The Gestation of a Rota-Teller

(gestation.pdf)

Welcome to the wonderful world of DACdb Rota-Tellers. Basically, creating a Rota-Teller is a simple, two-step process. You create a story (called an ezStory) which you then insert into a Rota-Teller template (called an ezBulletin template). Voila! You've created a Rota-Teller! This guide will take you through the process, step by step. And yes, there are more than two steps.

What you need before you start:

- **Your text.** While you can compose your text within the DACdb program, you'll find it much easier to use Microsoft Word. Style rules are simple and are intended to present a standard appearance from week to week. Paragraphs are aligned left and not indented. Member names are in bold type (**Paul Harris**). Feel free to use *italics* when you wish. Hyperlinks are welcome. (Select the word or words you want to serve as the link, press Ctrl + K, enter the URL in the address block, and click OK.) Leave several blank line spaces between paragraphs where you intend to add photos. This makes photo insertion easier; you can delete any extra blank lines later. If these blank lines are centered (i.e., not aligned left) any photo you add later should be centered. Centered photos look better than left-aligned ones.

- **Photos.** These will be emailed to you by the photographer. When they arrive, save them to a folder on your computer. If they arrive as discrete attachments, it's a simple matter of "Save Attachments". If the photos arrive displayed in the text of the email, and not as discrete attachments, the save process is different. Right click each photo, then click "Save as Picture..." Don't try to transfer photos directly from the email into the DACdb software.

- **Other Photos.** You can also use photos you have on your computer or obtain from other sources. Just make sure that they are not more than 760-pixels in width. Important!
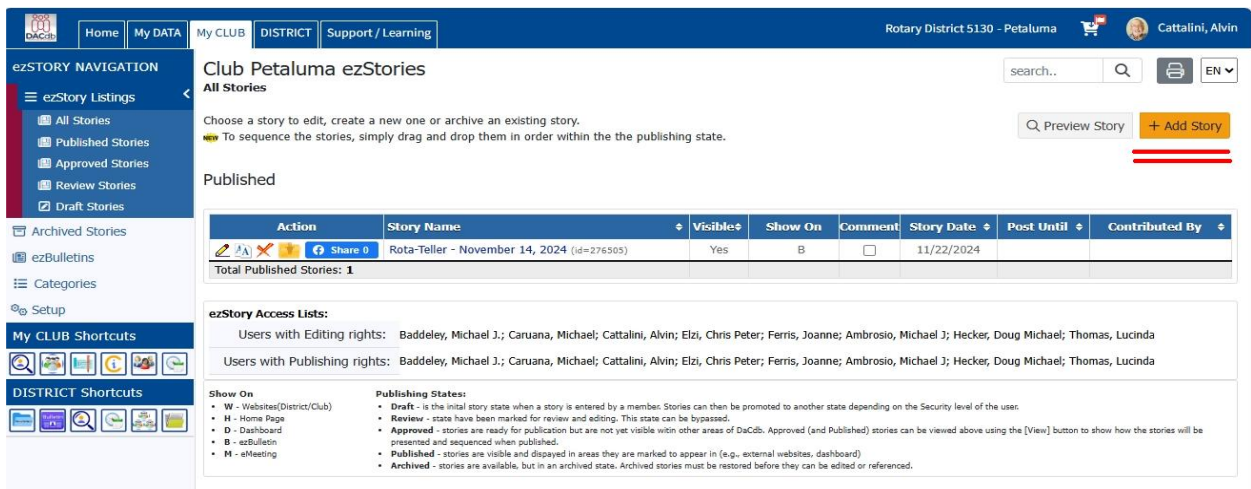
> ***Information for Photographers.*** *Select your candidate photos, tweak and crop them as appropriate, and reduce them to 600 pixels in width. (You can use smaller widths and can actually go up to a 760-pixel width before possible problems. If you send larger photos, the DACdb software won't automatically shrink them when they are inserted into the bulletin. They will distort the bulletin formatting and can present email difficulties. Make sure your photos are no wider than 760-pixels!) When ready, email the photo files to the editor.*

Adding your Text to the Rota-Teller:

