

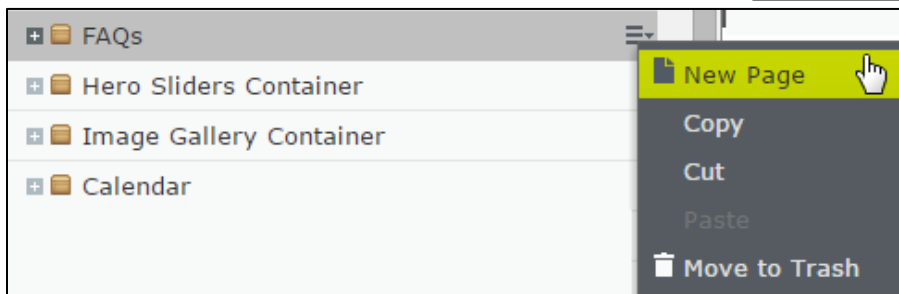
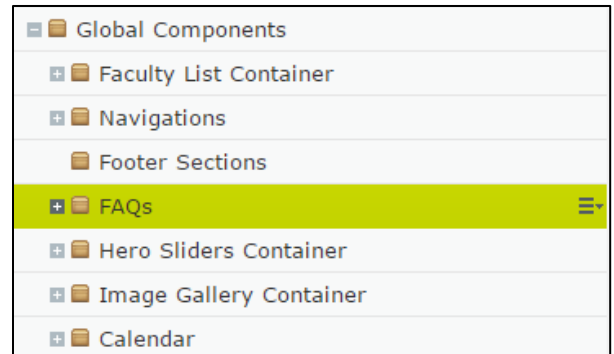
EPiServer Content Management System

FAQ Listing Page

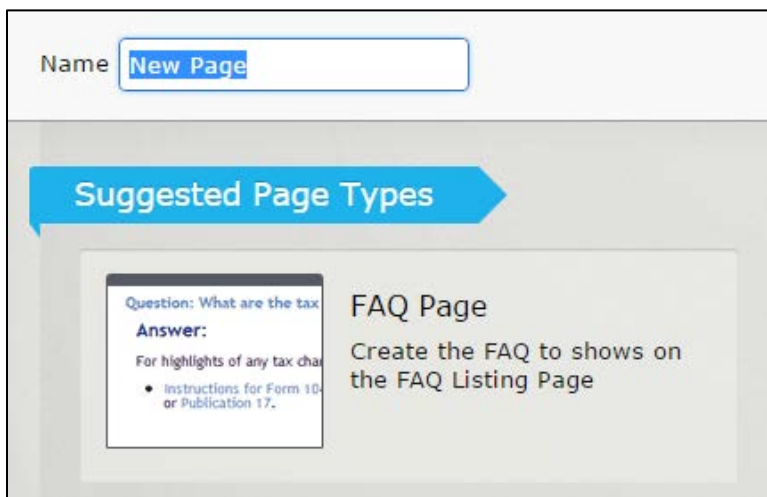
Each microsite was created with the global components folder structure to create an FAQ(Frequently Asked Questions) listing.

