

# How to Create a Story with the new Unit History tool

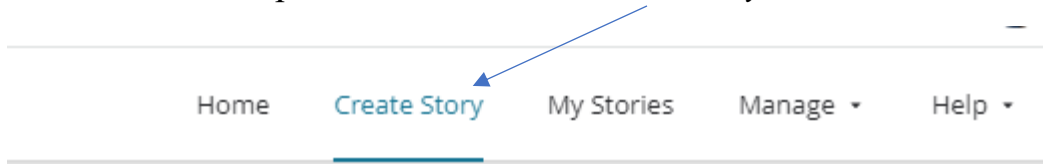
Log into *My Home* page on churchofjesuschrist.org. The *My Links* can be reordered, if there is a preference to have the *Unit History* icon listed first, as indicated in the example below.

Reorder My Links



Go into *Unit History* (this can be done by scrolling through all of the icons, until it is located.)

Top, right hand corner, use the pull-down menu on *Create Story*



## Create Story

Please enter these required fields.

Title (Required)

2024

Fill in 1) Title 2) dates, then continue

Start Date (Required) ?

01/01/2024 ✓

End Date (If Applicable)

01/04/2024 ✓

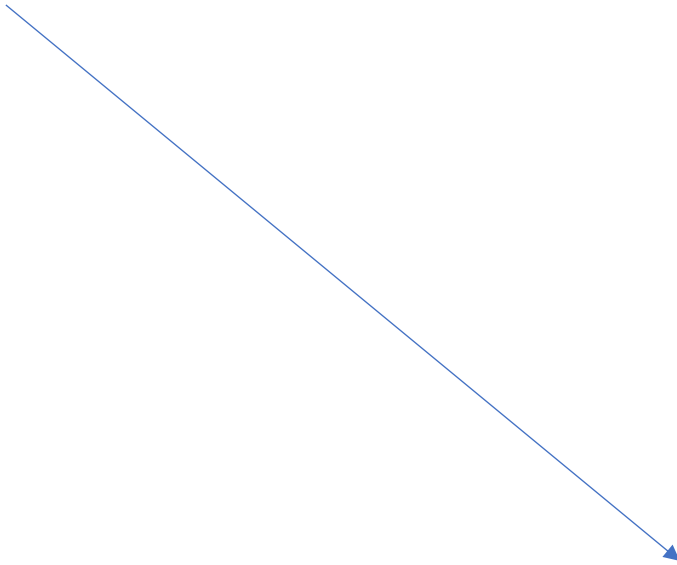
Continue

Cancel

Title and dates can be adjusted in the next field.

The *Summary* needs to have at least one value in it. It is recommended that even when uploading a PDF, put at least the first paragraph from the PDF in the summary, with instructions at the end to open the PDF for more information.

*Photos and documents* may be uploaded from this page, and if it is co-authored, click on *+Add Authors*



Photos (Optional) ⓘ JPGs only (max size

File Upload

Documents (Optional) ⓘ PDFs only (ma

PDF Upload

Authors

Current authors listed here can edit this story. Form

+ Add Authors

Once finished, click on *Approve and Publish*, or, if needed, *Save and Close* and come back to it later, and then publish.

Approve and Publish

Preview

Save and Close

All changes are automatically saved every 30 seconds.