

TRAINING NOTES: HOW TO POST SCRIBE NOTES TO DACdb

General Introduction:

Once a meeting has happened, and scribe notes have been composed and saved, and photos have been taken and saved, there are two parts to putting all this information on the website for the Current Meeting Bulletin:




- Notes: Compose the text of the minutes in Word or another word processor. Then cut and paste the story into a DACdb ezStory.
- Photos: Assemble the photos into a photo gallery on the website and modify the ezStory so the photos will show at the bottom of the Bulletin. Sue Nelson is currently doing this part; the Scribe doesn't have to do anything about photos.

Getting Ready: Load the Scribe notes into a program like Word and do the rough formatting:

- When you are the scribe, you write notes in your own style, in your own way. The goal is to provide some basic information about the meeting, not a word-for-word recap of everything that was said or done.
- The scribe notes from the meeting should:
 - Use simple formatting. Things should appear neat and orderly.
 - Large print, bold, italics, bullets are all ok. No charts.
 - Bullets or numbered lists are fine.
- It is generally easier to edit your notes in the program you usually use, rather than trying to type them in directly to DACdb. But it's your choice.
- When the preliminary formatting is done, 'select' the complete story and 'copy' it into your clipboard to hold it for later

Here are the Steps showing you how to update an ezStory in DACdb

1. Log into DACdb and go to My Club -> Club ezStory.
2. Note about the screen:
 - The stories on the top of the screen are 'Draft' stories – they haven't been published yet; they are placeholders for you to use that already have the correct dates and options checked. The setup is already done.
 - The stories on the bottom of the screen are 'Published' stories – they are already published. Don't mess with them unnecessarily.
3. In the top section, find the meeting date you want to edit. Then click on the little pencil on the left to edit that story. Let's choose Jan 18th.

	meeting-2022-01-18		W	<input type="checkbox"/>	F 01/18/2022	
	meeting-2022-01-25		W	<input type="checkbox"/>	F 01/25/2022	
	meeting-2022-02-01		W	<input type="checkbox"/>	F 02/01/2022	

4. On the Information tab – do this:

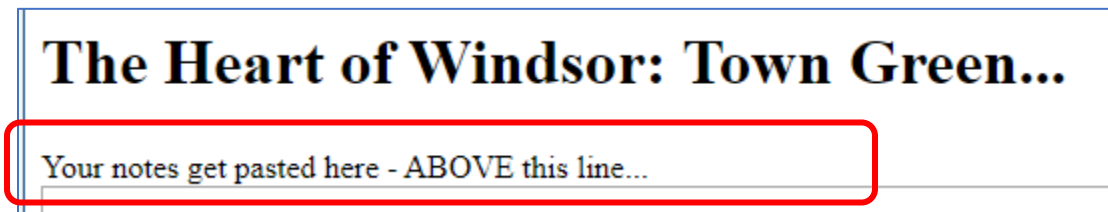
- Story Name, like “meeting-2022-01-18”, will already be there. **Leave it alone.** It needs to have that format for it to load correctly. If you have the urge to change it, resist!
- Headline for story, should already say “Meeting Bulletin – January 18, 2022”

5. On Story Content tab – do this:

- Title for story. Enter one line about the meeting, like “The Heart of Windsor: Town Green Merchants Tell All”. Enter it right on top of the “<Title Goes Here>” so that it becomes the new title. Keep it succinct and exciting.



- Paste the story you that you copied into your clipboard into the Summary section – ABOVE that thin box line – that thin line is where the photos go...

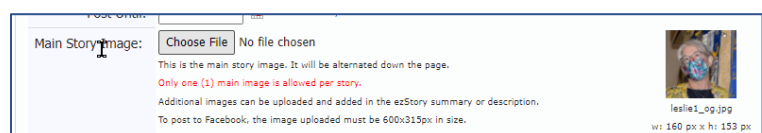
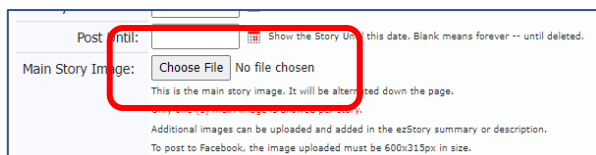


- Look at what you’ve pasted in. Clean up the formatting as necessary – don’t obsess. “OK” is good enough.
- Click Save (at top right) – **Warning:** Until you click “Save”, it could all go away. If you leave the screen, you may lose your work. Remember to click “Save”



6. NOW GO BACK to the Information tab – do these two final steps:

- ONE: Main Story Image: You have the option to choose a thumbnail image for this story. This is the image that will appear in a list.
 1. What I usually do is this: I go check out the images that Sue has posted and do a screenshot of a piece of one of them. It’s usually of the speaker, but could be of anything that will help identify the meeting.
 2. Once you grab something, the size should be something small – like 150x150. Save it someplace.
 3. Then click on “Choose File” and pick it. DACdb will upload it.



