

RCYC Foghorn Graphics Procedures

Work Hours:

The Board approved actual hours worked on the Foghorn. Log in here: [Log Your Time Here](#)

Graphics Basic Procedures:

1. Reply to the "heads up". This confirms the newsletter team of the month.
2. Suggestion: File unedited articles received from contributors in a "Draft Folder" and the edited articles in a "Final Folder". This helps you double check that all articles have been edited and placed. Sometimes I find a file that was not sent to the editor, I forward it. Or I pick up something from emails sent out to Member that might be of interest or worth repeating in the Foghorn. For example: Work party announcements, dredging concerns,
3. Communicate: Let the person sending images know you have received them.
4. Place edited articles and images in the newsletter. Enhance images as needed.
5. Try to keep the page total even so if printed double sided evenly. Makes the newsletter complete.
6. Captions: Some photos come in with them; I add them when possible, but not if I can't get them all for the series or event. Large gathering, group photos, I don't even try. Trying to identify members in the Year Book can be a challenge to say the least. The effort you choose to adding captions is your call.
7. Send newsletter draft back to editor for review; make corrections.
8. Send the final draft out to all Foggers individual emails a day or so before posting on website.
9. Make sure hyperlinks are functioning in the PDF file.
10. Label PDF file: Foghorn-2014-09.pdf.
11. Upload file to RCYC website (see Page 2 for details).
12. Notify all members that the Foghorn is online: everyone-at-rcyc@rosecityyachtclub.org
13. Print the Foghorn for mailing to members who cannot upload the newsletter or receive email.
Donald Belshaw, 156 Ogden Drive, Oregon City, OR 97045-3040 and
Janet Bradley, 12775 SW Dickson St., Tigard, OR. 97224-3033

Monthly Contributions

Contributors need to be responsible for sending accurate information, proofing their work before sending in their articles, and for meeting the deadline. The contributors in **Bold** are regular contributors; we may not receive articles every for issue. If the graphics person thinks something is missing, follow-up with the editor.

Newsletter Contribution Checklist:

- **Commodore's Log:** "big" issues - major Club concerns, and acknowledgements of members' services to the Club.
- **Vice Commodore's article:** items pertaining to Clubhouse use, upcoming or past events, up-to-date calendar, work parties, and work hours, etc.
- **Moorage Matters:** moorage and boating safety, and maintenance issues.
- **Secretary's Notes:** communications, human interest, and new members.
- **Rear Commodore's Log:** recruit and encourage members for Officer and Board positions; responsible for organizing the Pirates Breakfast and Commodore's Ball.
- **Education**
- **Calendar of Events**
 - *General meeting*
 - *Work party information*
 - *Party, cruises, other events*
 - New member information
 - Cruising Corner (sprint to fall)
 - Work Party Information
 - Party or event announcements
 - Dredging (winter months)
 - Racing (when in season)
 - Articles of past events

Photos: We encourage all members to take photos and send them in, but alas few do. So, I take photos with my iPhone most of the time when I am at an event, meeting, work party and any photos that may be of interest.

Uploading the Foghorn to RCYC Website & Email from RCYC gmail

File Name: Foghorn-YEAR-MO (Example for January 2024: Foghorn-2024-01 – Months: 01-12)

Log in to RCYC Website: <https://rosecityyachtclub.org/>

See this video of instructions that Cathy Skach prepared: <https://www.youtube.com/watch?v=MRaWnnkPI>

(NOTE: Different users may see slightly different screen arrangements – below works well for Rhonda)

The first screenshot shows the WordPress dashboard with a red arrow pointing to the '+ New' button in the top navigation bar. A second red arrow points to the 'Post' option in the dropdown menu.

The second screenshot shows the 'Add New Post' screen. A red arrow points to the title field where 'Foghorn January 2024' is entered. Another red arrow points to the 'URL' field, which contains 'rosecityyachtclub.org/?p=7005'. A third red arrow points to the 'Categories' sidebar on the right, where the 'Foghorn' category is selected. A fourth red arrow points to the '+ Add Block' button in the bottom left corner.

The third screenshot shows the 'Add Block' modal. A red arrow points to the 'File' block option. Another red arrow points to the 'Publish' button in the top right corner of the modal. A third red arrow points to the 'Move to trash' button in the 'Post' tab on the right.

Click + New
Choose "Post"
Add Title
Copy URL for Email
Check "Foghorn" Category
Click + Add Block
On the + Add Block screen
Choose "File" – this should
direct you to your own
computer folders
Select your Foghorn PDF
file
Click Upload
Click Publish – may have
to do it twice
Review Post (lower left
corner)

Compose an email at RCYCFoghorn@gmail.com to everyone-at-rcyc@rosecityyachtclub.org - Paste URL link

Wordpress sometimes looks different depending on whether one or other of the features gets selected on or off, which doesn't change the usability only makes the interface change how it looks and a new user feel 'lost'. I suggest a user view and follow the video I created: <https://www.youtube.com/watch?v=MRaWnnkPI>

Provided by Cathy Skach