

▶ NJCCA 2019

http://www

Welcome
TO YOUR NEW WEBSITE



312 NORTH AVENUE EAST • SUITE 5
CRANFORD, NEW JERSEY 07016
T: 908.789.0700 • F: 908.967.5044
WWW.JAFFECOM.COM

THANK YOU

THANK YOU FOR ALLOWING US TO DEVELOP YOUR NEW WEBSITE.

YOU WILL FIND IT HAS THE LATEST TECHNOLOGIES IN DESIGN AND FUNCTION AND CAN EASILY BE UPDATED IN THE COMING YEARS.

IF YOU HAVE ANY QUESTIONS, OR EVER NEED MORE INFORMATION PLEASE CONTACT JAFFE COMMUNICATIONS AT 908-789-0700.

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▶ GETTING STARTED

Step 1

OPEN YOUR BROWSER AND TYPE IN THE WEB ADDRESS FOR YOUR NEW SITE...



Step 2

SCROLL DOWN TO THE BOTTOM OF THE HOME PAGE AND CLICK ON THE "ADMIN" LINK...

Oil & Energy Service Professionals - Copyright © 2017 | [Think](#) / [ESP](#) | [Admin](#)

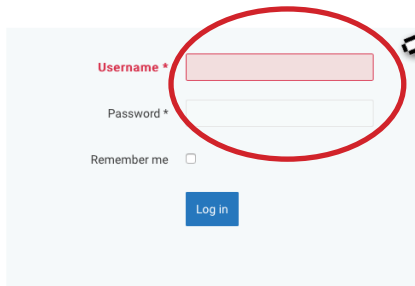


Click here



Step 3

AN EMAIL WAS SENT TO YOU WITH YOUR USERNAME AND PASSWORD THAT YOU WILL NEED TO ACCESS THE WEBSITE. TYPE IN YOUR USERNAME AND PASSWORD IN THE APPROPRIATE BOXES...



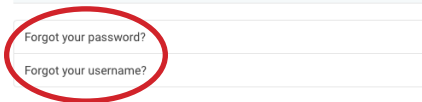
Username *

Password *

Remember me ☐

[Log in](#)

**Type in your
username
and
password
here**



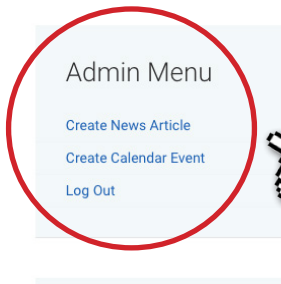
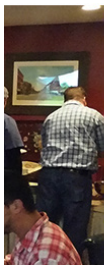
[Forgot your password?](#)

[Forgot your username?](#)

**Click here if you ever forget
your username and/or
password**

Step 4

ONCE YOU FINISH THE LOG IN PROCESS, YOU WILL SEE AN “ADMIN MENU” IN THE SIDEBAR TO THE RIGHT. FROM HERE YOU CAN CHOOSE YOUR NEXT STEP...



**This is your
“Admin Menu”**

CREATE NEWS ARTICLE

CLICK ON THIS WHENEVER YOU WANT TO ADD A NEWS ARTICLE FOR THE WEBSITE.

CREATE CALENDAR EVENT

CLICK ON THIS TO ADD A NEW EVENT ON THE CALENDAR FOR THE WEBSITE.

LOG OUT

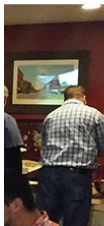
CLICK ON THIS WHEN YOU ARE FINISHED AND WISH TO LEAVE THE ADMIN SIDE OF THE WEBSITE.



CREATING A NEWS ARTICLE

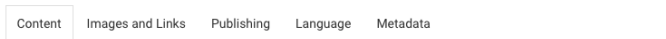
Step 1

CLICK ON THE "CREATE NEWS ARTICLE" LINK TO CREATE/ADD A NEW ARTICLE FOR THE WEBSITE...



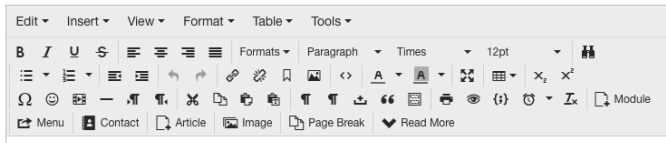
Click here

AND YOU GET THIS...



Title *

Alias



NOW YOU CAN START INPUTTING THE INFORMATION FOR YOUR NEWS ARTICLE...



Enter the title of the article here

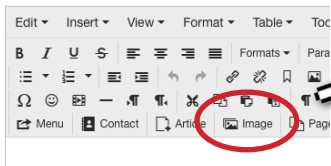


**Use this panel to customize
your text, images and links**

THE ARTICLE INTERFACE IS SET UP THE SAME AS IN MICROSOFT WORD. FROM HERE YOU CAN ADD TEXT, IMAGES AND LINKS.

