How to manage the story list page

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

The Stories List page is a built-in page of your organization's website that you can choose to share various different stories on, allowing visitors to keep up to date with the organization.

To edit the Story List page, follow these steps below:

1. Click **Website** or the **Globe** icon on the left menu, and then click **Stories**.
2. In the **Go to** area near the top, click **Stories List Page**. This will display the list of stories currently displayed on the Stories List page. You will see the following story details:
    - **Title** - The name of a story.
    - **Author** - The author of the story.
    - **Date** - The date that the story was created.
    - **Status** - Displays if the story is in the draft status.
    - **Action Dropdown**
        - **Edit** - Opens the story for editing.
        - **Links** - Add or remove related links to the story.
        - **Files** - Add or remove related download files to the story.
        - **Remove** - Removes the story from the Story List page. Removed stories will still remain available within the Story Library.

Add more stories to the Story List page

1. To add more stories to the Story List page, click on the **Add Stories from the Story Library** button.
2. Click the checkbox to the left of each story you want to add, then click **Add Selected Stories.**