Creating a New FAQ

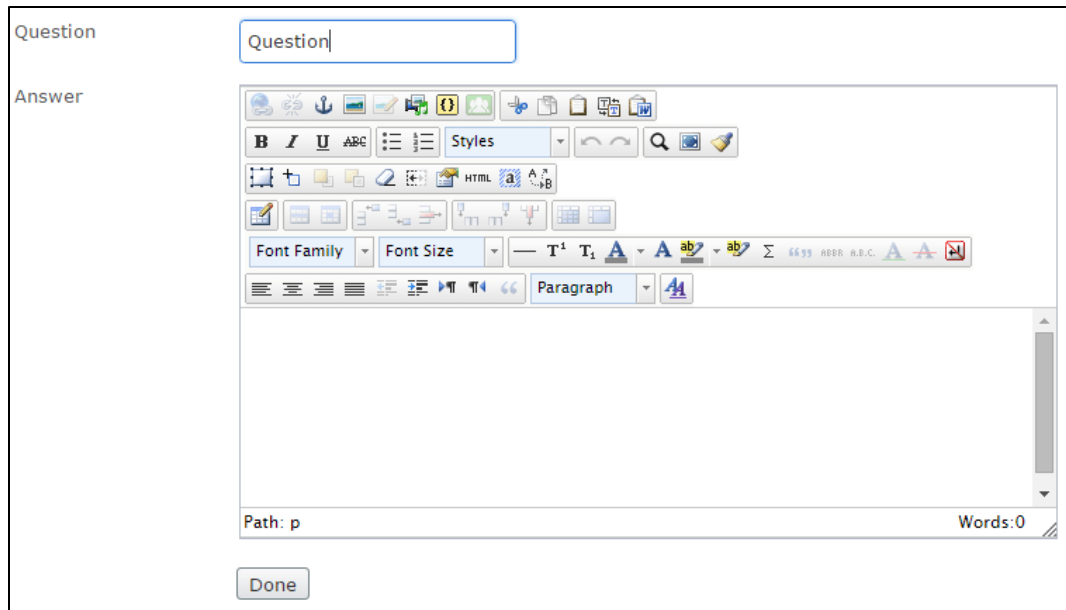
1. Within the global components folder you will notice a folder called FAQ's. This container is also known as FAQ Group Container.
2. **Highlight** the FAQs folder, the menu button will appear.
3. **Click** the Menu button to the right of the FAQs Folder and **select** New Page.



4. **Name** your FAQ and **select** FAQ Page Type.



5. **Enter** the Question and Answer then **select** done.



The screenshot shows a question editor interface. At the top, there is a 'Question' field containing the text 'Question'. Below it is an 'Answer' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, link, unlink, list, link, unlink, and insert. It also has a 'Styles' dropdown menu, a search icon, and a 'Paragraph' dropdown menu. Below the toolbar, there are fields for 'Font Family', 'Font Size', and 'Paragraph'. At the bottom of the answer field, there is a 'Path: p' and 'Words:0' indicator. A 'Done' button is located at the bottom left of the editor.

6. **Publish** the FAQ.



7. Your FAQ will be added to the FAQ Container. **Repeat** if needed.

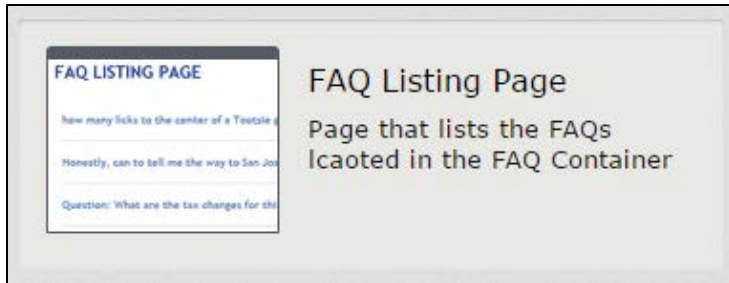


Creating the FAQ Listing Page

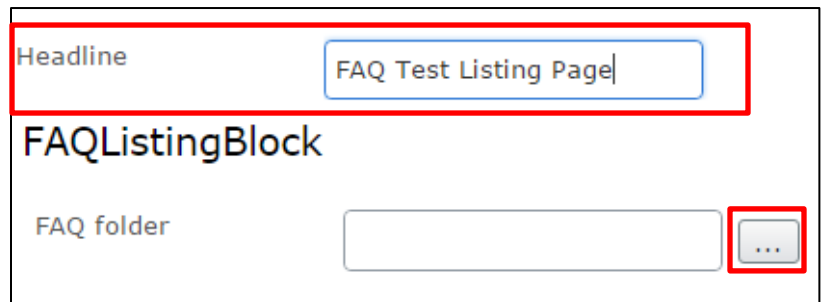
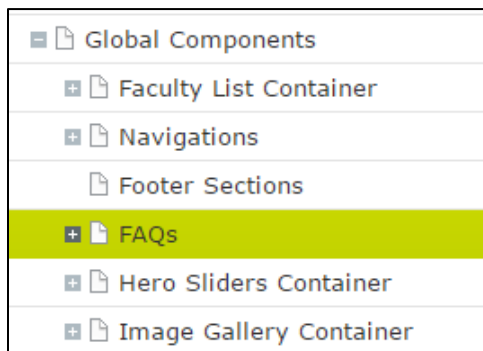
1. From your microsite landing page, Select the menu button and select, New Page.