Step 3

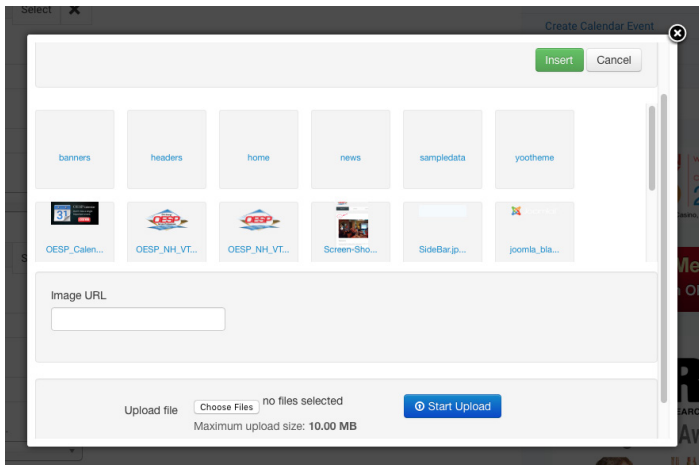
IF YOU HAVE AN IMAGE TO UPLOAD FOR AN ARTICLE, YOU WILL HAVE TO UPLOAD IT TO THE WEBSITE. PLACE THE IMAGE BEFORE THE TEXT OF YOUR ARTICLE...



Click here to add or upload an image



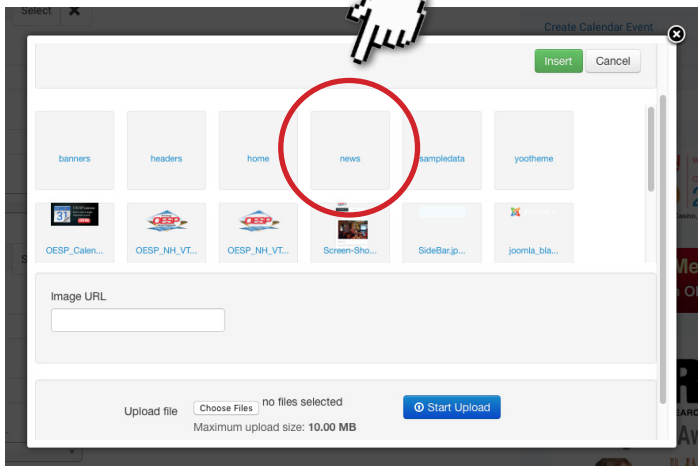
AND YOU GET THIS...



Step 4

SELECT THE NEWS FOLDER AND PUT IMAGES IN THE FOLDER. IN ORDER TO KEEP THE FILE ORGANIZED, KEEP ALL NEWS ARTICLES TOGETHER...

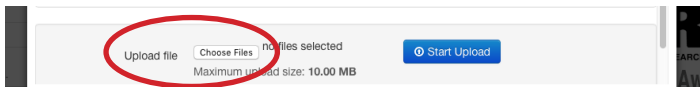
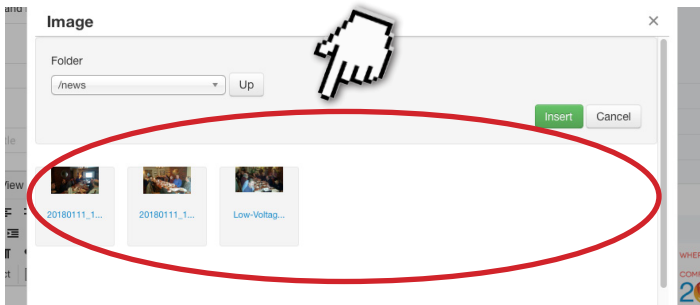
Click here



Step 5

CHOOSE AN IMAGE FROM YOUR COMPUTER OR USE ONE THAT WAS PREVIOUSLY UPLOADED TO THE WEBSITE FOR YOUR ARTICLE...

Select a previously uploaded image from here

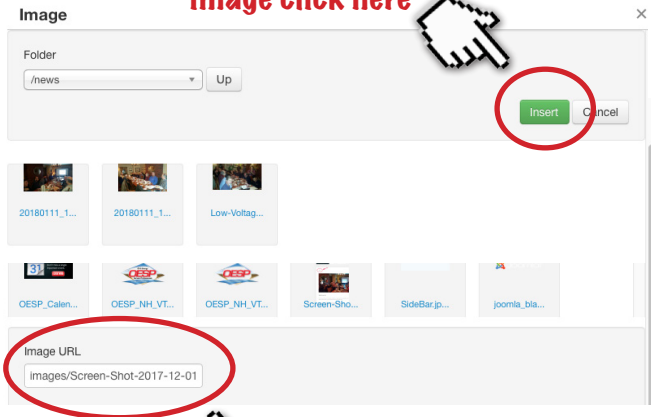


Or scroll down & choose an image file to upload from your computer here

Step 6

ONCE YOU HAVE SELECTED THE IMAGE, CLICK "INSERT" TO ADD IT TO YOUR ARTICLE...

**After you select your
image click here**



Image

Folder

/news Up

Insert Cancel

20180111_1... 20180111_1... Low-Voltag...

OESP_Calen... OESP_NH_VT... OESP_NH_VT... Screen-Sho... SideBar.jp... joomla_bla...

