How to add a story

Michael C. - 2023-02-15 - Website Content

A Story is an article that can be added to your website or bulletin, allowing your organization to share any information with visitors. To create a new story, follow the steps below:

1. Click **Website** or the **Globe** icon on the left. Then click **Stories**. This will bring you to the Story Library, which hosts all of the organizations Stories, including those that have been published, saved as draft, or deleted.

2. To create a new story, click on the **Create New Story** button.

3. At the top of the page, you will find the **Story Settings**, which allow you to enter some basic information about your story like:

    - **Copy from an existing story** (button) **-** Allows you to import a copy of a story within the story library.

    - **Title -** This field allows you to enter the title for your story. This field is required.

    - **Permalink -** This is used as a URL link for the story being created. Normally this field is ignored because it auto-populates.

    - **Author -** Defines who is the author/writer of the story.

    - **Date -** The date that the story was written.

    - **Social Media -** Enables the Social Media Share Bar, which allows individuals to share the story on various social media, like Facebook, Twitter, and more.

    - **Change (Thumbnail) -** Allows you to add a thumbnail image which will be displayed along with the story.

4. Below the Story Settings, you will find the **Story Brief** and **Story Content.**

    - **Story Brief -** This acts as a byline or summary of your story and will be displayed within the Story Widgets on the website. If the story is less than two paragraphs and has an image or two you can choose to place all of the content in this area. If your story is longer or has lots of pictures, we recommend placing the first few sentences or the first paragraph of the story in the Story Brief area with an image or two and add the rest of the content in the next section called Story Content.

    - **Story Content -** This is where you will place the rest of the content of your story. If this section has content, then a '**Read More'** link will be displayed on the website at the bottom of the story. Clicking on this link will direct visitors to a new page to read the entire story, including the Story Brief and Story Content

5. The final section of the Add a New Story page is the **Blog** section. Within the Blog section, you can add Tags to your story. **Tags** are keywords associated with a story's content and help with search results.

6. To add a new tag, enter it into the Tag field and click the ‘Enter’ key. This will add the tag to your story and save it for future use on other stories.

7. Once your story is complete, click on **Save and Publish** to publish your story to the public, or **Save Changes as Draft** if you would like to return to it at a later time.