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:

Home My DATA	My CLUB DISTRICT Support /	Learning			Ro	tary District 5130	- Petaluma	🚅 🕘 Cattalini, Alvin
ezSTORY NAVIGATION	Club Petaluma ezSt All Stories	ories					search	
 All Stories Published Stories Approved Stories 	Choose a story to edit, create a m To sequence the stories, simp	Noose a story to edit, create a new one or archive an existing story. To sequence the stories, simply drag and drop them in order within the the publishing state.						
Review StoriesDraft Stories	Published							
T Archived Stories	Action	Story Name	Visible	Show On	Comment	Story Date +	Post Until 🕈	Contributed By \$
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i≣ Categories	Total Published Stories: 1							
©⊚ Setup	ezStory Access Lists:							
My CLUB Shortcuts	Users with Editing rights	Baddeley, Michael J.; Caruana, Michael; Cattalini, Al	rin; Elzi, Chris Pet	er; Ferris, Joanr	ie; Ambrosio,	Michael J; Hecker, I	Doug Michael; The	omas, Lucinda
2 🚳 🖬 💽 🚳 😪	Users with Publishing right	: Baddeley, Michael J.; Caruana, Michael; Cattalini, Ah	rin; Elz <mark>i,</mark> Chris Pet	er; Ferris, Joanr	ie; Ambrosio, I	Michael J; Hecker, I	Doug Michael; The	omas, Lucinda
DISTRICT Shortcuts	Show On P W - Websites(District/Club) H - Home Page D - Dashboard B - ezBulletin M - eMeeting	ublishing States: Dornt this hairs y ratas when a story is entered by a member Review stath have been multicle for noview and odding. This tasks Approved - stores are narely for published. Published - stores are visible and dispect in areas they are multi- Archived - stores are aviable and dispect in an archived state. Archived s	Stories can then be pr can be bypassed. itin other areas of Dat d to appear in (e.g., et ories must be restored	omoted to another s Cdb. Approved (and l ternal websites, das l before they can be	tate depending on Published) stories hboard) edited or referenc	the Security level of the can be viewed above usi ed.	e user. ng the [View] button ti	show how the stories will be

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

Home My DATA	My CLUB DISTRICT Support / Lear	ning	Rotary District 5130 - Petaluma	🖞 🕘 Cattalini, Alvin
eZSTORY NAVIGATION	Add New Club Petalun	a Story ID-NEW		
 ≡ ezStory Listings < □ Archived Stories 	Create a story that can appear on you parameters below control when and v	r Club website, dashboard or home page below. Stories that you create must be in a ' <i>Published</i> state to appear. The here your story will appear.	Arr Share 🕞 Save	And Continue
E ezBulletins	Information Story Conter			
© Setup	Start your story by entering the in These will typically be the same	ormation below. The selections you make will affect the presentation of the Story to your members. The 'Story Name' is what you know but do not have to be. Also, the sequence will determine the order your story will appear when published. Stories with the same seque	w the story by. The 'Story Headline' is what ince number may appear in any order.	your members will see.
	*Story Name:	This is the Title of you	r Story, as it appears internally	
DISTRICT Shortcuts	*Headline	Enter Story Title / Headline as it will appear who	en it is published	
E 2 C 2 E	Story State:	Draft Draft Review: Approved: Dublished:		
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	Show Story In: (All On Off)	Websites Home Page Dashboard aczbulton		
	Enable Comments:	Enable Comments (blogging) on website		
	Include: (All On Off)	Story Date By Line Gdited By Story separator		
	Category:	No Categories defined		
	By Line: (Contributed By)	None V Name to appear on the By Line (# displayed).		
	Share To: (All On(Off)	O faceBook X Twitter D Linkedin C t Tumbir O Reddt Specificat Q Reddon Specificat Q Reddon	□	y .

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 select Image Prope	goes here. Use the ec erties and add HSpace	litor features to enter text. Once the story is first saved, additional images can be uploaded using the ((horizontal space) and VSpace (Vertical Space) around your images. To float the text around the image
Note: If you are	pasting in content from	n Microsoft Word, PLEASE Use the Word Paste ICON below and keyboard shortcut CTRL+V (CMD+V).
Summary Ent	er below a brief su	nmary (synopsis) of your story.
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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.