Image URL

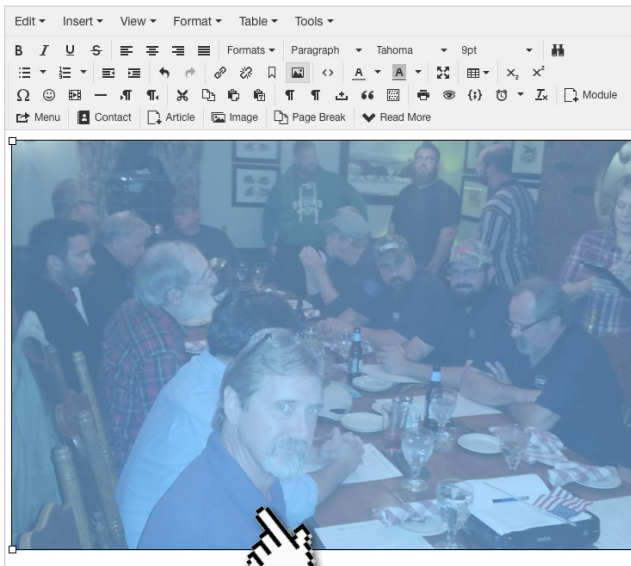
images/Screen-Shot-2017-12-01

**The image you chose will
show up here**

PLEASE NOTE THAT THE IMAGE YOU UPLOAD MAY BE TOO LARGE OR TOO SMALL. YOU WILL BE ABLE TO MAKE ADJUSTMENTS IN THE NEXT STEP.

Step 7

YOUR IMAGE CAN PLACED AND SIZED IN THE APPROPRIATE LOCATION YOU NEED...

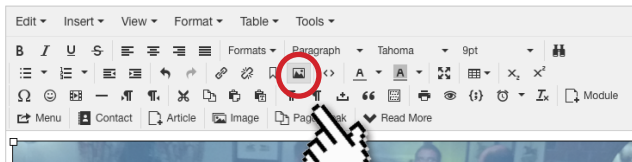


**Click on your image
ONCE to select it.**

**YOU SHOULD HAVE ONE IMAGE AT THE BEGINNING OF YOUR ARTICLE.
ADDITIONAL IMAGES CAN BE PLACED AFTER YOUR TEXT.**

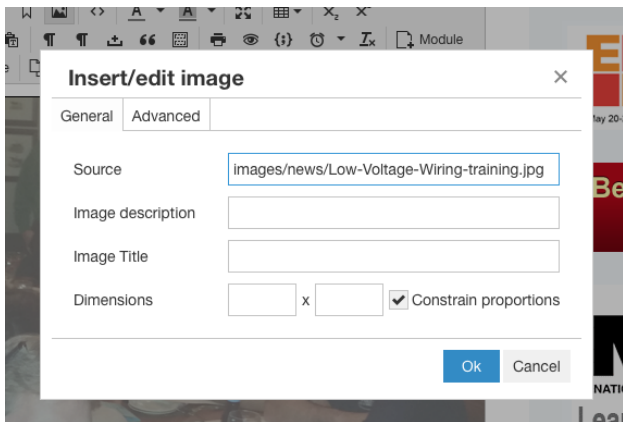
Step 8

EDIT THE SIZE OF YOUR IMAGE...



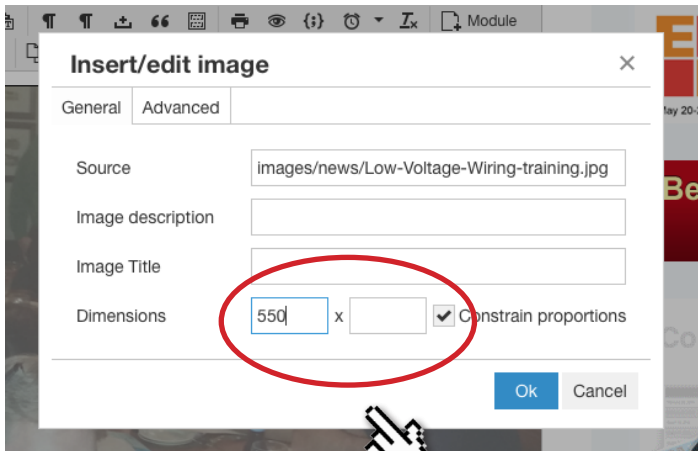
**Click here to edit
your image**

AND YOU GET THIS...



Step 9

INPUT YOUR DIMENSIONS IN PIXELS...



Insert/edit image

General Advanced

Source images/news/Low-Voltage-Wiring-training.jpg

Image description

Image Title

Dimensions 550 x

☒ Constrain proportions

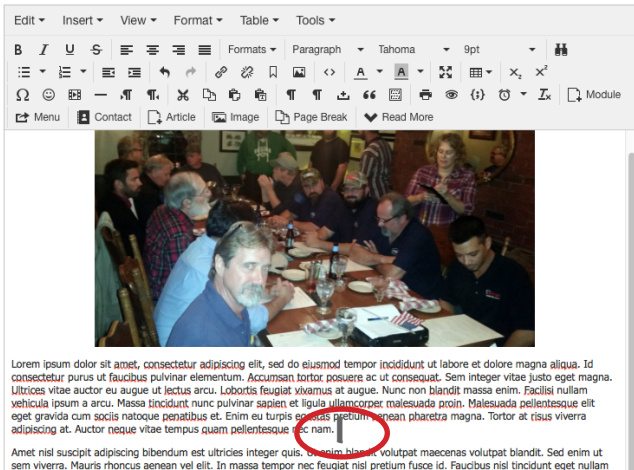
Ok Cancel

**Input your
dimensions here**

USE 550 AS THE WIDTH. LEAVE THE SECOND BOX BLANK. WHEN YOU ARE DONE CLICK "OK".

