Creating a Story on Publication

1. Go to the Issuu website - https://issuu.com

2. On the **TOOLBAR**, click on the **LOGIN** tab located on the upper right-hand of the page.

3. Enter your:
   - Username
   - Password

4. Once you are logged-in, go to the **TOOLBAR** and you can see options for:
   - Features
   - Read
   - Publish
   - Upgrade
   - + Icon

5. Click on the **PUBLISH** tab.

6. Once you click the Publish Tab, it will display you options on the left side of the page:
   - Publisher Home
   - Publications
   - Statistics
   - Collaborate
   - Facebook App
   - Help & Support

7. Select on the **PUBLICATIONS**.

8. Under the **Publications**, you can see **three sections**:
   - **Draft** (if you decided to wait to publish your document it would sit over under draft sections until you're ready to publish that live)
   - **Scheduled** (anything that you do schedule time will live in there until the date and time comes up, it will automatically pushed into your publish section)
   - **Published**

9. Go to the **PUBLISHED** section. Once you click it, you can now view the publication/s you made. Any new publication that you upload will be displayed on the top. Any older ones will lead down towards the bottom.

10. Click the **SPECIFIC PUBLICATION** that you want to process.

11. On the left side of the page you will see options:
- Publication Home
- Create
- Enhance
    - Create Stories
    - Add Links & Video
- Monetize
- Share

12. Go to the **ENHANCE** option then click on **CREATE STORIES**.

13. After that, click on the **CREATE NEW STORIES** button.

14. From this point, you can go ahead and **SELECT** from different pages that you want to include into the mobile-optimized story experience.

15. After selecting multiple pages, you can now begin building a story. Add your:
- Story Title
- Story Description
- Category (Pick the category that best fits your content

16. After you fill-out the information, hit the **NEXT** button.

17. It will take you over to the **STORY EDITOR**. In the story editor, you're gonna see on the left-hand side anything that we call detective segments, that's images or text. Those are going to be pieced out in two separate sections and you can see as you click over them, they'll actually highlight each of those .

18. Click over the information that you want to add from the left-side and it will be added on the right-side of the Story Editor.

19. Change the paragraph size by clicking the drop-down arrow beside the word "**paragraph**" on the upper right-hand of each paragraph.

20. Start adding the body of the content. Change the subtitle size by clicking the word "**Paragraph**" and change it into a sub-title. And begin adding the paragraphs As you click them, they do add over in order that you click them. They'll also be noted by the numbers

21. Click on the **images** that you want to add and you'll see they'll pop-up on the bottom. If you want to move them up, you just need to click the **ARROW UP** button and you can move them off within the text.

22. Once they are all integrated, add a quote and change the font and style by clicking the word "**paragraph**" and then move it up by clicking the **arrow up** button.

23. Once you are done creating a story, you can now click the **EYE** icon beside the Publish button.

24. Once you preview it, you can see what that experience will look like from the reader's perspective.

25. After reviewing the content, click the **PUBLISH NOW** button.

26. It will give you a URL link that you can share out through any of your channels.