA launches Operation Boots to Business". There is also a "MORE HEADLINES" link. Below the headlines, there is a "Programs" section with a list of items: "Legion Baseball", "Scholarships", "Troop Support", "Honor Veterans", "Legion Riders", "Flag Advocacy", "Recovering Warriors", and "Scouting". There is a "SEE MORE PROGRAMS" link. Below the programs, there is a "Services" section with a list of items: "Health Care", "Career Assistance", "Financial Center", "Youth Support", "Family Support", "Education Information", "Claims Assistance", and "Benefits". There is a "HOW CAN THE LEGION HELP?" section with a "Choose item" dropdown menu. At the bottom right, there is a "RENEW YOUR MEMBERSHIP TODAY!" section with a "CLICK TO BEGIN" button.

Maybe you already know your way around the Internet. Or maybe you're new at this, or a little rusty. If so, see the **"Newbie Tips"** throughout this booklet. But first things first.

If you want to post comments at the bottoms of stories on Legion.org, you must be logged in. To log in, you must register. All of this can be handled simply by clicking on one of the links at the very top right of the Legion.org home page. After you have registered, all you have to do is log in with your user name and password.

On the home page, you'll see that Legion.org does accept some ads; they are always labeled "Advertisement."

Now, go ahead and start checking out Legion.org.

## NEWBIE TIP #1

### Getting around

Web pages have lots of "links" – shortcuts to other Web pages. As you move your cursor over the page, notice when it changes from an arrow to a hand. You've landed on a link! Sometimes, links are a different color from the other text, or underlined, or designed to look like buttons, but often they are just disguised as standard type until the cursor touches them. Just click it! A new window opens displaying the linked page.





# THE AMERICAN LEGION

Home About Programs Services Members Media

**FIND IT QUICK**  
Find a Post | Service Officer | Reunion  
Search Legion.org

## Navigation

- Hover your cursor along the menu bar at the top of the page. Dropdown menus unroll with links to other pages focusing on **About**, **Programs** and **Services**.
- Hover over **Members** for links to pages about how to manage your membership, including how to join the Legion if you're not already a member.
- To read what the Legion is doing and to get the latest Legion news, read the headlines at the top of the page. Click one of the stories listed to read the story. Also, check out the photos to the left; they also are links to news stories.
- For links to the Legion's social media pages, click on the icons under the **Follow Us** tab. The links will take you outside Legion.org to where the sites are located.
- Another area is the Legion's blog, the **Burn Pit**. It is where we highlight discussions and opinions on military and veterans affairs issues. Note the disclaimer: opinions are the contributors' – not necessarily the Legion's. Expect to find some no-holds-barred current-events commentary here.
- To return to the main Legion.org page at any time, just click on **Legion Home** in the menu bar, or use the back arrow at the top left of your screen. All Legion.org pages display the menu bar and the American Legion emblem, so you'll always know where you are.

## NEWBIE TIP #2

### Scrolling

When a Web page is bigger than the screen, which is often, you may have to move the page up and down or side to side to see everything, as if you were reading a scroll. That's why there is a "scroll bar" at the side and bottom of the page. Click and hold with your mouse, then slide the bar to move the page. If no scroll bars are visible, you're seeing the complete page.



What we're doing for you today

- Testifying at congressional hearing on military sexual trauma

Legion Headlines

- VA expands specialty care in rural areas
- Register for National Americanism Conference

## Interactivity

While Legion.org is a great repository of stuff to read, that's not all. There are plenty of opportunities to interact with the site as well.

For example:

- Click **Find a Post** to open a form to help you locate a Legion post.
- Logged-in members can take The American Legion Institute online course by clicking on the blue **TAKE THE COURSE** button at the top of the Legion.org home page.
- Another useful interactive feature is the **Benefits Calculator**. Find it on the home page of the **Benefits Center**, under **Services**. Fill in the form to find out what VA benefits you or a loved one may be eligible to receive.
- And for post leaders, there is **MyLegion.org**. Click the **My Legion** text button at the top of the screen above The American Legion header.

■ **LegionTV** offers a great collection of both official and member-posted videos. Look for it at the bottom of the home page. When you click on **WATCH VIDEO**, the featured video will appear on a **LegionTV** page. There are many more videos available represented by pictures to the right. Simply click to play.