Step 10

MAKE YOUR ARTICLE EASY TO READ BY ADDING A “READ MORE” BREAK AT THE END OF YOUR FIRST PARAGRAPH...



The screenshot shows the WordPress editor interface. The top toolbar includes menus for Edit, Insert, View, Format, Table, and Tools. Below these are various formatting options like Bold, Italic, Underline, and Paragraph. A red circle highlights the 'Read More' button in the bottom toolbar. Below the toolbar is a photograph of a group of people sitting around a table in a restaurant. Below the photo is a paragraph of placeholder text (Lorem ipsum). A red circle highlights the end of the first paragraph, and a mouse cursor icon points to the 'Read More' button.

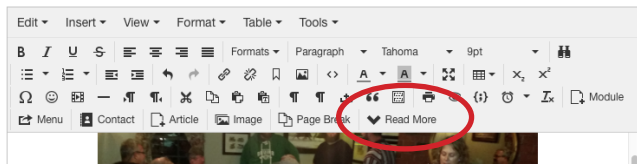
Amet nisl suscipit adipiscing bibendum est ultricies integer quis. Cursus euismod quisque volutpat maecenas volutpat blandit. Sed enim ut sem viverra. Mauris rhoncus aenean vel elit. In massa tempor nec feugiat nisl pretium faucibus nisl tincidunt eget nullam

Place your cursor here

ADDING A “READ MORE” BREAK ALLOWS ARTICLES TO BE SHORTENED ON THE FEED PAGE FOR EASIER VIEWING AND SEARCHING.

Step 11

“READ MORE” BREAK...



Click here

AND YOU GET THIS...

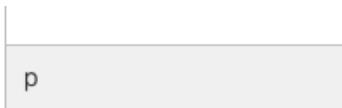
vehicula ipsum a arcu. Massa tincidunt nunc pulvinar sapien et ligula ullamcorper malesuada proin. Malesuada pellentesque elit eget gravida cum sociis natoque penatibus et. Enim eu turpis egestas pretium aenean pharetra magna. Tortor at risus viverra adipiscing at. Auctor neque vitae tempus quam pellentesque nec nam.

Amet nisl suscipit adipiscing bibendum est ultricies integer quis. Ut enim blandit volutpat maecenas volutpat blandit. Sed enim ut sem viverra. Mauris rhoncus aenean vel elit. In massa tempor nec feugiat nisl pretium fusce id. Faucibus nisl tincidunt eget nullam non nisi est sit amet. Amet cursus sit amet dictum. Aliquam sem fringilla ut morbi tincidunt augue interdum velit euismod. Integer enim neque volutpat ac. Nunc id cursus metus aliquam eleifend mi in nulla. Vitae ultricies leo integer malesuada nunc vel risus.

THE VISUAL RED DOTTED LINE IS A REPRESENTATION OF A “READ MORE” BREAK.

Step 12

WHEN YOU ARE DONE ADDING ANY/ALL INFORMATION AND IMAGES FOR THE ARTICLE, SCROLL DOWN AND CLICK "SAVE"...

A light gray rectangular text input field with a thin border. The letter 'p' is typed inside the field.

YOUR NEW ARTICLE IS NOW LIVE ON THE SITE.

Note

IF YOU NEED TO GO BACK TO AN ARTICLE THAT IS LIVE ON THE SITE TO MAKE EDITS, JUST SCROLL TO THE END OF THE ARTICLE AND CLICK "EDIT"...



The last meeting of NH/VT Chapter of OES
Great problem to have. A few attendees ha
over 20 attendees and all got a lot out of th
he has done for our National Conventions 1



 Edit

 Tweet

 G+

 Like 0

Click here

WHEN YOU ARE DONE, CLICK "SAVE"...

Click here



 Save

 Cancel

▶ ADDING A FILE TO AN ARTICLE

Step 1

OPEN THE ARTICLE YOU WISH TO ADD YOUR PDF OR OTHER DOWNLOADABLE DOCUMENT TO...

The screenshot shows a web editor interface. At the top, there are tabs for 'Editor', 'Code', and 'Preview'. Below the tabs is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, paragraph, styles), font family, font size, text color, background color, and other tools. The main text area contains a large block of placeholder text in Latin. Below the text area, there is a 'Path: p' field and a 'Words: 212' counter. At the bottom, there are several buttons: 'Add attachment', 'Insert {attachments} token', 'Module', 'Menu', 'Contact', 'Article', 'Image', 'Page Break', 'Read More', 'Save', and 'Cancel'.

