

Updating Your Web Page



Alcoholics Anonymous Area 46 is the state service organization for the **nineteen service districts** of AA in New Mexico. The Area 46 Assembly reports directly to and serves these districts, performing the services they require. The Assembly also elects a Delegate to the General Services Conference of Alcoholics Anonymous. As our Preamble says, our primary purpose is to stay sober and to help other alcoholics achieve sobriety. To that end, we offer this web site containing information about Alcoholics Anonymous, area meetings and activities, and ways to contact AA in New Mexico.

I am responsible... when anyone, anywhere reaches out for help, I want the hand of AA always to be there, and for that... I am Responsible. ©2001 AA Grapevine, Inc.



CONTACT US

Do you have a question or need more information about Area 46? Send us an email here: info@nm-aa.org

Website questions or meeting changes can be sent to the Webchair here: webchair@nm-aa.org

AREA 46 CONTRIBUTIONS ADDRESS

NM AREA 46 AA
PO BOX 587
EL PRADO, NM 87529

AREA 46 STATE CONVENTION

Information and Registration

HISTORY

A Condensed History of AA in New Mexico

The AA message in New Mexico started out in clay - clay soil, that is, found in the south-central portion of the state. Rowland Hazard, who carried the message to Ebby T., who carried the message to Bill W., managed several properties and businesses in southern New Mexico. The headquarters was a ranch in La Luz; a village near Alamogordo (in District 5) and 90 miles north of El Paso, Texas. [Read More](#)

El Farolito

Current Issue Of:
El Farolito



New Area 46 Meeting Locator

Please help us keep the Area 46 Meeting list up-to-date. Email us at Webchair@nm-aa.org with any meeting changes or new meetings. You can also submit changes when viewing a meeting by selecting "Request a change to this listing" in the left sidebar.

- [Find a meeting now!](#)

Area 46 Events

- **Happy Valley Group 52nd Anniversary Party**
Jan 25, 2020
- **The 6th Annual 3 Legacies Workshop**
Jan 25, 2020
- **North Valley Group 52nd Anniversary Potluck**
Jan 30, 2020
- **Cosmopolitan Group 5th Friday Potluck - January 2020**
Jan 31, 2020
- [Link to all Upcoming Events](#)

AIP

Area Information Pamphlet is a guide to service in Area 46

[Read More](#)

Young People

Young people's groups and activities directed towards young people in AA are helpful tools in reaching young alcoholics who might otherwise not give AA a try for many more years, if at all.

[Read More](#)

Area 46 Events Calendar

<<	Jan 2020							>>
S	M	T	W	T	F	S		
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31	1		

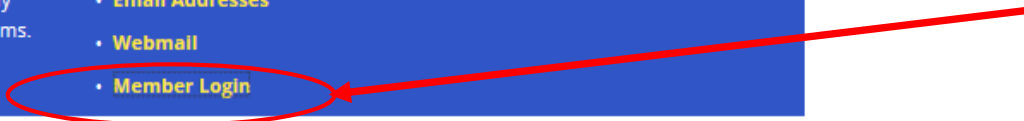
Treatment Facilities

Browse our list of New Mexico rehab centers, detoxes, halfway houses, and outpatient programs.

[Read More](#)

Member Links

- [Submit Event](#)
- [Email Addresses](#)
- [Webmail](#)
- [Member Login](#)



This website refers to the fellowship of Alcoholics Anonymous. It is not, however, endorsed or approved by the General Services Office of Alcoholics Anonymous. The contents of this site are the responsibility of New Mexico Area Assembly of Alcoholics Anonymous. We welcome suggestions and comments about how to better carry the message to the alcoholic who still suffers. Alcoholics Anonymous, AA, and The Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc.

