ROTARY – PEOPLE OF ACTION HELP SHEET

6/1/2018

Basic Requirements:
For a PC, the following make creating and editing easier: Adobe Pro (for editing PDF documents),
PowerPoint, Publisher, and/or Word to create the items you want.

Have on Hand:
Good action photos from your club's projects, fundraisers, gatherings.
Write a short, concise, narrative for each People of Action topic (Transform, Inspire, etc.)

Making a Poster or Facebook Post:

- Sign in to My Rotary at www.rotary.org.
- Click on Brand Center (can be found under News and Media)
- Select People of Action, Learn More
- Select People of Action, Create Your Own. Note that any document you create will be saved in My Templates for 30 days only so it is best to save your document to your computer.
- Select Print Ad. Note that you will have the best results with photos in portrait orientation for print ads. Landscape orientation photos will have portions of the photo cut on each side.
- Click on Create and select English.
- Select Verb Option and then click on Custom (left click on the center of the picture where it says "Click Here".
- Your uploaded photos will be brought up.
- Click on the plus (+) sign in the lower left corner
- Select browse to find desired photo.
- Click Upload (Note: make sure you have made any adjustments, like cropping ahead of time)
- Refocus photo if needed and select Apply.
- Select Text and type in your description.
  Be sure to add both Rotary.org and your local club or our district web address and Facebook addresses if applicable.
- Click on Save. Type in the name of your file and date.
- Click on OK.
- Click on Refresh to return to your print ad.
- Click on Download PDF
- Click on the "I have acknowledged this message" then download.
- Click on Open (at the bottom of the screen)
- Check over your print ad for any needed corrections. If you have Adobe Pro or Illustrator you will be able to edit the PDF.
- Click on Template and Save to your personal Public Image folder.
- For Facebook posts, use "Edit Text and Images" to insert text box on photo.