It lit aut eium quo dolor am eos placeat doluptae. Ehenti con culpa simin rerovit atiunti onsequa cone incnem la dem quasperm dolut omnihi ietusaedendici endebita nobist arumquae cus, omni omni reic to con nosanditas ad ut ligen, oditi reprovi dempeles doluptatqui volor ad ma susa con ereperore nis re renisci delicaerro volorum harum ipisit es vendestotae. Ut harum excea nonecti doloriae iliquidit, unto voloribuscil ipsum qui in con conniati inust esequat loritate delibusdam intilis re conserum voluptatiam ducia cum hit enecat autectem aut eum res ut asitiam, is sendenditas ipsae. Vit laboressit, od quos duntibusamus everro ducimus, nes magnatis inversp elenemo lorenis dolupta spicium quate nimaio. Os autemquiatum quaspedita dem nos antur, ariatur sunt latibus ma consequas et quam estiant aditasp ienimus as ute as res serchiclis ea iunt eiur mossinto di dunt aut quibus, is aut lanitatem nullore vel impos ventis evendis untio. Itam, int. Exerem aestia enia autem et ea incte prat. Ebis aut earunt occae. Dam lis ipid et as aut anihilatus assedis sinit, quo vercipandi quis sed mi, sit officto blabore cessiti scisimusae nulp volentiis eseqe nus simusanistia si nos dolut laute pa coribusa volupta quidele niminul paribus animin corem nobitis quatem con et alis ut ea sam fugitas sitios molut aut vitin rerit

Test PDF

Path: p Words: 212

Add attachment Insert {attachments} token Module Menu Contact

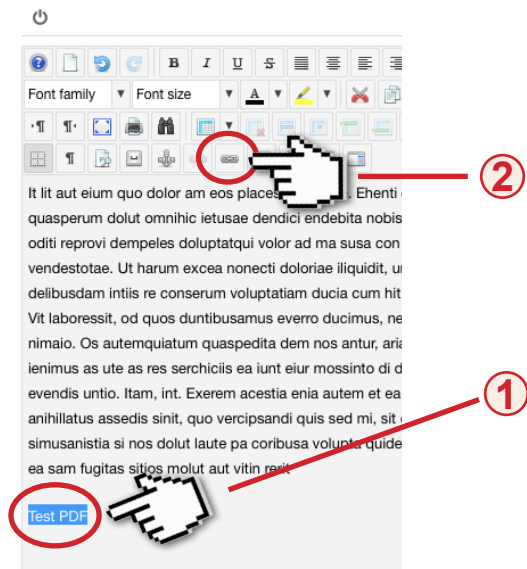
Article Image Page Break Read More

Save Cancel

YOUR EDITOR MAY HAVE SOME MINOR DIFFERENCES. IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFIC OPTIONS PLEASE CONTACT LISA AT LSTRUG@THINKOESP.ORG

Step 2

HIGHLIGHT THE TEXT YOU WANT TO ASSOCIATE WITH THE ATTACHMENT...

