

HOW TO ADD A NEW STORY

1. On the HOME page, click on ADD/EDIT STORY at the top of the page (above the STARKY & HUTCH logo).
2. Enter the title of the story under STORY TITLE.
3. Enter a brief summary of the story.
4. After the summary, enter any story notes you want the reader to know.
5. After the summary/notes, add a line. If you don't see the second row of editing options, see the graphic below to find where the toggle bar is located. Also, see the second graphic to show how to enter a line:

Add Your Story Here

Story Title

Content

[Add Media](#)

Paragraph **B** *I* Soledad ▾

ABC

P

Categories

Choose from the available categories here

Tags

Choose from existing tags or make your own (separated by commas)

SUBMIT

Add Your Story Here

Story Title

Content

[Add Media](#)

VisualText

Paragraph Soledad

P

Categories

Tags

SUBMIT

6. Enter the body of your story under CONTENT. Just copy and paste your story. Please edit and correct any spelling errors. They will show up with a red line underneath so you can easily spot them. Make sure all chapters/headers are centered and in bold. If you have chapters, you can create a TABLE OF CONTENTS as you go along. Just enter the name of each chapter, center it, bold it, select it, and choose HEADING 4 from the PARAGRAPH formatting options. The page will automatically create a TABLE OF CONTENTS as you do this. See graphic below:

Add Your Story Here

Story Title

Story Title Goes Here

Content

 Add Media

VisualText

Heading 4 **B** *I*   “ ”       <> Soledad ▾

ABC — A ▾         

Enter summary of story here. Add a line to separate summary from story.

Enter Body of Story here.

If it is a long story, create chapters by using the HEADING 4 in the Paragraph format. Center it, bold it, and select HEADING 4 for each chapter.

Chapter One

H4 » STRONG

Categories

× Fiction × Gen Fic × Gen Action/Adventure × Gen Hurt/Comfort

Tags

× A Fairy Tale Life Series × Post-Series × Starsky Hurt

SUBMIT

7. If the story being added is part of a series, enter it as above. You can add it to an existing series in the TAGS. Just type in the name of the existing series in TAGS and click on it to add it. If this is a new series, simply type the name of the series in the TAGS box and hit ENTER and it will create a new series name. Then with every story in that series, pick the series name from TAGS and it will keep them all together. See the graphic below:

Add Your Story Here

Story Title

Story Title Goes Here

Content

Enter summary of story here. Add a line to separate summary from story.

Enter Body of Story here.

If it is a long story, create chapters by using the HEADING 4 in the Paragraph format. Center it, bold it, and select HEADING 4 for each chapter.

Chapter One

If this is a continuation of a series, enter the name of the series in TAGS and it will add it to the list of stories in the series.

Categories

× Fiction × Gen Fic × Gen Action/Adventure × Gen Hurt/Comfort
× Gen Post-Series

Tags

×A Fairy Tale Life Series ×Post-Series ×Starsky Hurt

8. If you have CHAPTER END NOTES that you want to include for your reader, enter a line at the end of your story. Then type CHAPTER END NOTES and make it bold. Enter the notes for your reader. See the graphic below:

Add Your Story Here

Story Title

Story Title Goes Here

Content

 Add Media

VisualText

Paragraph

B *I*                                 