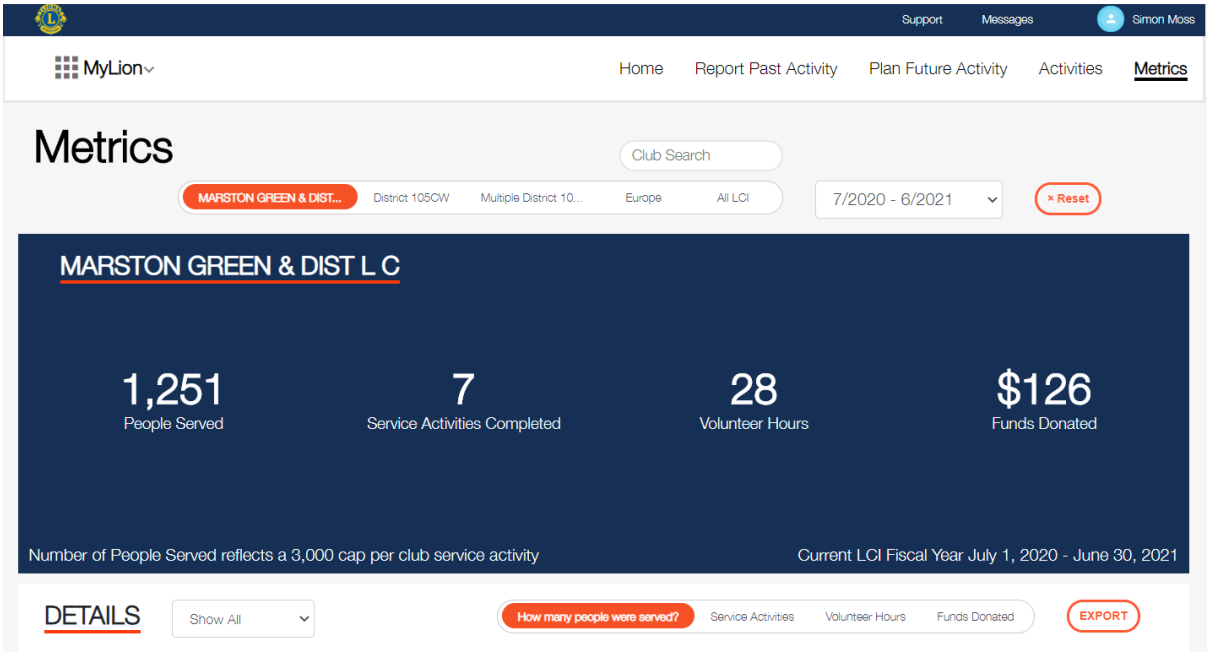
How to complete the Lions Club Community Report Template