Now that you have your text and photos it's time to assemble them into the Rota-Teller. Open the **petalumarotary.org** home page and click the **DACdb Login** link at the upper right corner. Log in (if necessary) and click the **My Club** tab at the top. You should see a page like this with a listing of Club Functions:
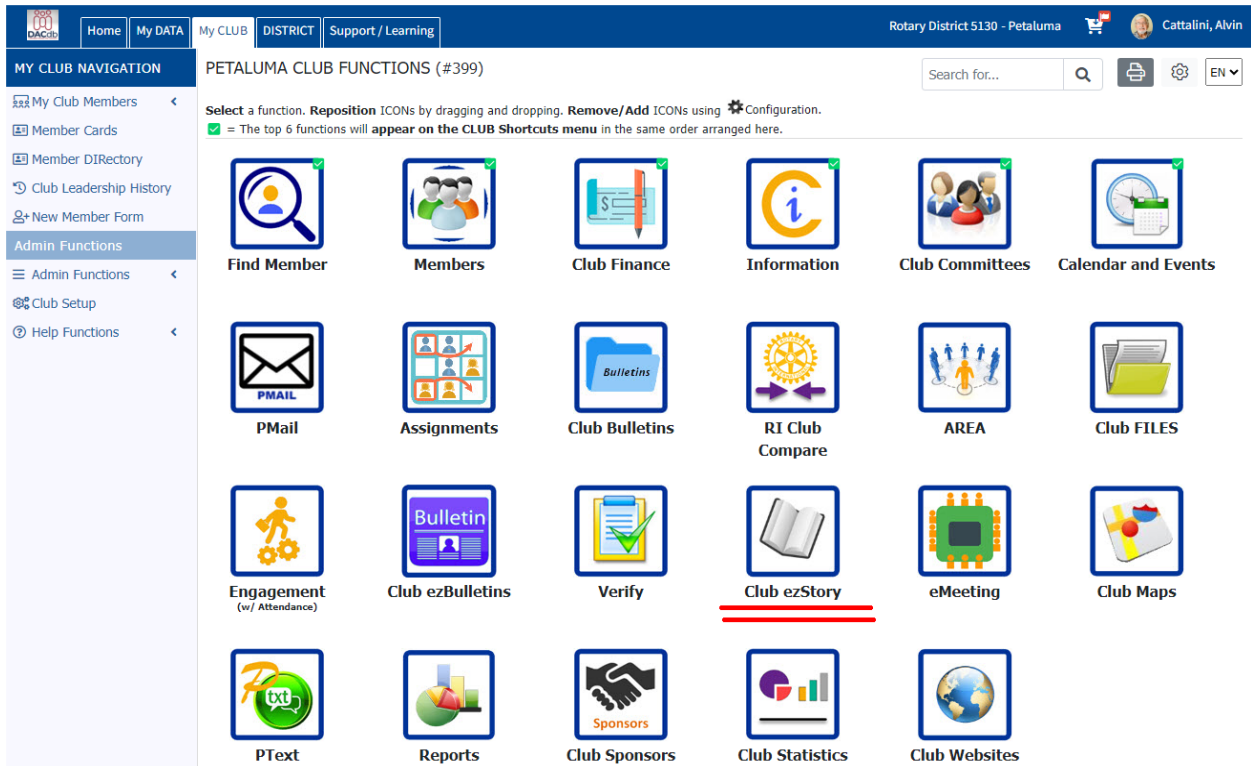
Click the **Club ezStory** icon (shown here underlined in red) and you'll be taken to the Club Petaluma ezStories page:

Click the yellow **+ Add Story** button at the upper right (shown here underlined in red) which will take you to this page:

You should make three (and only three!) entries on this page (locations are marked in red).

- **Story Name:** Rota-Teller – January 32, 2099 (use the scheduled publication date)
- **Headline:** January 32, 2099 *(same date as in prior line)*
- **Show Story In:** Check the ezBulletin box (and only that box.)

Then click the blue **Save And Continue** button at the upper right (underlined in red).
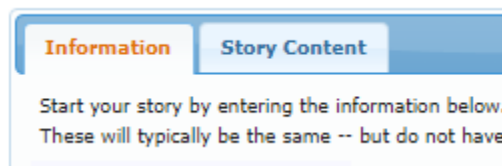

Then click the **Story Content** tab which will take you to this page:

Information **Story Content**

The Story content goes here. Use the editor features to enter text. Once the story is first saved, additional images can be uploaded using the select Image Properties and add HSpace (horizontal space) and VSpace (Vertical Space) around your images. To float the text around the ima

Note: If you are pasting in content from Microsoft Word, PLEASE Use the Word Paste ICON below and keyboard shortcut CTRL+V (CMD+V).

