How to manage stories in various story widgets

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After placing various story widgets across your website's homepage, custom pages and bulletins, you can manage the stories that appear within that widget from one central location. To manage the various story widgets follow the steps below.

1. Click **Website** or the **Globe** icon on the left menu, then click **Stories**. This takes you to the Story Library.

2. Towards the top of the page, you will find a number of buttons next to the **Go to** heading. Click on one of these buttons to view and manage the stories that appear within the specified section or widget.

    - **Stories Widget -** Allows stories to be added/removed from the stories widget that can appear on your homepage.

    - **Stories List Page -** Allows stories to be added/removed from the website's built-in Stories List Page.

    - **Custom Page Stories -** Allows stories to be added/removed from the various custom pages. When this is selected a pop-up will display asked you to select the individual custom page to work with. Click on the name of the custom page to select it.

    - **Bulletin Stories -** Allows stories to be added/removed from various active bulletins. When this is selected a pop-up will display asked you to select the individual bulletin to work with. Click on the name of the bulletin to select it.

3. To add an existing story, click on the **Add Stories From the Story Library** button which allows you to select a story from the Story Library to add it into the widget.

4. To create a new story, click on the **Create New Story** button to add a new story from scratch.

5. To remove a story from any widget, click the **Down Arrow** link on the right side, then select **Remove.** This will remove the story from the widget. It will not delete the story from the Story Library.

6. To fully delete a story, navigate to the Story Library page, click the **Down Arrow** link on the right side, then select **Delete Story**.

    Note

    Even after full deletion of a story, you can still restore the story by clicking the **"Deleted" tab** found in the Story Library section. You are able to **Undelete** a story.