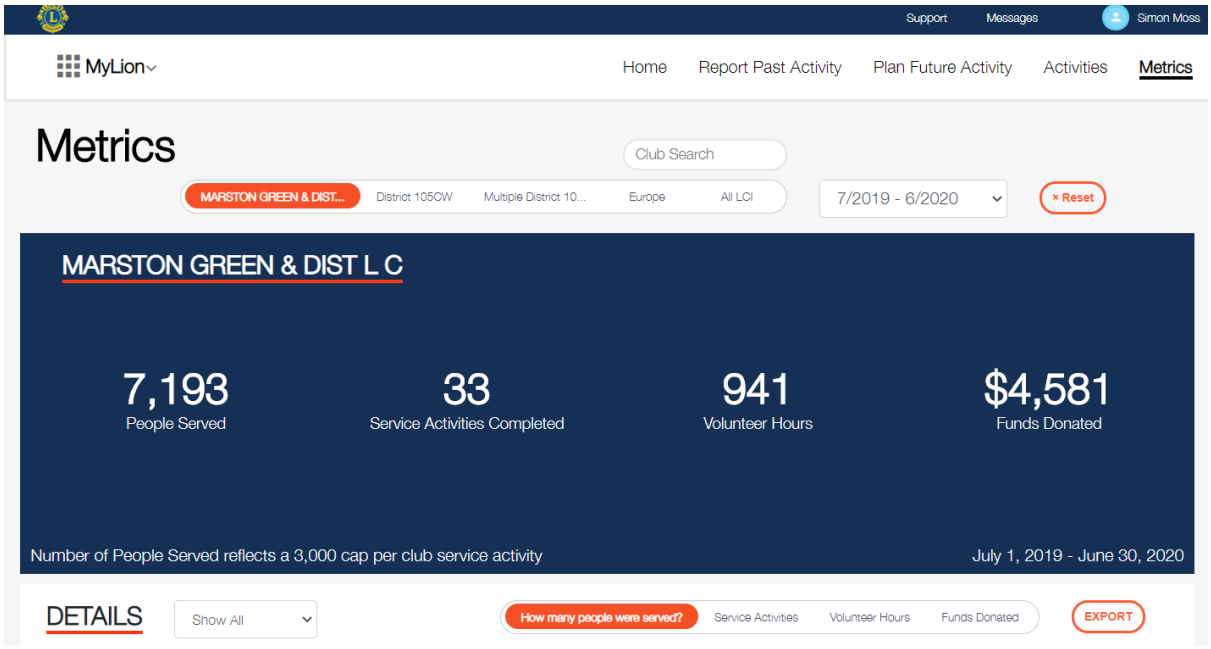
Open the template

The shaded boxes are all editable so enter your Club Name, About us information, List of organisations supported and or projects undertaken, the Get Involved section and the Get in Touch section.

To get the figures for the service done by the Club, login to MyLion and go to the Metrics tab