**Summary -- Enter below a brief summary (synopsis) of your story.**
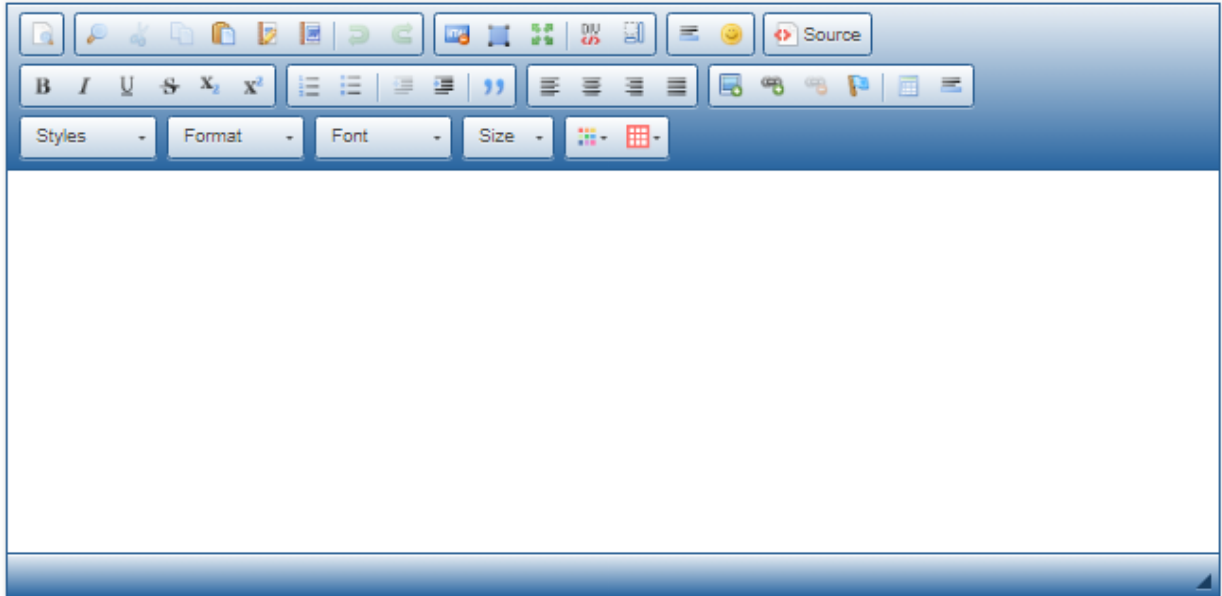
This is a complete description or story. This text will appear when the user clicks on read more.
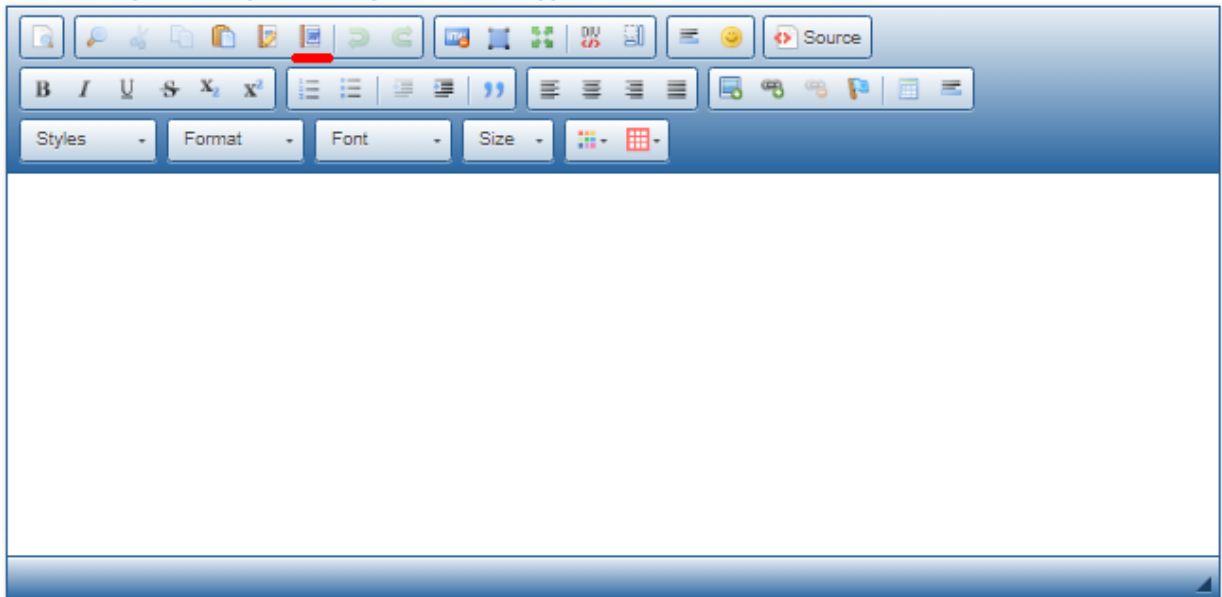
This is where you will enter your story — but only in the proper box.

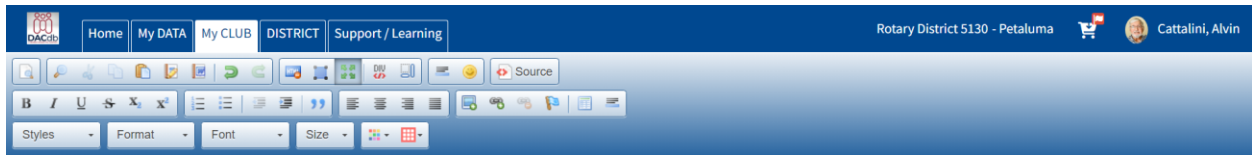Leave the upper box (the Summary) completely blank.

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Paste your prepared text into the *lower* box. If you are pasting from Microsoft Word, use the keyboard shortcut Ctrl+V. You can ignore the Word Paste icon (underlined in red above) as it simply tells you to use the keyboard shortcut. That blank lower box will now look like this:
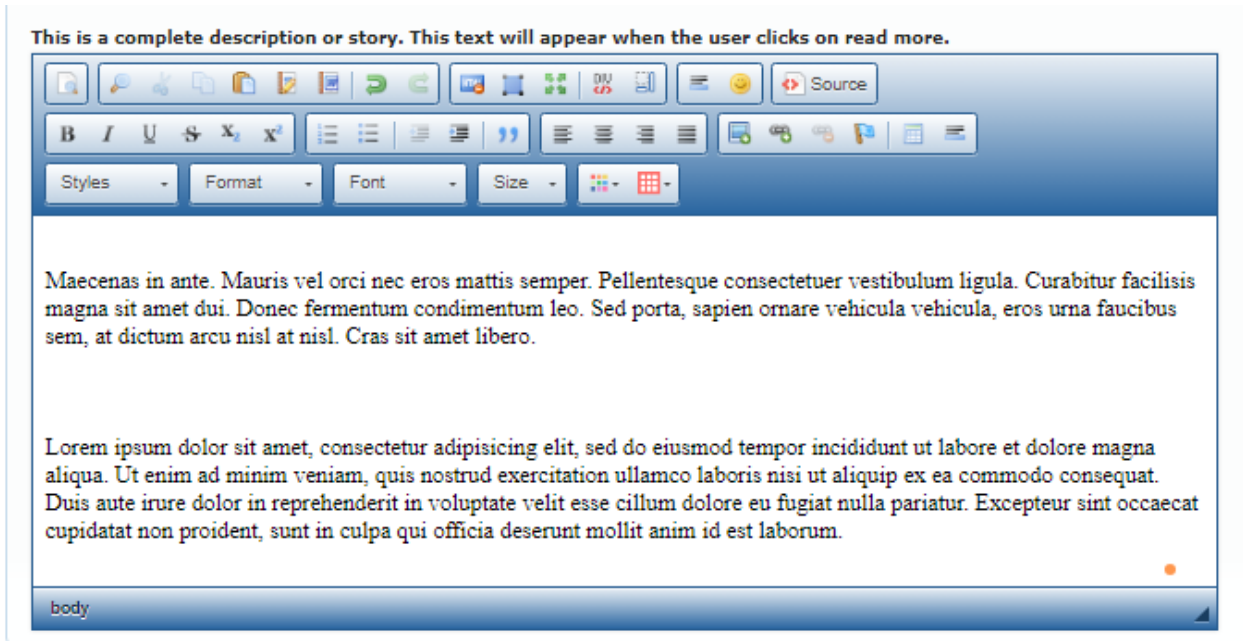
You'll want to enlarge the tiny workspace to add photos and review/edit your product.
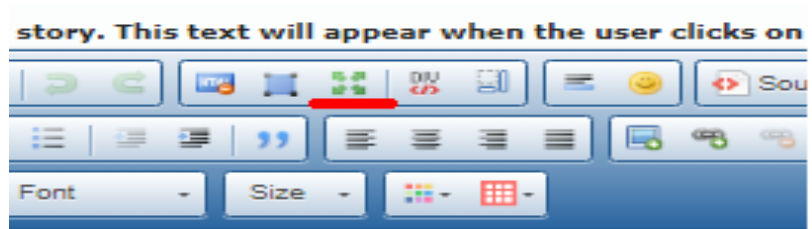
So, click the tiny **Maximize** button (shown here underlined in red). You'll get this:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit.

