

# The Ultimate Guide For Creating Written History Of Any Organization

Every organization has a story to tell. Whether it's a small startup or a well-established company, documenting the history allows you to preserve the achievements, challenges, and experiences that have shaped the organization into what it is today. Creating a written history not only serves as a valuable piece of record-keeping but also helps in building brand identity and fostering a sense of belonging among employees.

In this comprehensive guide, we will take you through the step-by-step process of creating a written history of any organization that captures its essence and significance. From conducting research and interviews to organizing the information and finally, presenting it in an engaging manner, we will cover everything you need to know.

## Step 1: Research

The first step in creating an accurate and comprehensive written history is conducting thorough research. Begin by collecting all available resources, such as documents, articles, photographs, and any existing written history about the organization. These sources will serve as valuable references and provide insights into the early days of the organization.

### How to Write A Company History: A Guide for Creating a Written History of Any Organization

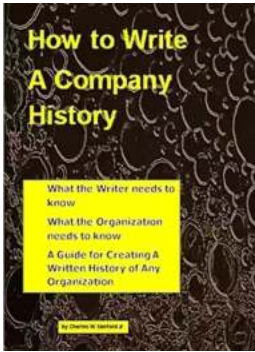
by Charles Sanford(Kindle Edition)

★★★★☆ 4.8 out of 5

Language : English

File size : 678 KB

Text-to-Speech : Enabled



Screen Reader : Supported  
Enhanced typesetting: Enabled  
Word Wise : Enabled  
Print length : 131 pages  
Lending : Enabled



Next, explore external resources like newspaper archives, online databases, and academic publications to gather additional information. This will help in adding a broader context to the organization's history and ensuring its accuracy.

It is also important to involve key stakeholders who have been part of the organization for a significant period. Their personal experiences and memories will contribute immensely to the authenticity and richness of the written history. Conduct interviews or oral history sessions with founders, long-term employees, and others who have witnessed the organization's evolution firsthand.

## **Step 2: Organize Information**

Once you have gathered all the information, it's time to organize it in a structured manner. Start by creating an outline that follows a chronological sequence. This will help ensure that the written history flows coherently and is easy for readers to follow.

Divide the history into different sections or chapters based on major milestones, significant events, or changes that have occurred within the organization. For example, you can have sections for the founding years, major product launches, expansions, or any remarkable achievements.

Make sure to attribute each piece of information to its respective source, whether it's a document, interview, or other reference materials. This will help maintain credibility and allow readers to delve deeper into specific aspects if they wish to.

### **Step 3: Drafting and Editing**

With the information organized, it's time to start drafting the written history. Begin by writing an engaging that captures the readers' attention and sets the tone for the rest of the narrative. Introduce the organization and provide a glimpse of what readers can expect to discover throughout the history.

Write each section or chapter in a way that it tells a story. Avoid simply listing facts and events – instead, focus on describing the people, their motivations, the challenges faced, and the solutions found. Add anecdotes and personal quotes to make the narrative lively and relatable.

Remember to proofread and edit the draft thoroughly to ensure accuracy, clarity, and coherent flow. Engage the help of an experienced editor who can provide valuable feedback and suggestions for improvement.

### **Step 4: Design and Presentation**

A visually appealing and well-designed presentation can significantly enhance the impact of the written history. Use relevant images, photographs, or even infographics to complement the text and bring the story to life. Be creative with the layout and formatting to make it visually engaging.

Consider the medium in which the written history will be presented. It could be a printed book, a digital document, or even a dedicated section on the organization's website. Tailor the design and presentation accordingly to create a seamless and immersive experience for the readers.

## Step 5: Engage the Readers

The ultimate goal of creating a written history is to engage the readers. Provide a compelling narrative, highlight the organization's achievements and impact, and include elements that evoke emotions and nostalgia.

Consider incorporating interactive elements, such as links to relevant articles, videos, or interviews, to offer readers the opportunity to explore further.

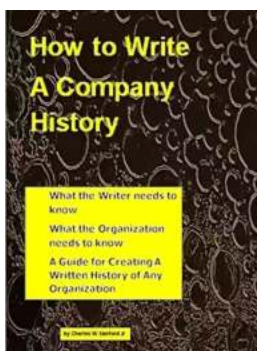
Encourage feedback and comments to foster a sense of community and involvement.

## Step 6: Regular Updates

Creating a written history is an ongoing process. As the organization continues to evolve, there will be new milestones, achievements, and challenges that should be documented. Establish a system to regularly update and add to the written history to ensure it stays relevant and up to date.

Remember, a written history is a valuable asset not just for the organization but also for its employees, stakeholders, and the wider community. It acts as a beacon, reminding everyone of the journey, the values, and the impact created throughout the years.

So, embark on this exciting journey of creating a written history for your organization and capture the legacy that will inspire generations to come!



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## HOW TO WRITE A COMPANY HISTORY

What the WRITER needs to know

A Guide for Creating a Written Record of Any Organization

For the freelance writer, significant income . . .

. . .

This book is for every history book writer and their client. From proposal to final approval, each step is described in detail, with checklists, examples, and tips.

From the simple and brief to comprehensive, the methods for building a detailed and fascinating chronicle are revealed in these pages.

A review of the benefits of a written history to a company or corporation; an association; any institution, school, hospital, academy, or college or university; civic group; club; any city, county, state or department of government.

Techniques for telling a compelling story of how the organization was founded and how they have progressed.

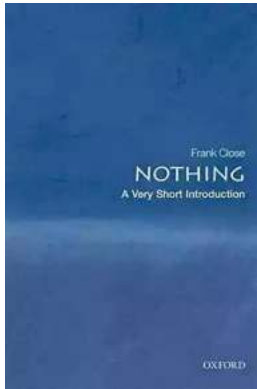
Ways to sharpen your skills as you research, interview, organize, outline, and shape your manuscript.

Write biographical segments that give your text the "human touch."

All the elements you need to make the history book you write come alive.

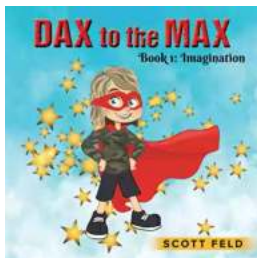
Topics like writer earnings, client costs, contracts, style, chronological or

conceptual, time sheets, sidebars, scheduling, working with the spokesperson, the research assistant, and the book designer—and much more.



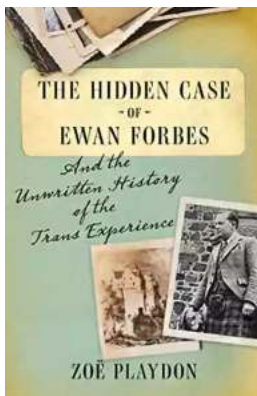
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