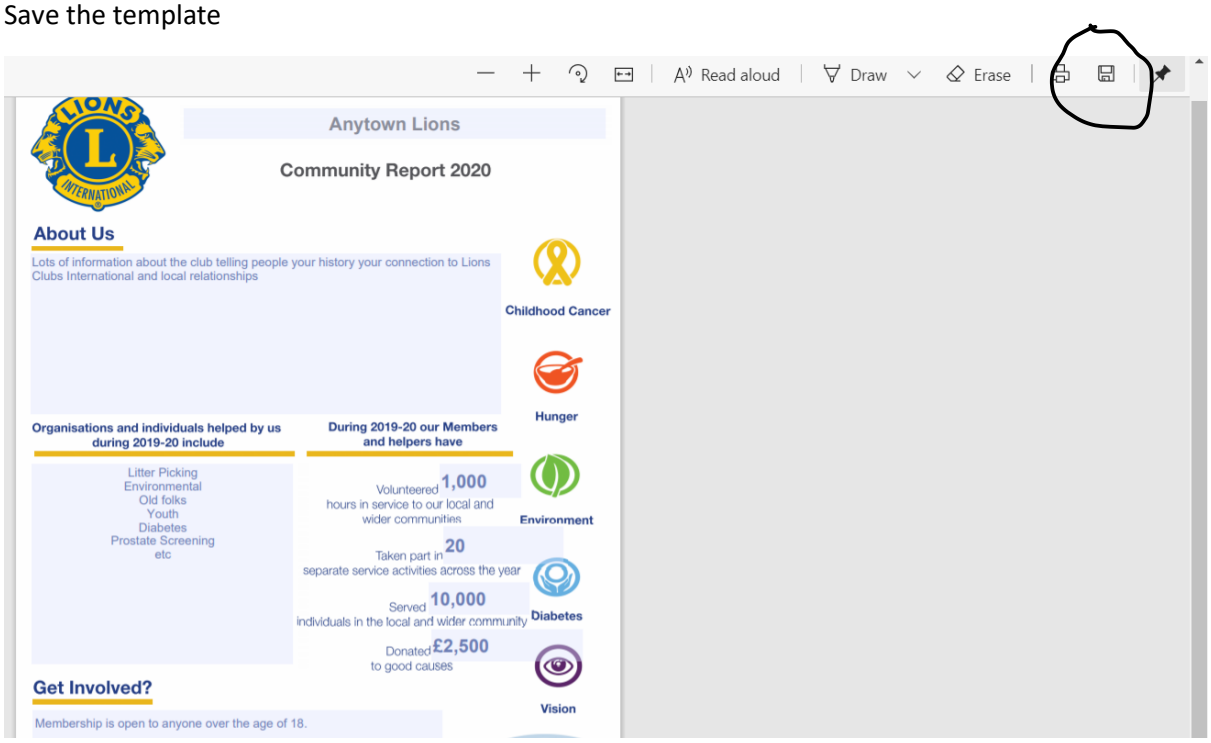


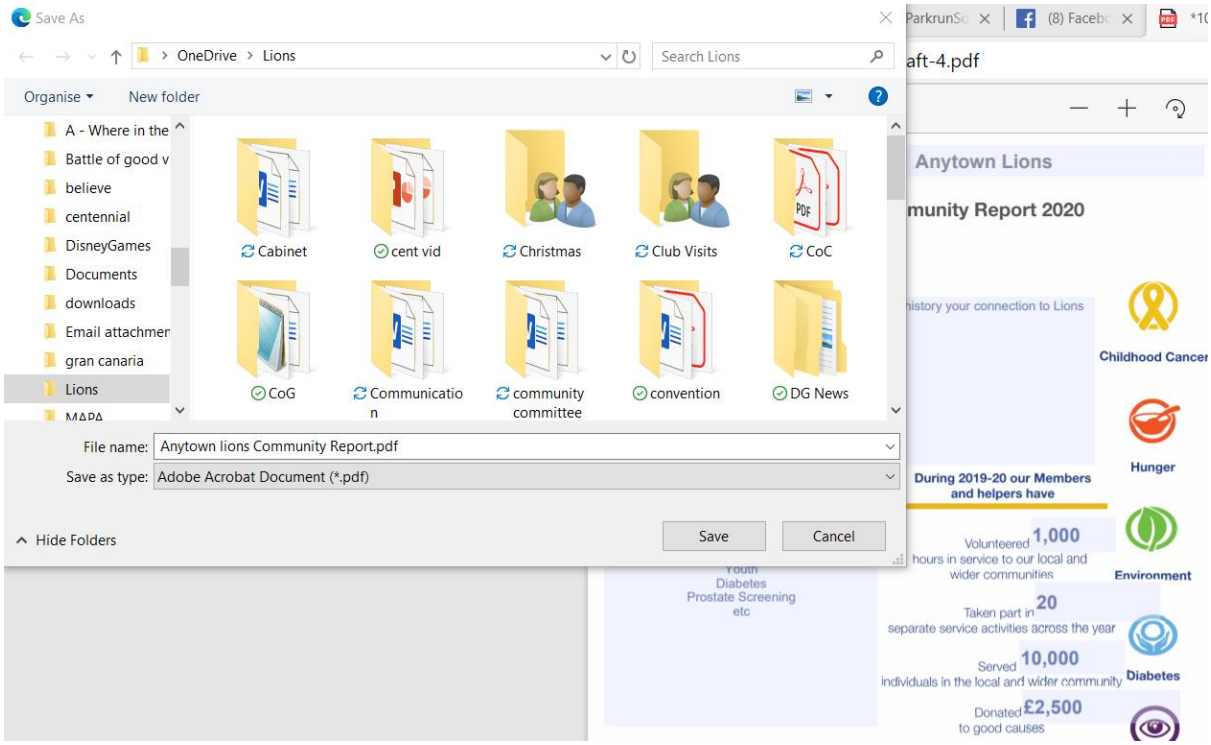
Use the drop down to select last year



Enter the figures from here into the report template.