Suspendisse metus neque, semper ac, ultrices eget, fringilla quis, augue. Quisque vel risus id mi mattis vehicula. Suspendisse a lectus eget diam sollicitudin semper. Curabitur eu metus. Fusce bibendum, orci sit amet nonummy venenatis, ante enim scelerisque libero, vel eleifend dolor sem vitae neque.

Maecenas in ante. Mauris vel orci nec eros mattis semper. Pellentesque consectetuer vestibulum ligula. Curabitur facilisis magna sit amet dui. Donec fermentum condimentum leo. Sed porta, sapien ornare vehicula vehicula, eros urna faucibus sem, at dictum arcu nisl at nisl. Cras sit amet libero.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Adding Photos to the Rota-Teller:

Now that your text has been entered, it's time to add the photos. You don't have to use all the photos. Select the ones that fit your story. If there's a photo you'd like to include — but which doesn't fit into your story — just put it somewhere on the page and add a caption. You're in charge! Some editors have built their story around the photos, adapting their text to fit. Others insert photos into their text where they seem to fit. It's up to you. *But make sure the photos are in a file on your computer.*

Dragging photos is an easy way to add photos to your text.
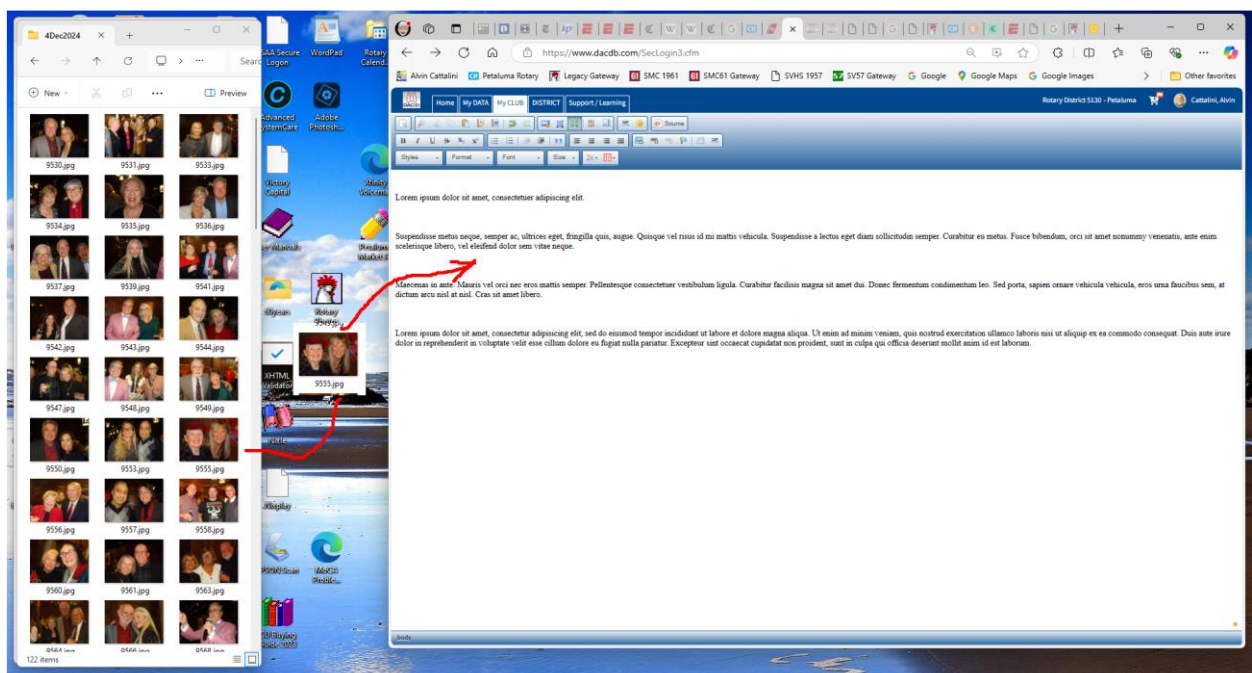
Resize your DACdb window and your photo file window so they are both visible on your monitor. Place your cursor on the photo you desire to import, click down on the cursor and, *while continuing to hold the cursor down*, move the cursor across your screen. You will see the photo moving along with the cursor. (The screenshot above shows a photo partway on its journey.) When the photo is located where you want it in your story, release the cursor button. A copy of the photo will now be located within your text. You can then move it around in the text as you wish. Repeat with the next photo until all desired photos are copied.