The Legion.org home page also has a shortcut to the Legion-branded section of **YouTube**, the social-networking site that specializes in sharing videos. Look for the logo at the top of the right-hand column.

## NEWBIE TIP #3

### Searching

Search Legion.org

See the box at the top right that says "**Search?**" That magnifying glass is the universal Internet symbol for "Type a word or two, click here (or press Return on the keyboard), and get a list of stories that include your search term."

■ For an index of content within Legion.org, click on **Legion Index** in the menu at the very top of the page on the right side. It opens an interactive list of all topics on the site. If you have an idea of what you're looking for, you'll be able to find it here.



## Quick links

The Legion.org home page maintains **shortcuts to featured sections**, special events and affiliated sites (examples at right). Let's call these yellow boxes "widgets."

**CONTINUE YOUR SERVICE**

Choose item  
Choose item  
Join The American Legion  
Donate  
Volunteer  
Support the troops  
Recovering warrior assistance

**HOW CAN THE LEGION HELP?**

Choose item  
Choose item  
Career assistance  
Family support  
Financial advice  
Claims assistance  
Education resources

These widgets serve as direct links for Legionnaires and others who either would like assistance from the Legion or personally want to participate by donating or volunteering.

At the top right-hand side of Legion.org, a widget gives visitors quick access to three areas: finding a post, locating a nearby Department Service Officer and looking up reunion information. Each of these options brings you to a search tool.

## Bringing it home

You might want to make Legion.org your computer's "home page," so that it will be the first thing you see when you go on the Internet. To do so, open your Web browser.\* Then:

- **Windows PC:** Click **Tools** in the menu at the top of the screen. Click **Options** (or **Internet Options**).
- **Mac:** Click on the name of the browser in the menu at the top of the screen. Click **Preferences**.

Choose the **General** tab and type or paste <http://www.legion.org/> in the **Home Page** field.

\*A Web browser is the software, such as Internet Explorer, Safari or Firefox, that gets you on the Internet in the first place and lets you navigate around while you're there.

## NEWBIE TIP #4

### Playing video

If you've never watched video online, take a minute to look at the "controls."

When the video is playing, you can click the **Pause** button (it looks like an upright "equals" symbol).

When the video is not playing, you can click the **Play** button (triangle).

To watch full-screen, click the icon with four arrows pointing out. To return to the standard view, hit the **ESC** (escape) key on your keyboard.

No sound? Click on the **Loudspeaker** icon to make sure the sound is on; you can also click and drag the volume-output bar. Be sure your speakers and/or computer sound is actually turned on!

## Social networking



**Facebook** is the site that made "Friend" into a verb – as in, "I wasn't going to, but she asked, so I Friend-ed her anyway." Your Facebook Friends

are all the people who receive the updates you post and are allowed to look at the stuff – birthday, age, real middle name, relationship status ("it's complicated"), likes, dislikes – you list on your Facebook page. It's reciprocal, of course. You can see their pages, too, and their updates show up in your News Feed. If this all seems a bit like a junior-high slam book, Facebook was originally created by a couple of college students for other college students.

In addition to updates, Facebook users can post photos and videos, keep calendars, publicize events and try other Facebook applications. Interest groups and organizations, including The American Legion, have affinity pages to publicize programs and host discussions.

Facebook has extensive privacy controls, so no one can see your stuff without your permission. But be sure to pay attention when you set up your account. Letting "Everyone" see your profile means 400 million Facebook users and counting.



**Twitter** is the site where messages cannot be longer than 140 characters. For comparison, the preceding sentence is 74. You find out what others are "tweeting" by

"following" them, just as they can follow you – but only with your permission. Once you have an account, tweets are listed chronologically on your Twitter home page, which also includes the field where you can type in your own 140-character-long thoughts.

## AMERICA IS TWEETING

It insists on telling more than you want to know. It tells jokes that aren't funny. It has way too many opinions. What is "it?" Ah, yes, it is social networking!

But it can also keep you up to date on distant friends, keep you informed and, sometimes, have you ROTFL – social-network shorthand for "rolling on the floor laughing."

**Legion.org/facebook** provides gateways to two of the most popular social-networking sites – Facebook and Twitter. They're both free. Otherwise, they're quite different.





# THE AMERICAN LEGION

P.O. Box 1055 • Indianapolis, IN 46206-1055



[WWW.LEGION.ORG](http://WWW.LEGION.ORG)