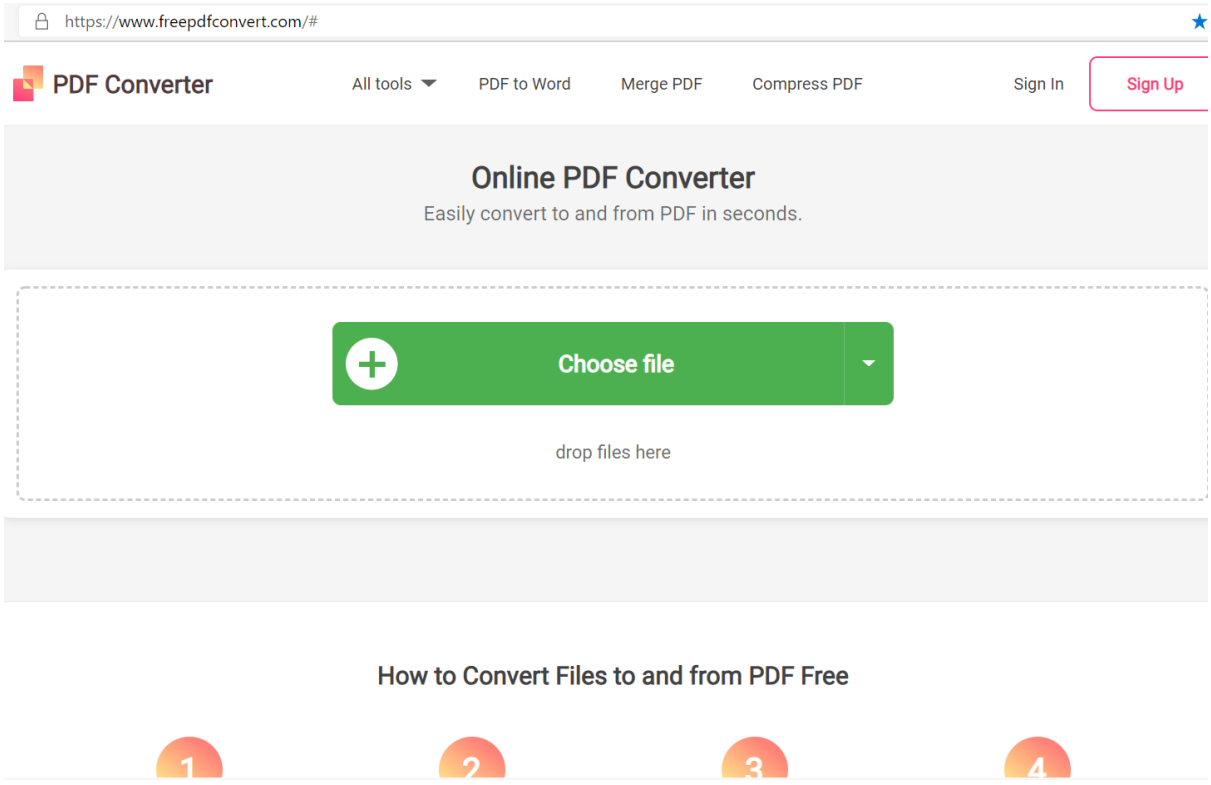
Save the template



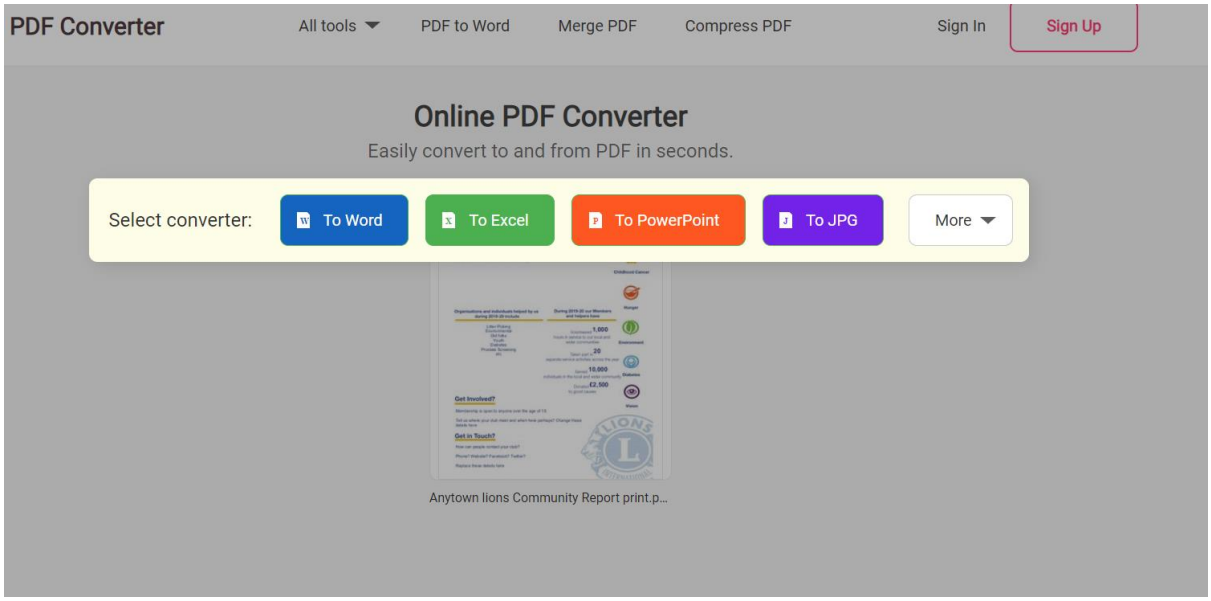


To share easily on social media you need to convert the pdf to an image (jpeg) file. Unfortunately although Acrobat Reader is free, conversion to jpeg requires a paid version.