You may need to add — or remove — blank lines between paragraphs to present an attractive appearance.

Important: Don't worry about font style or size. That will be adjusted automatically later.

Be sure to add *Today's Editor: Your Name* (in italics) below the end of your story!

Finally, *centered* at the very bottom of the page, add a link to the club website:

<u>Click/tap to visit Club Website</u>

When you've finished and the layout looks the way you want, click the old Maximize button which has become the **Minimize** button. This window will appear:
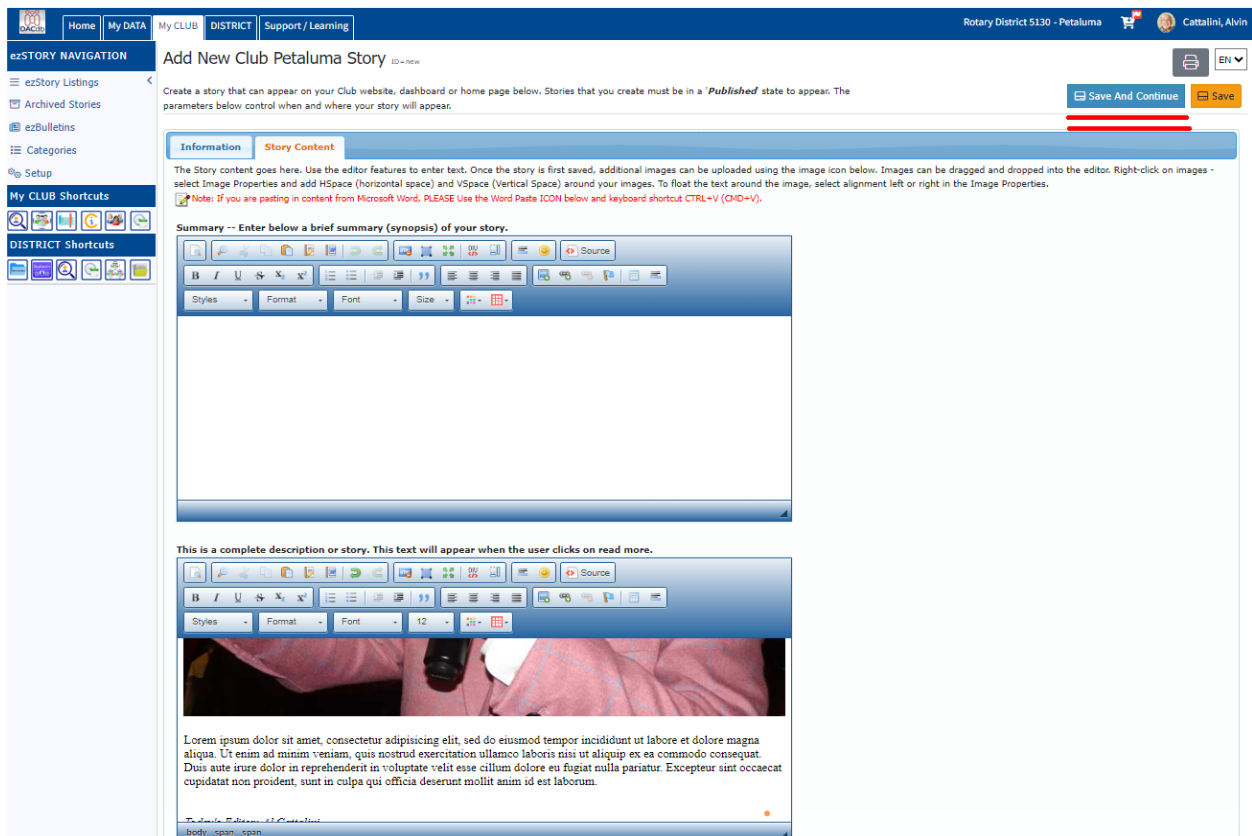
Click the blue **Save And Continue** button (underlined in red) at the upper right. On the next screen you'll see this in the upper left corner:

Click on **ezSTORY NAVIGATION** and then on **ezStory Listings**. Then click **Draft Stories**.