Getting to Your Web Page



1 Visit <https://nm-aa.org/>

2 Scroll down the home page and locate the box titled "Member Links"

3 Click the link titled "Member Login"

Member Links

- [Submit Event](#)
- [Email Addresses](#)
- [Webmail](#)
- [Member Login](#)

4 You will be directed to the WordPress login in page for the website

5 Enter your Area 46 email address

6 Enter your Area 46 website password
(it was sent to your Area 46 email)

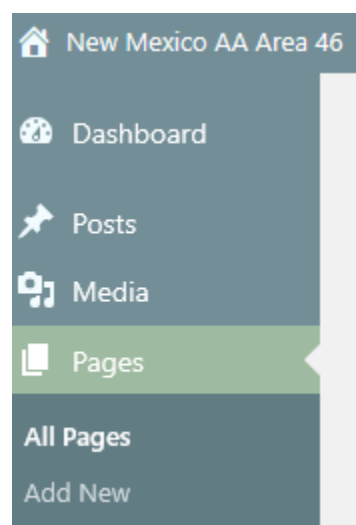
The image shows a WordPress login page for the website nm-aa.org. At the top center is the WordPress logo. Below it is a white login form with a blue border. The form contains the following elements: a text input field for "Username or Email Address" with the value "webchair@nm-aa.org"; a password input field with a masked password of 15 dots and a toggle eye icon; a "Remember Me" checkbox which is unchecked; and a blue "Log In" button. Below the form, there is a link for "Lost your password?" and a footer link that says "← Back to New Mexico AA Area 46".

Getting to Your Web Page



7 The Dashboard is the first page you will see.

8 Select “Pages” from the left navigation bar.



Getting to Your Web Page



8 You will see a list of pages that you can edit.

If you see more than you think you should see, please contact the Webchair.

The screenshot shows a web management interface for 'New Mexico AA Area 46'. The left sidebar contains navigation options: Dashboard, Posts, Media, Pages, All Pages, Add New, Comments, Events, Meetings, Profile, Tools, Form Maker, and Collapse menu. The 'Pages' menu item is circled in red. The main content area displays a list of pages under the heading 'Pages'. The list includes a search bar, filter options (Bulk Actions, Apply, All dates, All SEO Scores, All Readability Scores, Filter), and a table of page entries. The table has columns for Title, Custom Sidebars, Author, Date, and icons for actions. The entry '— District 19 | Parent Page: Districts' is circled in red. A red arrow points from this entry to the text in step 9.

Title	Custom Sidebars	Author	Date	Icons
— District 19 Parent Page: Districts	District 19 DCM	—	Published 2008/09/06	1 0 ● ●
Title	Custom Sidebars	Author	Date	Icons

9 Click on the page name you want to edit

10 Begin editing (see next page for details).

Editing Your Web Page



- A** Change size of headers here. Do not use Heading 1.
- B** Many editing tools are like MS Word tools (**Bold**, *Italic*, etc..).

When in doubt hover your mouse over the tool and it will tell you what it does.



The screenshot shows the 'Edit Page' interface for 'District 19'. The main editing area contains a rich text editor with a toolbar. A red circle highlights the 'Paragraph' dropdown menu in the toolbar. A red box highlights the expanded dropdown menu, which lists options: Paragraph (Shift+Alt+7), Heading 1 (Shift+Alt+1), Heading 2 (Shift+Alt+2), Heading 3 (Shift+Alt+3), Heading 4 (Shift+Alt+4), Heading 5 (Shift+Alt+5), Heading 6 (Shift+Alt+6), and Preformatted. Red arrows point from the text 'Change size of headers here' to the font size dropdown and from 'Do not use Heading 1' to the 'Paragraph' dropdown.

- C** If you have an ElFarolito report typed in another program (like MS Word or email) you can copy the text and paste it directly into the text area.

