

HOW TO CREATE AN INSTAGRAM STORY







INSTAGRAM STORIES & HIGHLIGHTS



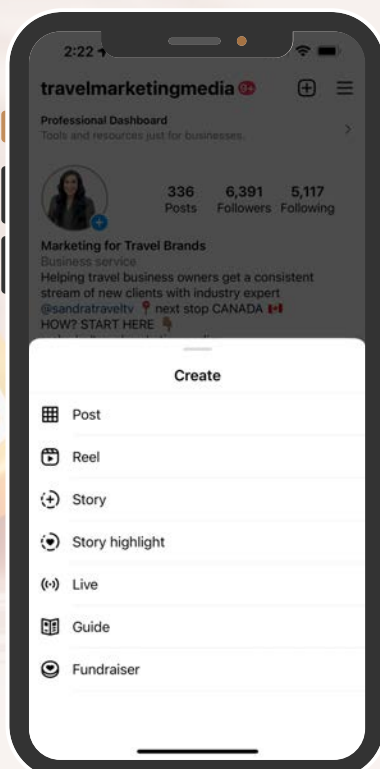
PDF STEP-BY-STEP
Travel Marketing & Media ®

SHARING TO YOUR STORY

To share a photo or video to your story:

1. Tap  at the top or swipe right anywhere in feed.
2. Scroll to **Story** at the bottom.
3. Tap  at the bottom of the screen to take a photo, or tap and hold to record a video. To choose a photo or video from your phone's gallery or camera roll, swipe up anywhere on the screen. You may see [gallery suggestions](#) to help you choose what to share.
4. Tap ,  or  to draw, add text or a sticker to your photo or video. To remove text or a sticker, drag and drop it on  at the bottom of the screen.
5. When you're ready to share, tap **Your story** in the bottom left.

Note: Stories disappear from your profile, feed and Direct inbox after 24 hours, unless you [add them to your profile as story highlights](#).



NOTE

Stories disappear from your profile, feed and Direct inbox after 24 hours, unless you add them to your profile as story highlights.

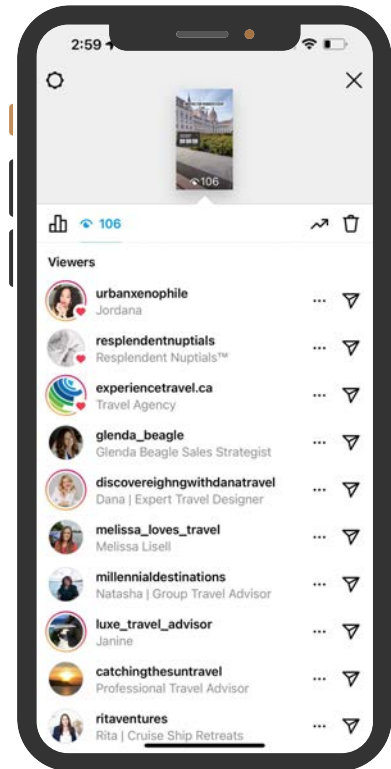
How can I tell who's seen my Instagram story

To look at who's seen your story, open your story and swipe up on the screen. You'll see the number and the Instagram usernames of the people who have viewed each photo or video in your story. If you [shared your story to Facebook](#), scroll down see who saw your story on Facebook.

Only you are able to look at who's seen your story.

What if it's been more than 24 hours after I posted my story?

You can look at who's seen your story up to 48 hours after you post it.



When does my Instagram story disappear?