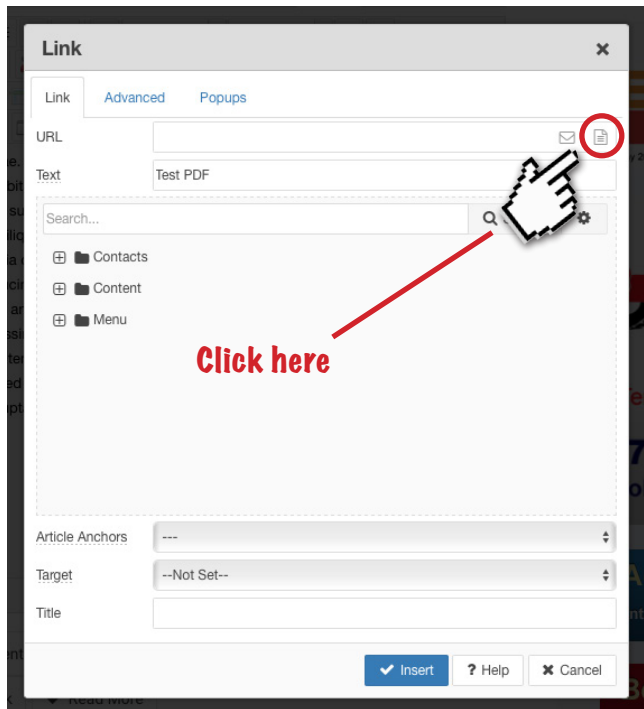


1) ADD THE TEXT THAT WILL MAKE THE LINK TO THE DOCUMENT – HIGHLIGHT THIS TEXT

2) CLICK ON THE ADD LINK BUTTON – A NEW DIALOGUE WINDOW WILL OPEN

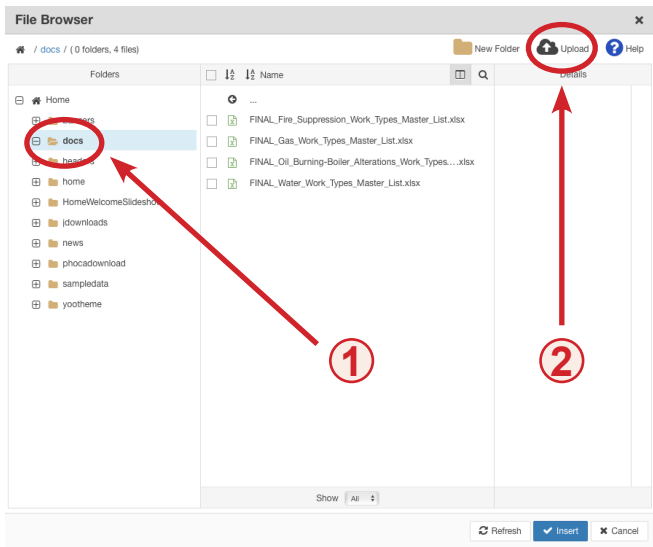
Step 3

THE LINK DIALOGUE BOX WILL OPEN – CLICK ON THE BROWSE BUTTON...



Step 4

THE MEDIA MANAGER WILL OPEN...

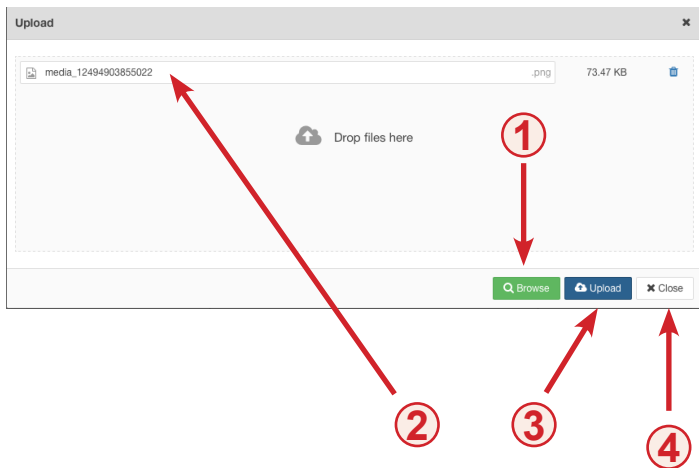


1) SELECT THE “DOCS” FOLDER

2) CLICK ON THE FILE UPLOAD – THE UPLOAD DIALOGUE BOX WILL OPEN

Step 5

UPLOAD YOUR FILE...



1) CLICK THE BROWSE BUTTON – YOU WILL NOW BE ABLE TO SELECT THE FILE FROM YOUR OWN COMPUTER

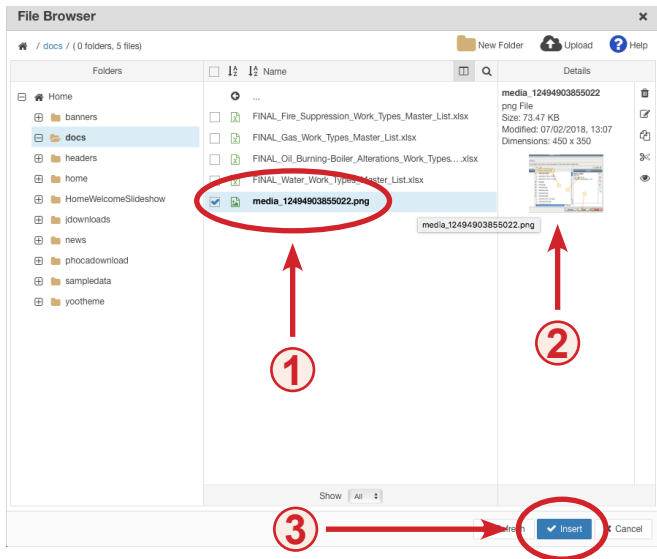
2) YOU WILL SEE THE FILE APPEAR IN THE QUEUE WINDOW – REPEAT STEP 1 FOR ADDING MORE DOCUMENTS

3) CLICK THE UPLOAD BUTTON – THIS WILL LOAD THE DOCUMENTS FROM YOUR COMPUTER TO THE WEBSITE FILE MANAGER.

4) CLOSE THIS WINDOW

Step 6

NEW FILES IN THE MEDIA MANAGER...



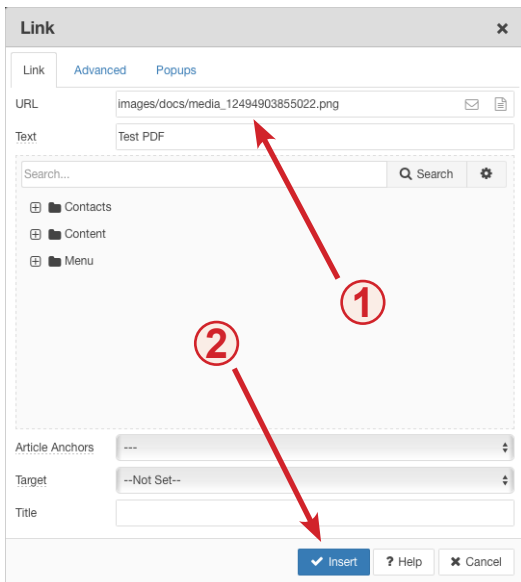
1) YOU WILL NOW SEE THE NEW FILES IN THE MEDIA MANAGER – CLICK ON THE FILE YOU WISH TO LINK TO

2) DETAILS OF THE SELECT FILE WILL APPEAR HERE

3) CLICK THE INSERT BUTTON – THIS DIALOGUE BOX WILL CLOSE

Step 7

CONFIRMATION OF THE LINKED DOCUMENT...