Editing Your Web Page

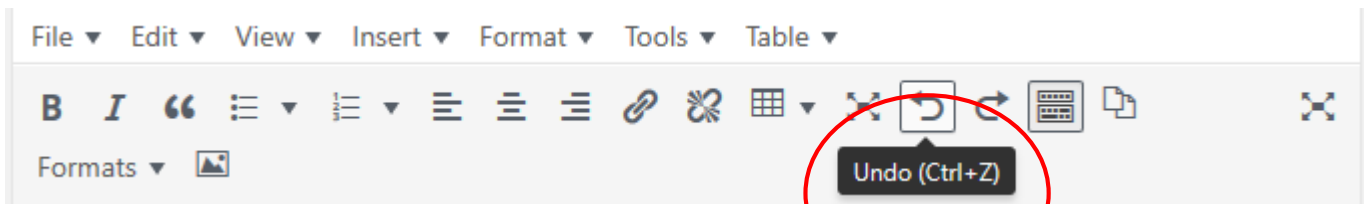


D To copy and paste text:

1. Highlight the text you want
2. Right click and select copy
3. Go to your page in Word Press place your cursor where you want the text.
4. Right click and select paste. Your text will appear.

E Undo is your friend. If you type something or insert something that you do not like you easily can undo it!

1. If you have not saved the file you can use the undo tool.



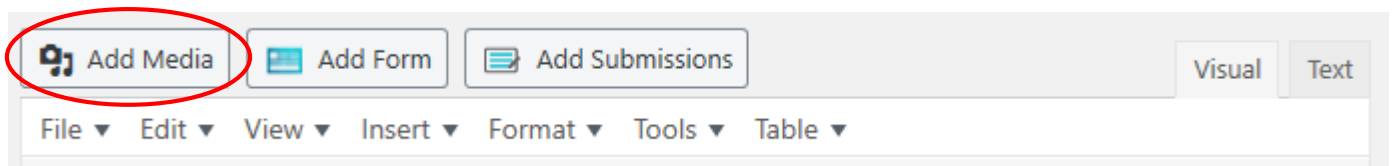
2. If you have already saved your work. Don't worry. Just delete what you do not like and retype it.

Adding Files to Your Page



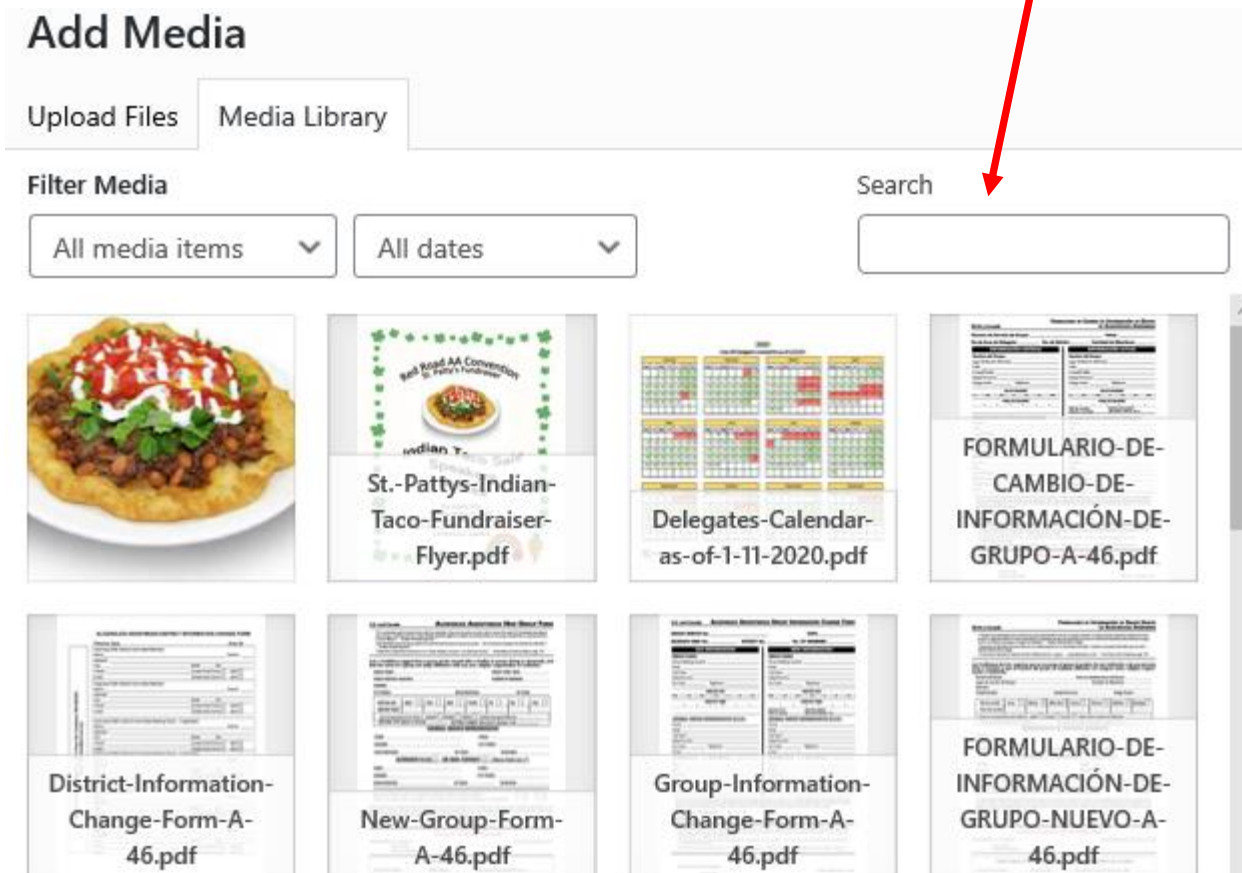
F Inserting images, documents and flyers.