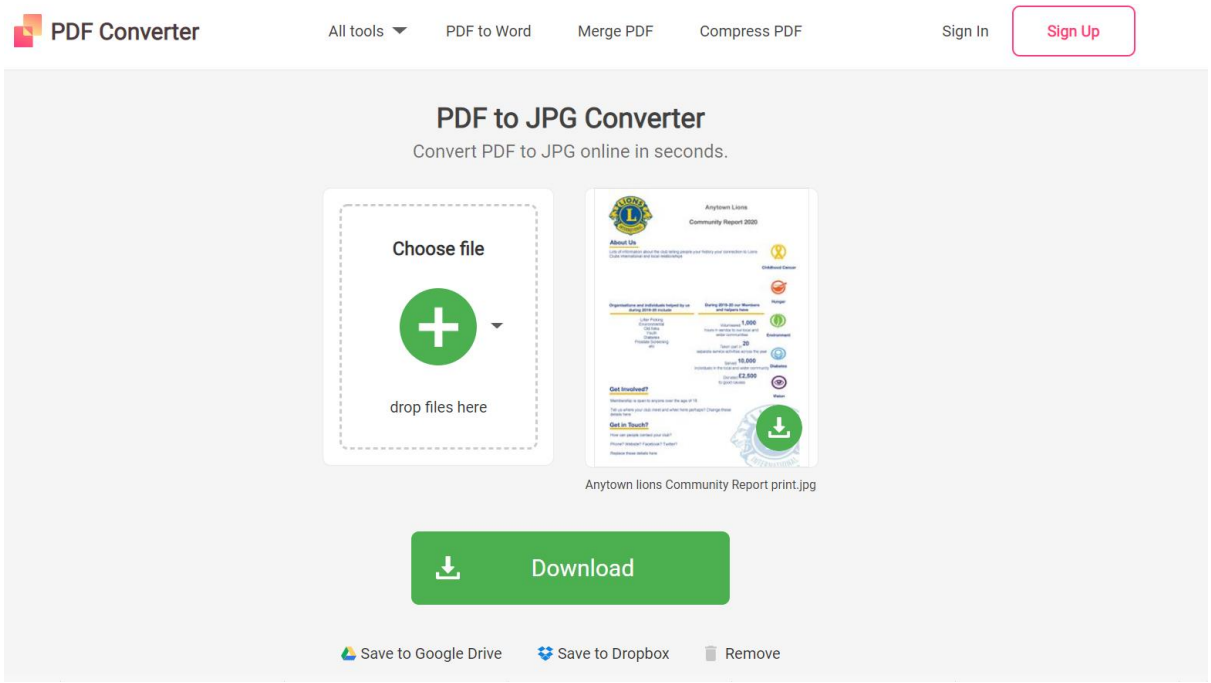
There are free converters available on the web and I'll show you how to use one of these https://www.freepdfconvert.com/# This does limit you to one conversion per hour so make sure you're ready to produce the image before you use it.