The screenshot shows a 'Link' dialog box with the following fields and elements:

- Link** tab selected, with **Advanced** and **Popups** tabs also visible.
- URL** field: images/docs/media_12494903855022.png
- Text** field: Test PDF
- Search** section: A search bar with 'Search...' text, a 'Q Search' button, and a settings gear icon. Below it are three expandable folders: **Contacts**, **Content**, and **Menu**.
- Article Anchors** dropdown: ---
- Target** dropdown: --Not Set--
- Title** field: (empty)
- Buttons** at the bottom: **✓ Insert** (highlighted with a red arrow labeled '2'), **? Help**, and **✕ Cancel**.

Two red arrows with circular numbers indicate the steps:

- 1**: Points to the **URL** field.
- 2**: Points to the **Insert** button.

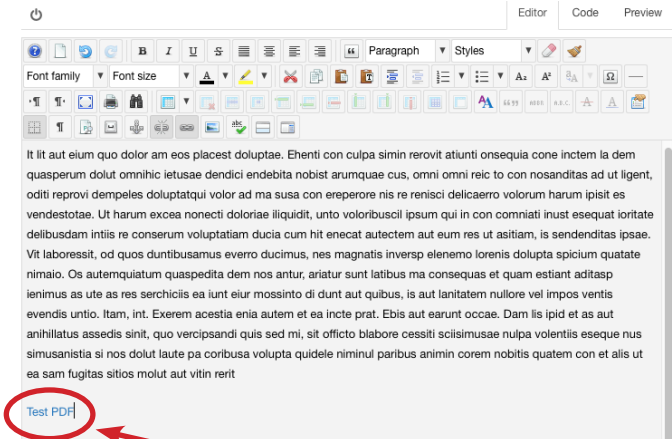
1) THE LINK DIALOGUE BOX WILL SHOW CONFIRMATION OF THE LINKED DOCUMENT LOCATION

2) CLICK THE INSERT BUTTON TO CREATE THE LINK



Step 8

FINISHING THE LINK...



It lit aut eium quo dolor am eos placest doluptae. Ehenti con culpa simin rerovit atiunti onsequia cone incitem la dem quasperm dolut omnihic ietusae dendici endebita nobist arumquae cus, omni omni reic to con nosanditas ad ut lligent, oditi reprovi dempeles doluptatqui volor ad ma susa con ereperore nis re renisci delicaerro volorum harum ipisit es vendestotae. Ut harum excea nonecti doloriae iliquidit, unto voloribuscil ipsum qui in con comniati inust esequat ioritate delibudam intiis re conserum voluptatiam ducia cum hit enecat autectem aut eum res ut asitiam, is sendenditas ipsae. Vit laboressit, od quos duntibusamus everro ducimus, nes magnatis inversp elenemo lorenis dolupta spicium quate nimaio. Os autemquiatum quaspedita dem nos antur, ariatur sunt latibus ma consequas et quam estiant aditasp ienimus as ute as res serchiciis ea iunt eior mossinto di dunt aut quibus, is aut lanitatem nullo vel impos ventis evendis untio. Itam, int. Exerem aestia enia autem et ea incte prat. Ebis aut earunc ocae. Dam lis ipid et as aut anihillatus assedis sinit, quo vercpsandi quis sed mi, sit ofctio blabore cessiti scilismusae nulpia volentilis esequae nus simusanistia si nos dolut laute pa coribusa volupta quidele nimirul paribus animin corem nobitis quatem con et alis ut ea sam fugitas sitios molut aut vitin rerit

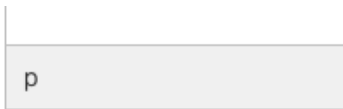
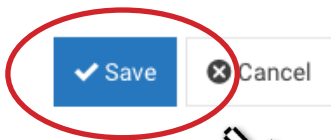
Test PDF

You have now linked your file to the article

YOU WILL SEE THE TEXT HAS NOW BECOME A LINK.

Step 9

WHEN YOU ARE DONE ADDING ANY/ALL INFORMATION AND IMAGES FOR THE ARTICLE, SCROLL DOWN AND CLICK "SAVE"...

A screenshot of a text input field with a light gray border and background. The letter 'p' is centered within the field.

Click here

YOUR NEW ARTICLE IS NOW LIVE ON THE SITE.

SAVE THE CHANGES TO YOUR ARTICLE.

VISIT THE WEBSITE AND CHECK YOUR PDF OR FILE IS DOWNLOADING / OPENING CORRECTLY



Note

IF YOU NEED TO GO BACK TO AN ARTICLE THAT IS LIVE ON THE SITE TO MAKE EDITS, JUST SCROLL TO THE END OF THE ARTICLE AND CLICK "EDIT"...