Step #1 – Select Add Media



Step #2 – Select file to upload OR upload a file.

If the image or document you need is already uploaded, locate the file and click on it. You can search for the file if you do not see it.



Adding Files to Your Page



Step #3 – If you are uploading a new file, select “Upload Files.”

Step #4 – Locate the file on your computer and drag and drop it into the large area “Drop files to upload”

NOTE: Please do not add any video files.

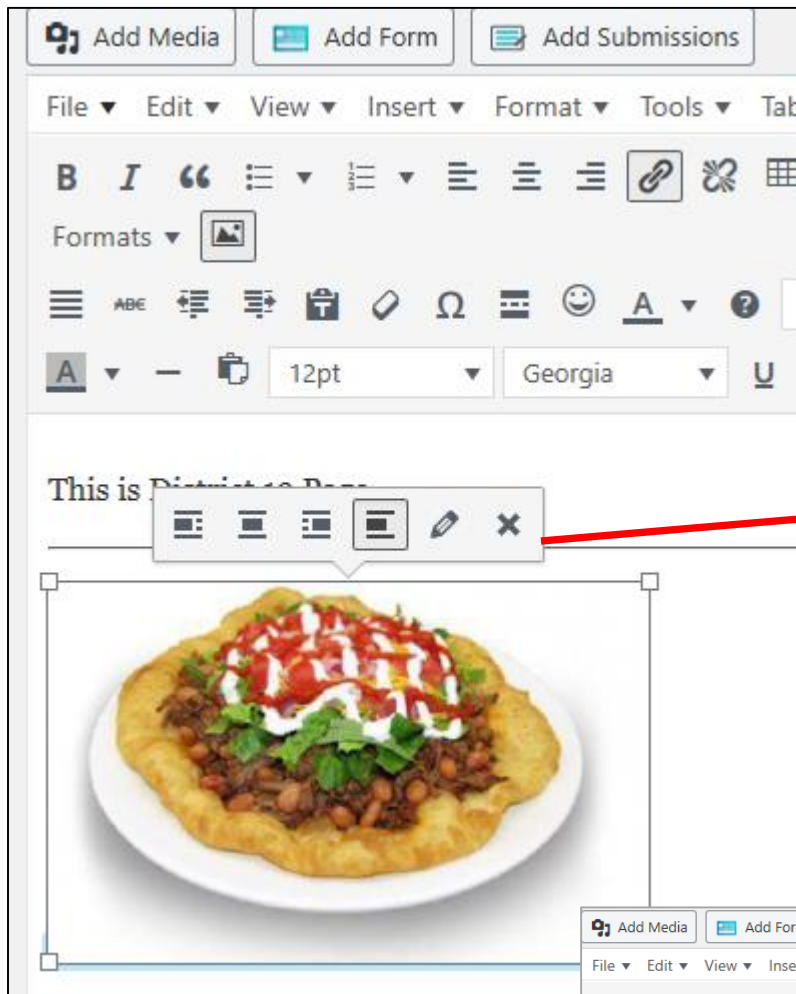
The screenshot shows the 'Add Media' interface with two tabs: 'Upload Files' and 'Media Library'. Below the tabs is a large area labeled 'Drop files to upload' with the text 'or' and a 'Select Files' button. A red arrow points from the 'Upload Files' tab to the 'Drop files to upload' area. Another red arrow points from the 'Drop files to upload' area to the 'Select Files' button. A third red arrow points from the 'Select Files' button to the 'Insert into page' button. The file explorer window shows a list of files and folders, with 'webpage_Tutorial_final' selected. The 'Insert into page' button is a green button with white text.