Your story will appear in the **Draft** section. Click the **pencil** (underlined in red) in the **Action** block to "edit" your story. Your story must be reviewed (optional), approved, and then "published" before it can get to the Rota-Teller template. Fortunately, as an editor you are authorized to perform all these functions. Here's what you see when you click the Edit pencil:

Edit Club Petaluma Story: Rota-Teller - January 32, 2099 ID=277991

Create a story that can appear on your Club website, dashboard or home page below. Stories that you create must be in a 'A
parameters below control when and where your story will appear.

| **Information** | **Story Content** |

Start your story by entering the information below. The selections you make will affect the presentation of the Story to yc
These will typically be the same -- but do not have to be. Also, the sequence will determine the order your story will appe

*Story Name: Rota-Teller - January 32, 2099

*Headline January 32, 2099

Limited HTML can be included in the headline

Story State:
- ◉ Draft:
- ○ Review: ▬▬▬▬▬▬
- ○ Approved: ▬▬▬▬▬
- ○ Published: ▬▬▬▬▬

*Story Start Date: 12/06/2024 🗓 Start showing the Story as of this this date (default is today)

Post Until: mm/dd/yyyy 🗓 Show the Story Until this date. Blank means forever -- until deleted.

Main Story Image: Choose File | No file chosen

This is the main story image. It will be alternated down the page.

Only one (1) main image is allowed per story.
 Additional images can be uploaded and

added in the ezStory summary or description.
 To post to Facebook, the image uploaded must be

600x315px in size.

Additional images can be uploaded and added in the ezStory summary or description.

To post to Facebook, the image uploaded must be 600x315px in size.

Show Story In:
(All On|Off)
- ☐ Websites
- ☐ Home Page
- ☐ Dashboard
- ☐ ezBulletin ▬▬▬▬▬▬▬▬▬
- ☐ eMeeting

**Enable Comments:** ☐ Enable Comments (blogging) on website

It would be nice if you could perform the review, approve, and publish functions simultaneously. But you can't. You can skip the optional Revue function and immediately select the **Approved** option (middle of the three Story States above marked in red). Also, make sure that the **ezBulletin** box remains checked. Make no other changes to the page. Click the blue **Save And Continue** button at the upper right.

Repeat the process again, this time selecting the **Published** option and again checking the **ezBulletin** box. Again, click the blue **Save And Continue** button at the upper right. Your ezStory is now complete and ready to enter the world of ezBulletins.

Click the **ezBulletins** link at the far left of the screen and you'll be taken to the page shown immediately below. (This page can also be reached by clicking the **Club ezBulletins** icon on the **My Club** tab you clicked at the very beginning of this process.)
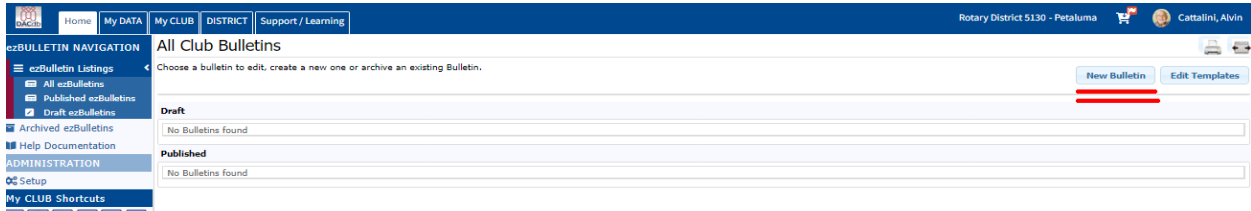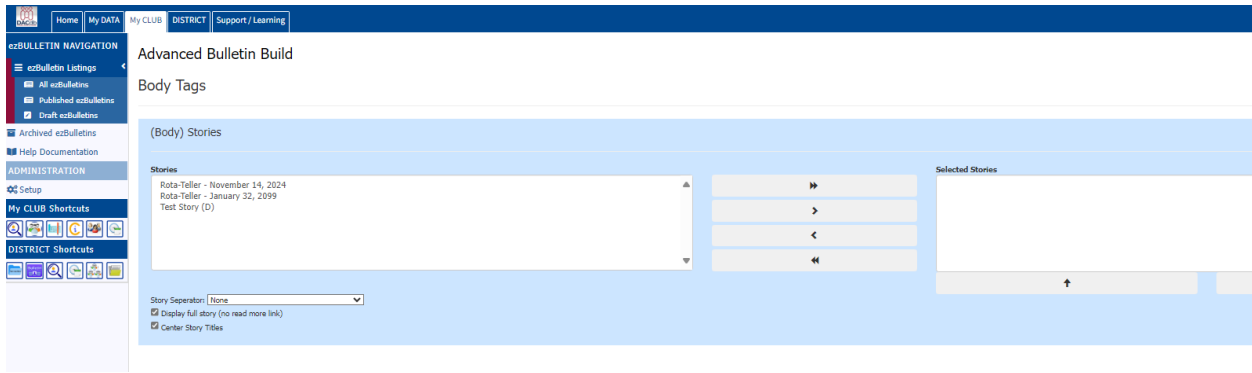