The last meeting of NH/VT Chapter of OES
Great problem to have. A few attendees ha
over 20 attendees and all got a lot out of th
he has done for our National Conventions 1



 Edit

 Tweet

 G+

 Like 0

Click here

WHEN YOU ARE DONE, CLICK "SAVE"...

Click here



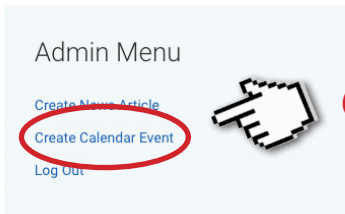
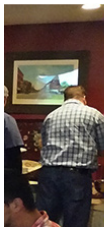
 Save

 Cancel

▶ CREATING A NEW EVENT

Step 1

CLICK ON THE "CREATE CALENDAR EVENT" LINK TO CREATE/ADD A NEW EVENT FOR THE WEBSITE...



Click here

Step 2

YOU WILL BE PROMPTED TO ENTER THE INFORMATION ABOUT THE EVENT...

Enter the title of the event here



Title *

Calendar

Colour



Give the event a custom color for the calendar (optional)

HAVING AN INDIVIDUAL COLOR HELPS DISTINGUISH AND SEPARATE YOUR EVENT.



Step 3

ADD A CUSTOM START AND END DATE FOR YOUR EVENT...

Enter the start and end date of the event here



Start Date

End Date

Show End Time ☐ No ☒ Yes

All Day ☒ No ☐ Yes

LEAVE ALL OTHER BOX SELECTIONS AS IS. SCROLL DOWN TO THE “DESCRIPTION” SECTION AND ADD THE INFORMATION FOR THE EVENT.

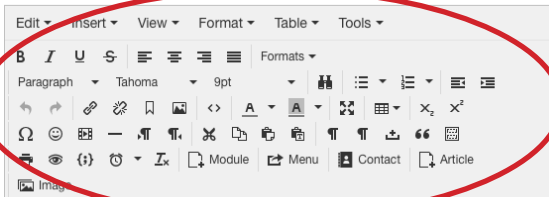
Step 4

ADD ALL OTHER NECESSARY INFORMATION FOR YOUR EVENT...

Format all your text for the event here



Description



Use this panel to enter all information for the event

USE THE INFORMATION PANEL TO ADD YOUR IMAGES, TOPIC, SPEAKER, LOCATION, COST, CONTACT FOR RSVP AND ANY OTHER IMPORTANT INFORMATION CONCERNING THE EVENT.

Note

ALL OTHER TABS ARE NOT IN USE FOR EASE OF USE...

Not in use

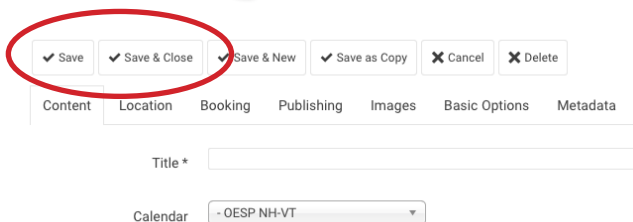
A screenshot of a software interface. At the top, there is a row of six buttons: 'Save' (with a checkmark), 'Save & Close' (with a checkmark), 'Save & New' (with a checkmark), 'Save as Copy' (with a checkmark), 'Cancel' (with an 'X'), and 'Delete' (with an 'X'). Below these buttons is a horizontal tab bar with seven tabs: 'Content', 'Location', 'Booking', 'Publishing', 'Images', 'Basic Options', and 'Metadata'. A red circle is drawn around the 'Location' tab. Below the tabs is a text input field labeled 'Title *'. At the bottom, there is a 'Calendar' label and a dropdown menu showing '- OESP NH-VT'.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFIC OPTIONS
PLEASE CONTACT LISA AT LSTRUG@THINKOESP.ORG

Step 5

SCROLL BACK UP TO THE TOP OF THE PAGE AND SAVE YOUR EVENT...

Click "Save"



✓ Save ✓ Save & Close ✓ Save & New ✓ Save as Copy ✕ Cancel ✕ Delete

Content Location Booking Publishing Images Basic Options Metadata

Title *

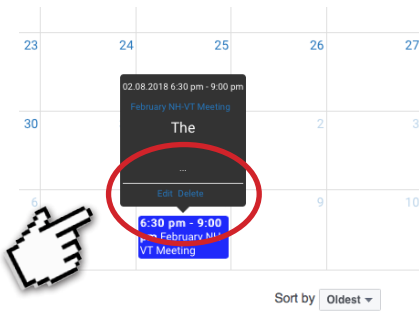
Calendar - OESP NH-VT ▼

ONCE YOU HAVE FINISHED ENTERING ALL THE INFORMATION CLICK "SAVE & CLOSE".

YOUR NEW EVENT IS NOW LIVE ON THE WEBSITE.

Note

IF YOU NEED TO GO BACK TO A CALENDAR DATE THAT IS LIVE ON THE SITE TO MAKE EDITS, JUST HOVER YOUR MOUSE OVER THE EVENT AND CLICK "EDIT"...



WHEN YOU ARE DONE, CLICK "SAVE"...