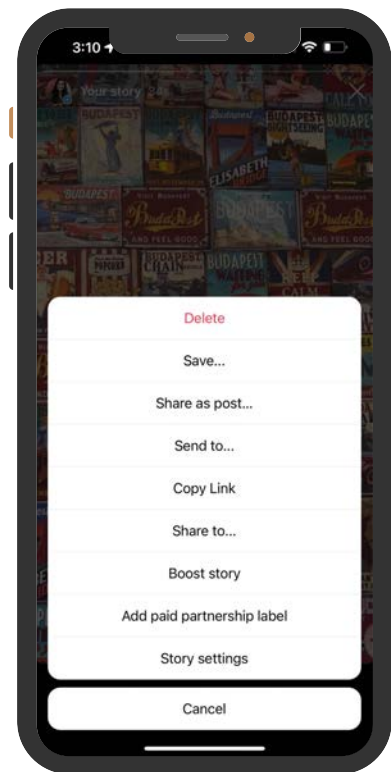
Photos and videos you share to your story disappear from feed, your profile and direct after 24 hours, unless you [add it as a highlight](#).

Bear in mind that you can also [save photos and videos from your story](#) or [share your story to feed](#).

How do I delete a photo or video from my Instagram Story

1. Go to your story by tapping **Your story** at the top of feed.
2. Tap **More** (iPhone) or **More** (Android) in the bottom right of the photo or video that you'd like to delete.
3. Tap **Delete**, then tap **Delete** again to confirm.

Learn more about [what happens when you delete content](#) on Instagram. Learn how to [delete a story](#) that you shared to Facebook.



How do I share a photo or video from my Instagram story to feed?

1. Go to your story by tapping **Your story** at the top of Feed.
2. Tap **More** (iPhone) or **More** (Android) in the bottom right of the photo or video that you'd like to share.
3. Tap **Share as post...**
4. Crop your photo, choose to add effects or filters, then tap **Next** (iPhone) or **→** (Android).
5. Add captions and your location, then tap **Share** (iPhone) or **✓** (Android).

Photos and videos that you share from your story to feed appear on your profile grid and have the same visibility as the other posts that you share.

How do I mention someone in my story on Instagram

1. Tap **+** in the top of your screen or swipe right from anywhere in feed.
2. Take a photo or video, then tap **Aa**.
3. Type @ followed immediately by their username, then select the person you'd like to mention.
4. Tap **Done**, then tap **Send to**.
5. Tap **Share** next to **Your story**, then tap **Done**.

When you mention someone in your story, their username will appear in your story with an underline. Anyone who can see your story can tap it to go to their profile.



How do people know when I mention them in my story?


People you mention will get a push notification telling them that you've mentioned them in your story. They'll also get a direct message from you that includes a preview of your story. This preview disappears from the message thread after 24 hours.

How many people can I mention in my story?



You can mention up to ten people in each photo or video you share to your story. If you mention multiple people, they'll each get a message from you individually.

Note: If you're not able to mention someone, they may have changed who can mention them in their privacy settings. You'll also be able to see if they don't allow mentions.

How do I save a photo or video from my Instagram story to my phone's camera roll?


Before you share a photo or video to your story, you can tap  at the top of the screen to save it to your phone.

You can also save a photo or video that you've already shared:

1. Open your story.
2. Tap  (iPhone) or  (Android) in the bottom right of the photo or video that you'd like to save.
3. Tap **Save...** (iPhone) or **Save photo/video** (Android).
4. (iPhone only) Tap **Save Photo/Video** to save the individual photo or video or tap **Save Story** to save everything from your story as a single video.



How do I share a story in a direct message on Instagram?

1. Tap on a story to view it.
2. Tap  in the bottom right of the photo or video that you'd like to share.
3. Select people you'd like to share it with and tap **Send**.

Stories that you share in a direct message have the same visibility settings as other posts you share. For example, if you have a private account, only your followers can see your story in Direct. You can choose who can view and share your story by adjusting your [story settings](#).

When someone shares a story with you, you will see it in your Direct inbox. When the original story disappears from the app, it will no longer be available in your message thread.