Simply use the choose file button or drag and drop your pdf file



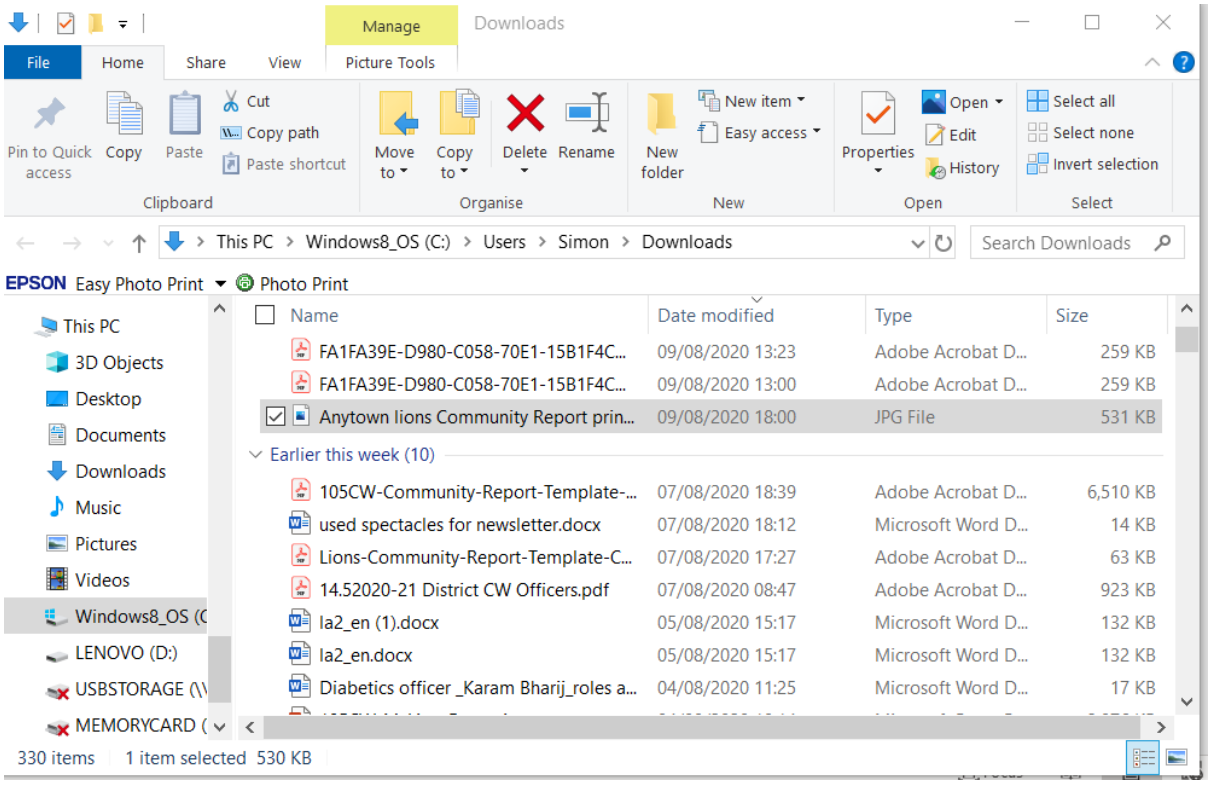
Then click the to JPG button and click download to get the jpeg file



File will download to your Downloads folder

Another option is to install Lightshot or to use the inbuilt Snip and Sketch app in Windows 10. Lightshot works so that you press the PrtSc button and you then select the area you want to use. Snip and Sketch work in the same way but you open the app and select new.

If you have a paid version of Adobe Acrobat you can produce a jpeg using the Export option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New item
Easy access
New
Properties
Open
Edit
History
Open
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