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.

story. T	his tex	t will	арре	ear w	/hen	the u	iser (click	s on
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So, click the tiny **Maximize** button (shown here underlined in red). You'll get this:

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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, <u>centered</u> at the very bottom of the page, add a link to the club website:

Click/tap to visit Club Website

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 '*I* parameters below control when and where your story will appear.

Information Story Conte	nt
Start your story by entering the in These will typically be the same	formation below. The selections you make will affect the presentation of the Story to yo 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 B 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. > br /> 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.)

Home My DATA	My CLUB DISTRICT Support / Learning	Rotary District 5130 - Petaluma	R.	👩 Cattalini, Alvin
ezBULLETIN NAVIGATION	All Club Bulletins			A +
≡ ezBulletin Listings < ■ All ezBulletins	Choose a bulletin to edit, create a new one or archive an existing Bulletin.	Nev	r Bulletin	Edit Templates
 Published ezBulletins Draft ezBulletins 	Draft			•
Archived ezBulletins	No Bulletins found			
ADMINISTRATION	No Bulletins found			
My CLUB Shortcuts				

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:

Home My DATA	My CLUB DISTRICT Support / Learning			
ezBULLETIN NAVIGATION	Advanced Bulletin Build			
\equiv ezBulletin Listings <				
All ezBulletins Published ezBulletins	Body Tags			
Archived ezBulletins	(Body) Stories			
Help Documentation				
ADMINISTRATION	Stories			Selected Stories
¢\$ Setup	Rota-Teller - November 14, 2024 Rota-Teller - January 32, 2099	•	*	
My CLUB Shortcuts	Test Story (D)		>	
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DISTRICT Shortcuts		-	*	
E E Q C 🔬 🗉				†
	Story Separator (None v) Display full story (no read more link) Carter Story Titles			

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.

Home My DATA	My CLUB DISTRICT Support / Learning			Rotary District 5130 - Petaluma 🏾 🏋 🔞 Cattalini, Alvin
ezBULLETIN NAVIGATION ezBulletin Listings All ezBulletins Published ezBulletins	Advanced Bulletin Build Body Tags			 Updata templata defaulta. Build TE
Archived ezBulletins Help Documentation ADMINISTRATION	(Body) Stories		Selected Staries	
C Setup My CLUB Shortcuts	Rote Toler - Issember 14, 2024 Test Story (2)	۲۶ ۲ ۲	Rota-Teller - January 32, 2099	Ļ
= = 4. C & 	Story Separation [Norme G Dayley (all starty (so read more link)) C Dayley Story Taba		+	÷

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.

	🗌 < Update template defaults.	Build It!
Selected Stories		
Rota-Teller - January 32, 2099		

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).

Your test email has been sent to "ac@cattalini.com", please allow a few minutes for the email to go throug Your email subject for this test is "ezBulletin Test 123469"	jh.
You can close this window.	

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:

Please	Name Your New Bulletin	×
Name:	Rota-Teller - January 33 2099	
		Submit

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**.



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:



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.



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



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

Select MemberT	ypes to Send Pmail T	0		3
Select the MemberTy	ypes below that this PMail	should be sent to:		
Member Type:	Active	Active-Associate	Active-Corporate	 Active-Family
(All On Off)	Active-LOA	Active-R85	Active-Satellite	Active-Satellite-LOA
	□ Active-Satellite-R85	 Active-Senior Member 	 Active-Young Professional 	Corporate Member
	Friend of Rotary	Honorary	Interact	Prospect
	Rotaract Advisor	Rotaractor	Staff Position	🗌 Guest
	Guest-Rotarian	Potential Member	Proposed	🗌 Alumni
	Alumni-INTERACT	Alumni-ROTARACT	Alumni-RYE	Alumni-RYLA
	Alumni-Verified	Non-home Club		
Include:	Petaluma			
				Cancel Send PMail

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.cor	m		
end	ing Summary:						
	 2 of 2 Email(s) sent to m 0 Email(s) addresses wer 0 Email(s) skipped becau 	embers addressed e blank se Member Opt-Out setting					
	 2 of 2 Email(s) sent to m 0 Email(s) addresses wer 0 Email(s) skipped becau NO CC Email defined or s 	embers addressed e blank se Member Opt-Out setting ent					

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.)