Click the **New Bulletin** button (underlined in red above). You'll see something like this:
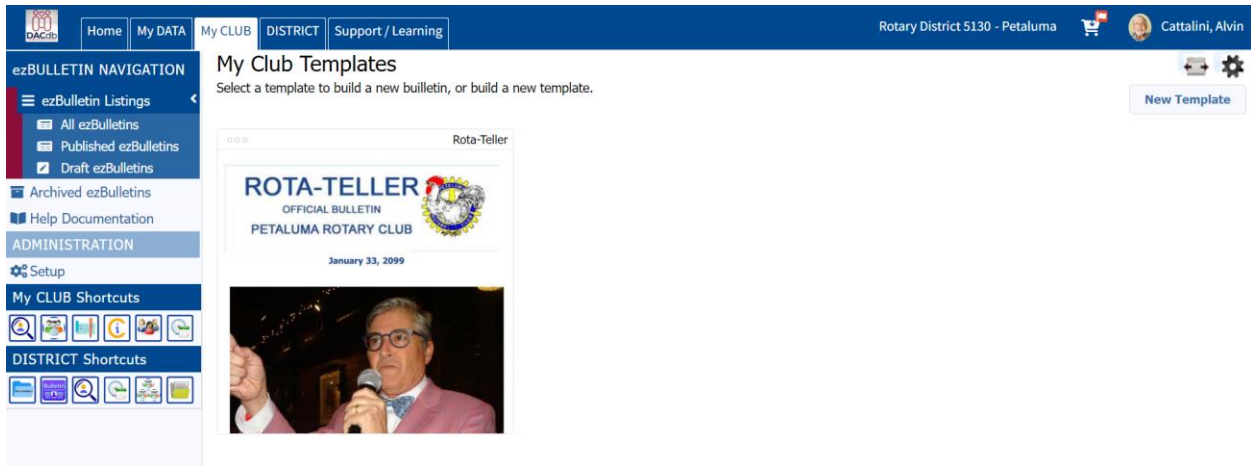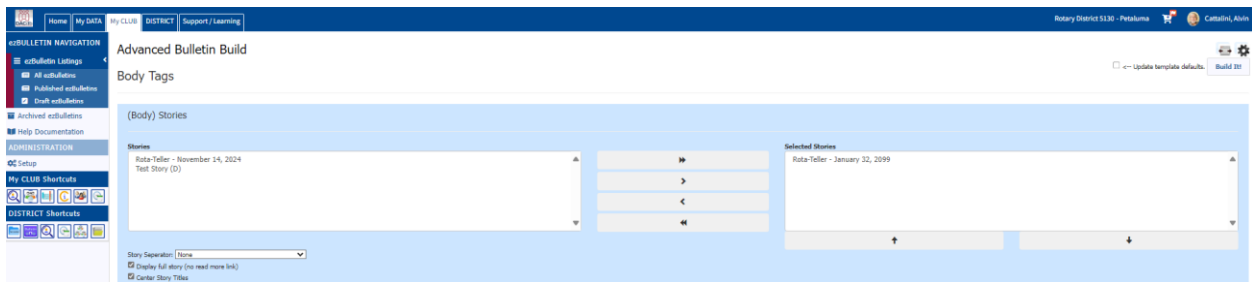

Move your cursor over the thumbnail preview of the Rota-Teller template. The thumbnail will darken, and you'll see this:
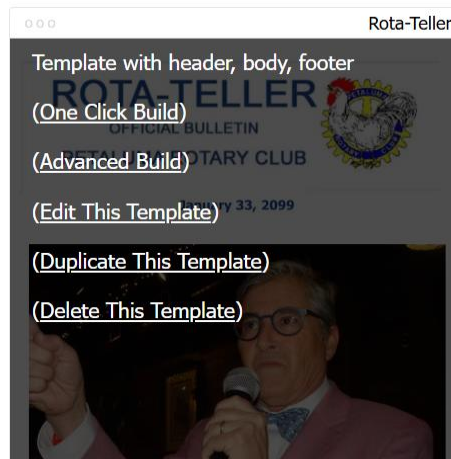

Click **Advanced Build** on the thumbnail preview. You'll see a screen like this:

Find your ezStory in the **Stories** block on the left, highlight it, and then click the **> arrow** to move it to the **Selected Stories** panel on the right.

You'll see that your ezStory has moved as directed. Click your selected story to highlight it. Important! (If you don't highlight it, you'll end up with a blank Rota-Teller.) Make sure the lower left looks exactly like this:
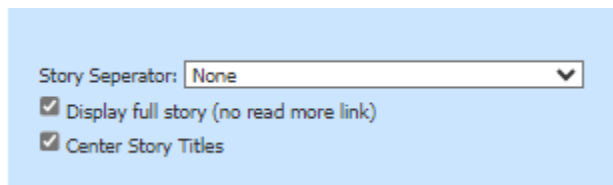

Story Seperator (sic) "None" and both boxes checked.
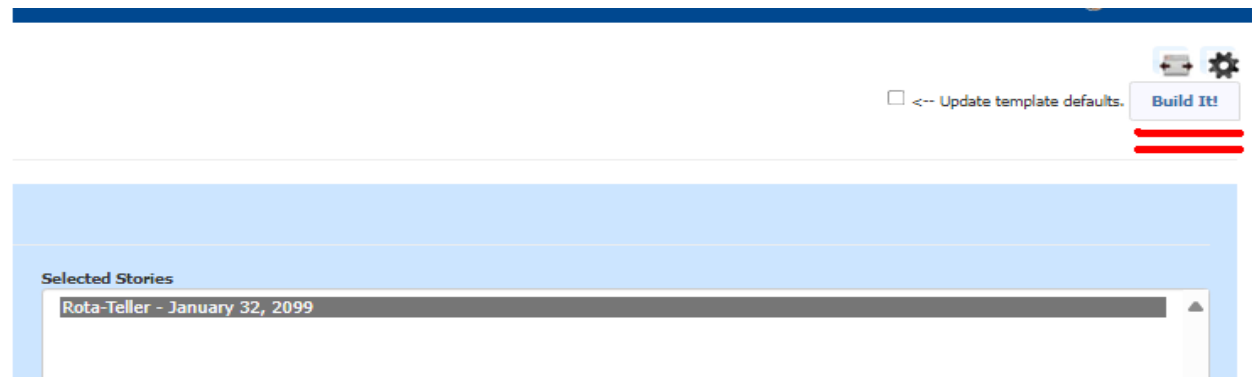
Then click the **Build It!** button in the upper right corner (shown here underlined in red). If all goes well, your new Rota-Teller will appear. You can scroll through to review it one last time if you wish.