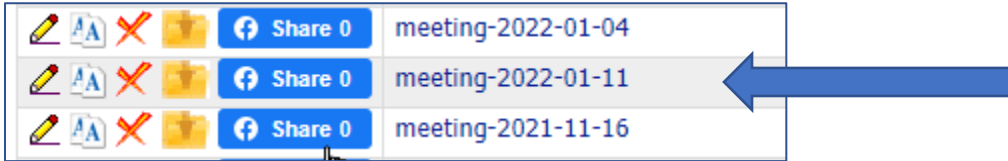
- TWO: On the Story State option, change the radio button from “Draft” to “Published”.

Story State: ☐ Draft ☐ Review ☐ Approved ☒ Published

Good job! Your story should now show under Current Meeting Bulletins on the website. Please go check it on the website – Does your bulletin look good? Is it showing the right pictures for this meeting? Good – BUT WAIT... You’re not quite finished. We have to move the PRIOR week’s story out of there and put him where he will live from now on.

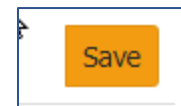
Here are the Steps to move last week's ezStory into the Past Meeting Bulletin section:

1. When you get back to the list of ezStories, find the previous week's story in the list of Published Stories and check the pencil-edit button. Since we're working with Jan 18th, the prior week is Jan 11th, for example.



2. On the Information tab – change these check boxes
 - Uncheck “Current Meeting Bulletin”.
 - Check “Past Meeting Bulletins”.

3. On Story Content tab
 - Select and cut all of the story starting BELOW the title, and then paste it into the lower part where it says “This is a complete description or story.”
 1. Make sure you copy everything, including Diane’s notes about COVID and the big blank box that says “IFRAME” in the middle – that’s the pictures section.
 - Click ‘Save’ at the top and then exit the page.



4. **Yippee!! You did it!!**

PRIOR VERSION (Do Not Use unless you check with JB first):

These are instructions which lead you through the process if a DRAFT template has NOT been created and you need to start from scratch.

Introduction:

Once a meeting has happened, and scribe notes have been taken and saved, and photos have been taken and saved, there are two parts to putting all this information on the website for the Current Meeting Bulletin:

- Cut and paste the story into a DACdb ezStory and check boxes in the story settings so it will show up in the website. We would like the Scribe to accept this responsibility. It only takes a few minutes to do.
- Assemble the photos into a photo gallery in the website, and modify the ezStory so the photos will show at the bottom of the Bulletin. This is also very easy.

Load the scribe notes into a program like Word and do the rough formatting:

- The scribe notes from the meeting should:
 - Use simple formatting, but appear neat and orderly.
 - Large print, bold, italics, bullets are all ok. No charts.
 - Bullets or numbered lists are fine.
- When the preliminary formatting is done, 'select' the complete story and 'copy' it into your clipboard to hold it for later

Here are the Steps showing you how to make an ezStory in DACdb

2.

1. Log into DACdb and go to My Club -> Club ezStory.
2. Click Add Story (at top right) – this is the story for the current meeting.
3. [On the Information tab – enter these two descriptions:](#)
 - Enter Story Name, like “Meeting 2021 10 12” (format it like shown here)
 - Enter Headline for story, one line about the meeting, like “The Heart of Windsor: Town Green Merchants Tell All”
4. [On the Information tab – select these check boxes:](#)
 - Story State – check Published
 - Enter Story Start Date – enter the date of the meeting
 - Post Until – leave blank
 - Main Story Image – choose an image that represents the story, or leave blank. This is tricky and you may want to skip it.
 - Show Story In – check Websites
 - Enable Comments – leave blank/unchecked
 - Include – Check -> Story Date and Story Separator
 - Category – Check -> Current Bulletins
 - By Line – None (at the top of the list), or you, not important – will not show
5. [On Story Content tab –](#)
 - Paste the story you that you copied into your clipboard into the Summary section
 - Clean up the formatting as necessary – don't obsess. “OK” is good enough.
 - Click Save (at top right)

Here are the Steps to move last week's ezStory into the Past Meeting Bulletin section:

2.

1. When you get back to the list of ezStories, find the previous week's story in the list and check the pencil-edit button
2. **On the Information tab – change these check boxes**
 - Change the Headline so that it says "Meeting Bulletin – October 26, 2021" (with the correct date)
 - Uncheck "Current Meeting Bulletin".
 - Check "Past Meeting Bulletins".
3. **On Story Content tab**
 - Select and cut all of the story past the title, and then paste it into the lower part where it says "This is a complete description or story."
 - Click 'Save' at the top and then exit the page.
4. **Yippee!! You did it!!**