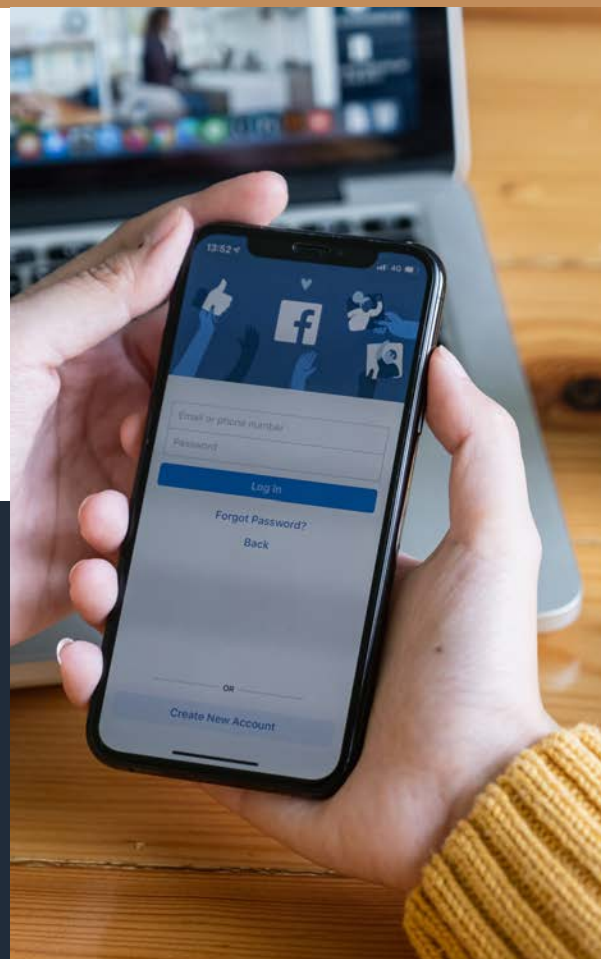
Learn more about [Instagram stories](#).

How do I share my Instagram story to Facebook

1. Start [creating a story](#), then tap **Send to**.
2. Below **Your story**, tap **Sharing options**.
3. Select **Share to Facebook every time** or **Share once**.
4. Tap **Share**.

When you share your Instagram story to Facebook, it will appear as a story at the top of [News Feed](#). Your existing [Facebook story audience](#) will see your Instagram story.

If someone views your story from Facebook, you can see their Facebook name and profile picture when you check [who's seen your story](#).



How do I share someone's post from feed to my Instagram story?





1. Tap ▾ below the photo or video in feed.
2. Tap **Add post/video to your story**.
3. Tap **Send to**.
4. Tap **Share** next to **Your story**, then tap **Done**.



STORIES ARCHIVE AND HIGHLIGHTS






How do I archive my stories on Instagram:

Stories that you create and share on Instagram are automatically saved in your Stories archive, so there's no need to save them to your phone. You can turn off story archive at any time in Settings.

1. Tap  or your profile picture in the bottom right to go to your profile.
2. Tap , then tap  **Settings**.
3. Tap **Privacy**, then tap **Story**.
4. Next to **Save story to archive**, tap .

Only you can see the stories saved in your archive after they disappear from your story. If you delete a photo or video from your story before it disappears, it won't be saved to your archive.


How do I delete a story from my stories archive on Instagram?

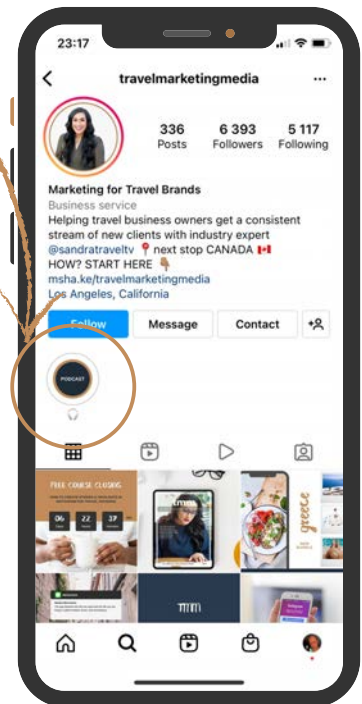
1. Tap  or your profile picture in the bottom right to go to your profile.
2. Tap , then tap  **Your activity**.
3. Tap **Archived**, then tap the story you want to delete.
4. Tap  (iPhone) or  (Android) in the bottom right.
5. Tap **Delete**, then tap **Delete** again to confirm.