2. **Name** the Page and **Select** the Faculty Listing Page Type



3. **Enter** the headline.
4. **Select** the FAQ folder by clicking the ... button and **scroll** to the FAQs folder within your global components.

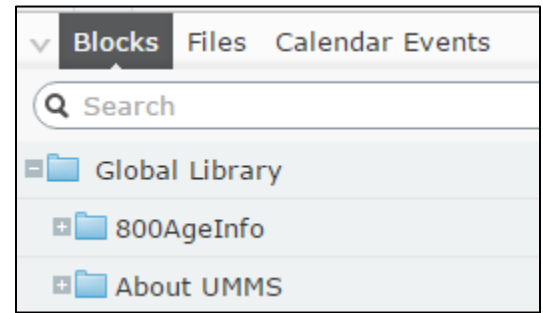
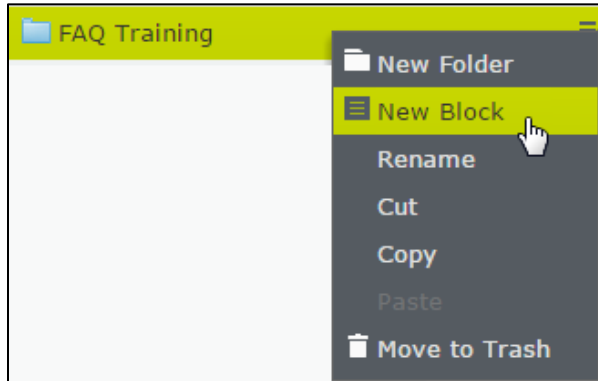


5. **Click Done.**
6. **Publish** the Page.

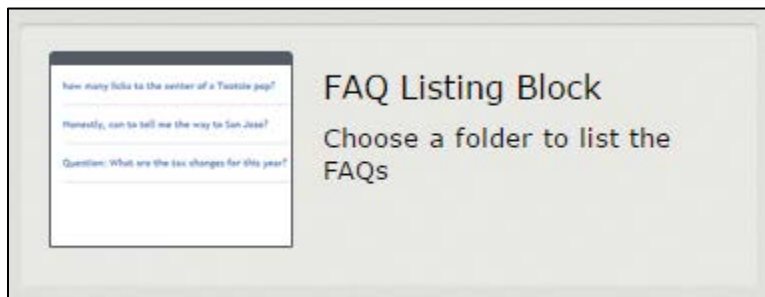


Creating FAQ Listing Block

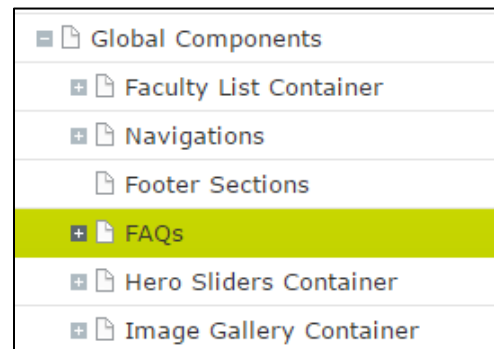
1. From the Assets Pane **Select** the Blocks menu and **scroll** to your Global Library folder.
2. **Highlight** your folder, **Click** the Menu and **Choose** New Block



3. **Name** the Block and **Select** the FAQ Listing Block Type.



4. **Select** the FAQ folder by clicking the ... button and **scroll** to the FAQs folder within your Global Components.



5. **Select** Done. The Block will appear.

6. **Publish** the Block.

