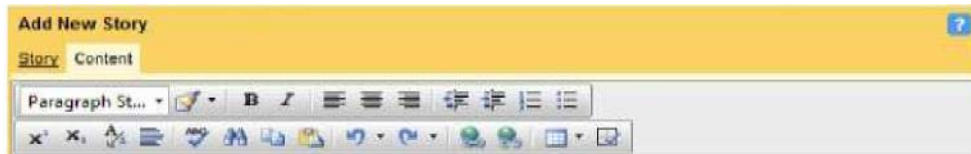


Unit Pages: News Stories

- Keep People current on what is happening with your unit
- Have additional stories for your unit friends

1. To add a story click “Add Story” in the upper right hand corner
2. The Content will initially be empty. The best way to fill this in is to type the content in word or another type of program and then copy and paste into this page.



3. The view below shows text copied from a news article – a great thing to put on your unit homepage.



4. Copy the first paragraph of content, go to the Story Tab and paste that paragraph into the summary section. Add a headline and adjust the time period you want a story to show if desired.
5. News stories appear on the front page as headlines.