Bear in mind that when you delete a story from your archive, it will also be removed from other places you've shared it on Instagram (e.g. highlights). Learn more about what happens [when you delete content](#) on Instagram.

How do I add a story to my Story Highlights?




You can add stories to appear on your profile as highlights, even after they disappear. Highlights appear below your profile photo.

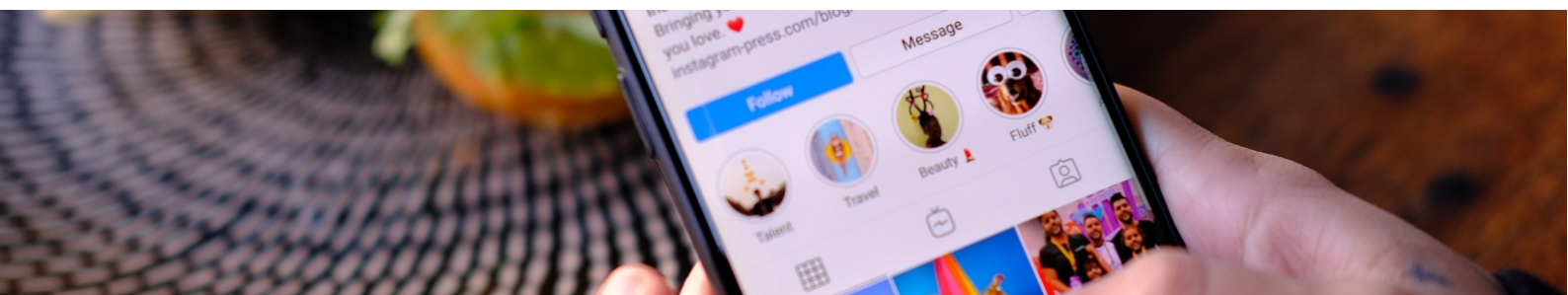
1. Tap  or your profile picture in the bottom right to go to your profile.
2. Tap **+** If you don't see **+**, tap **Story highlight**.
3. Tap to select the story or stories that you want to add to highlights, then tap **Next**.
4. Choose a cover photo and enter a story name for your highlight, then tap **Add** (iPhone) or **Done** (Android). You can add more photos or videos to your highlight at any time by tapping and holding on the highlight and then tapping **Edit highlight**.



Stories that you add as highlights remain visible as highlights until you remove them, even after the original story has disappeared. Bear in mind that those you've allowed to see your story can also see your highlights.


How do I share a story from my story archive on Instagram?

1. Tap  or your profile picture in the bottom right to go to your profile.
2. Tap .
3. Tap  **Archive**.
4. Tap the story you want to share.
5. Tap **Share** at the bottom of the screen.
6. Tap **Your story** or choose the people you want to share it with, then follow the on-screen instructions to finish sharing your story.





How do I edit or delete a highlight on Instagram?

To edit or delete a highlight:

1. Tap  or your profile picture in the bottom right to go to your profile.
2. Below **Edit profile**, find the **highlight** that you want to edit or delete, then tap and hold.
3. Tap **Delete highlight**, then tap **Delete** to remove the story from story highlights, or tap **Edit highlight** to add more photos or videos to your story.

To edit or delete a photo or video from a highlight:

1. Open your story highlight and find the photo or video that you want to remove.
2. Tap **More**  (iPhone) or **More**  (Android) in the bottom right of the photo or video.
3. Tap **Remove from highlight**, then tap **Remove** (iPhone) or **Remove photo** (Android) or tap **Edit highlight** to add more photos or videos to your story.

If you delete all of your story highlights, the **Story highlights** section under your profile info won't be visible to others on Instagram.