Step #5 – Once uploaded click “Insert into Page”

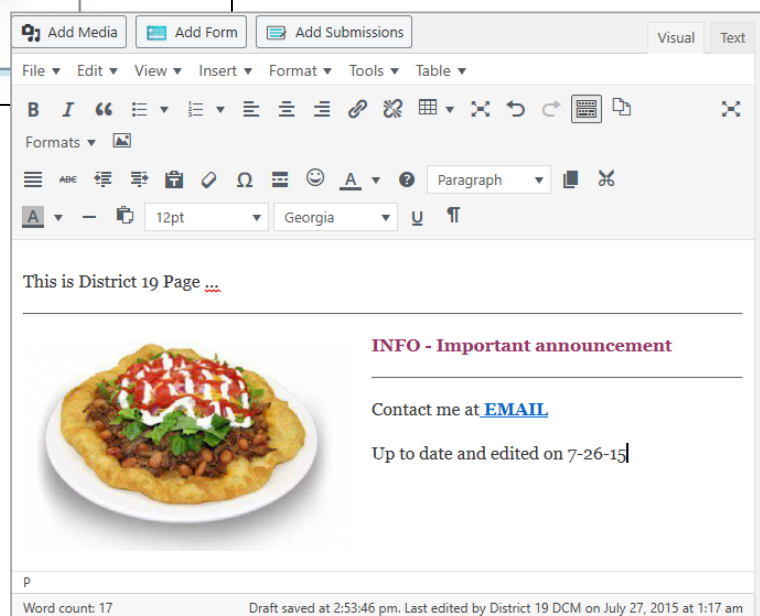
Adding Files to Your Page



Step #6 – Once the image is in your page, click on the image to select placement.



- | A | B | C | D |
|---|---|---|---|
| | | | |
- A. Image will be to the right of your text.
 - B. Image will be centered on your page with text above or below.
 - C. Image will be to the left of your text.
 - D. Image will have no alignment.