Sending a Test Rota-Teller to Yourself:

Now that you have created the Rota-Teller and you are satisfied with its appearance, it's time for the acid test. You need to see what it actually looks like when it arrives by email. So, you send it to yourself. Click the **Test Email** button (underlined in red above).
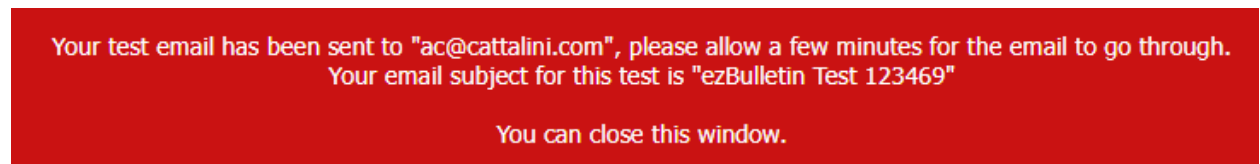
You'll see a notice like this at the top of your screen. Follow the suggestion and close the window. The Rota-Teller will be in your inbox shortly.
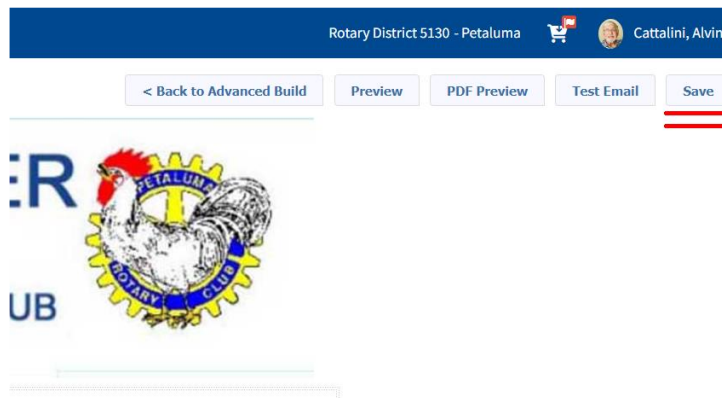
Now click the **Save** button at the upper right corner of the window. This pop-up window appears:

Using the format shown above, name your bulletin with the issue date (the same date used for the ezStory). Note that there is no comma after the 33. We wanted "January 33, 2099" but the DACdb software will not accept commas. If you are able to enter a comma, do it! Then click **Submit**.

Draft

Action	Bulletin Name
✏️ ✖️ AB 📁	Rota-Teller - January 33 2099

Now your draft bulletin is ready to be published. Click the **yellow pencil icon** to start the editing process. Unlike the ezStory, there are no review and approval steps required to publish the ezBulletin. Clicking the yellow pencil will bring you here:

Click the **Publish** button at the upper right and you'll get this message:

This Is A Published Bulletin
A published bulletin is ready to be sent out via PMail or made into into a PDF. To make changes to this bulletin, click the unpublish button in the upper right corner.

Sending the Rota-Teller to our Readers:

Now that the Rota-Teller has been published, it's time to send it to our members and to certain others authorized to receive it. Go to the **My CLUB** tab and click on the **Club ezBulletins** icon.

Club ezBulletins

Find your Rota-Teller on the next screen and click the **PMail** icon immediately to its left.

Draft

No Bulletins found

Published

Action	Bulletin Name
✏️ ✖️ AB 📁 PMail ▦	Rota-Teller - January 33 2099

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The obscure **PMail** icon is underlined in red here to help you find it. When you click it, this pop-up window will appear:

Confirm that this is checked as shown above. This specifies that the Rota-Teller will be emailed to the **Active** and **Friend of Rotary** mailing lists. (Friend of Rotary is an alias for our "subscribers". These include spouses of deceased Rotarians and others who have requested to receive the Rota-Teller.) Then, click the **Send PMail** button. Here's the top of the next screen you'll see:

The addressees who will receive the emailed Rota-Teller are listed in the **To** block, which is shown blank in this example. The message will come from the name in the **From** block. (I changed my "friendly display name" to Al Cattalini before sending. When you are satisfied with the names in both blocks, click the **Send** button. The PMail will be sent, and you'll see something like this:

PMail Confirmation Summary
Wednesday December 11, 2024

Sending PMail:

Send Date:	**12/11/24 16:00**
Sent From:	**Al Cattalini** (Display Name)
From Email:	**ac@cattalini.com**
Reply To:	**ac@cattalini.com** (Members will reply to this address)
Subject:	**Rota-Teller - January 33 2099**

Recipient List:

#	Recipient	Club	EMail Address	Comments
1	Cattalini, Alvin	Petaluma	ac@cattalini.com	
2	Wroten, Jeremy	Petaluma	drjeremy@luminouschiro.com	

Sending Summary:

- **2** of **2** Email(s) sent to members addressed
- **0** Email(s) addresses were blank
- **0** Email(s) skipped because Member Opt-Out setting
- NO CC Email defined or sent
- NO BCC Email defined -- BCC copy *not* sent

Message Summary:

This confirmation records all the details of your PMail, including (in the Message Summary) a copy of your Rota-Teller. Congratulations! You are done! (Of course, you'll want to check your inbox to admire your handiwork. It'll be there within a few minutes.)