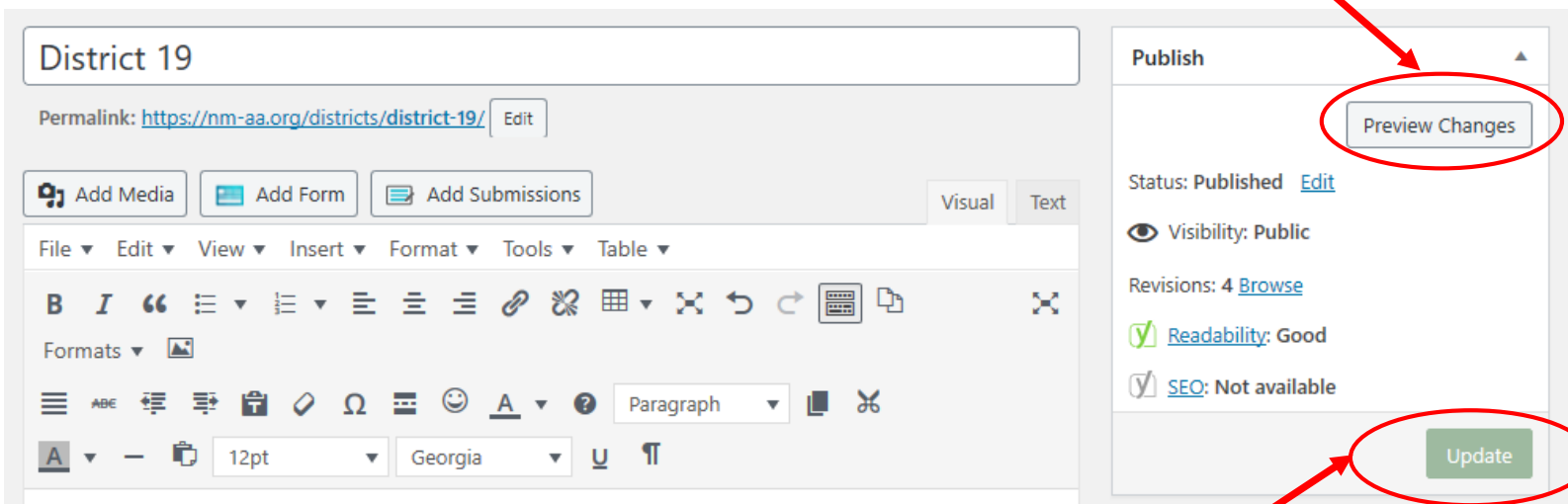


Saving Your Web Page

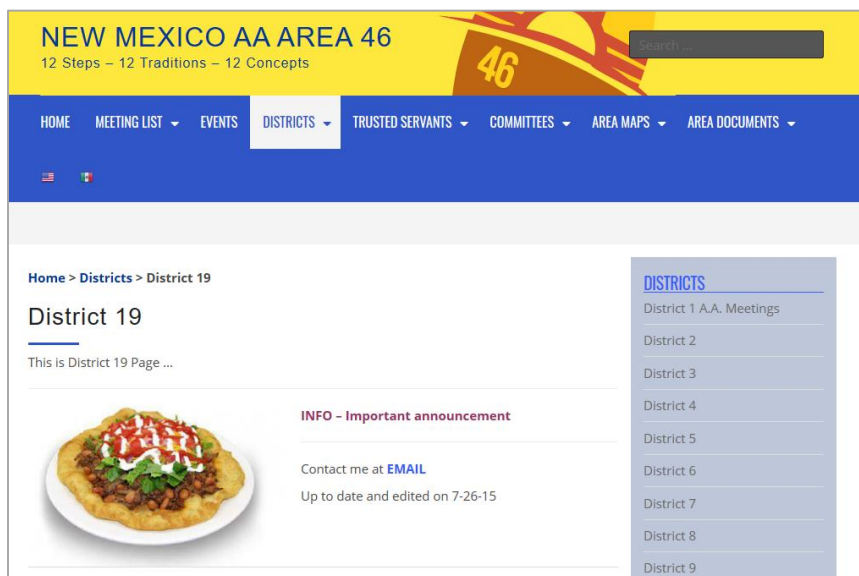


11 Preview: Once you are satisfied with your page you can preview it before you save it to the website.

Select “Preview Changes.” A new tab will open to show you what the page will look like published.



12 Publish: Once you are satisfied with your page, it is time to publish it to the website. Select “Update.”



Need Web Page Help?



Having trouble updating your web page?

Contact the Website Committee. We are glad to help.

Webchair@nm-aa.org