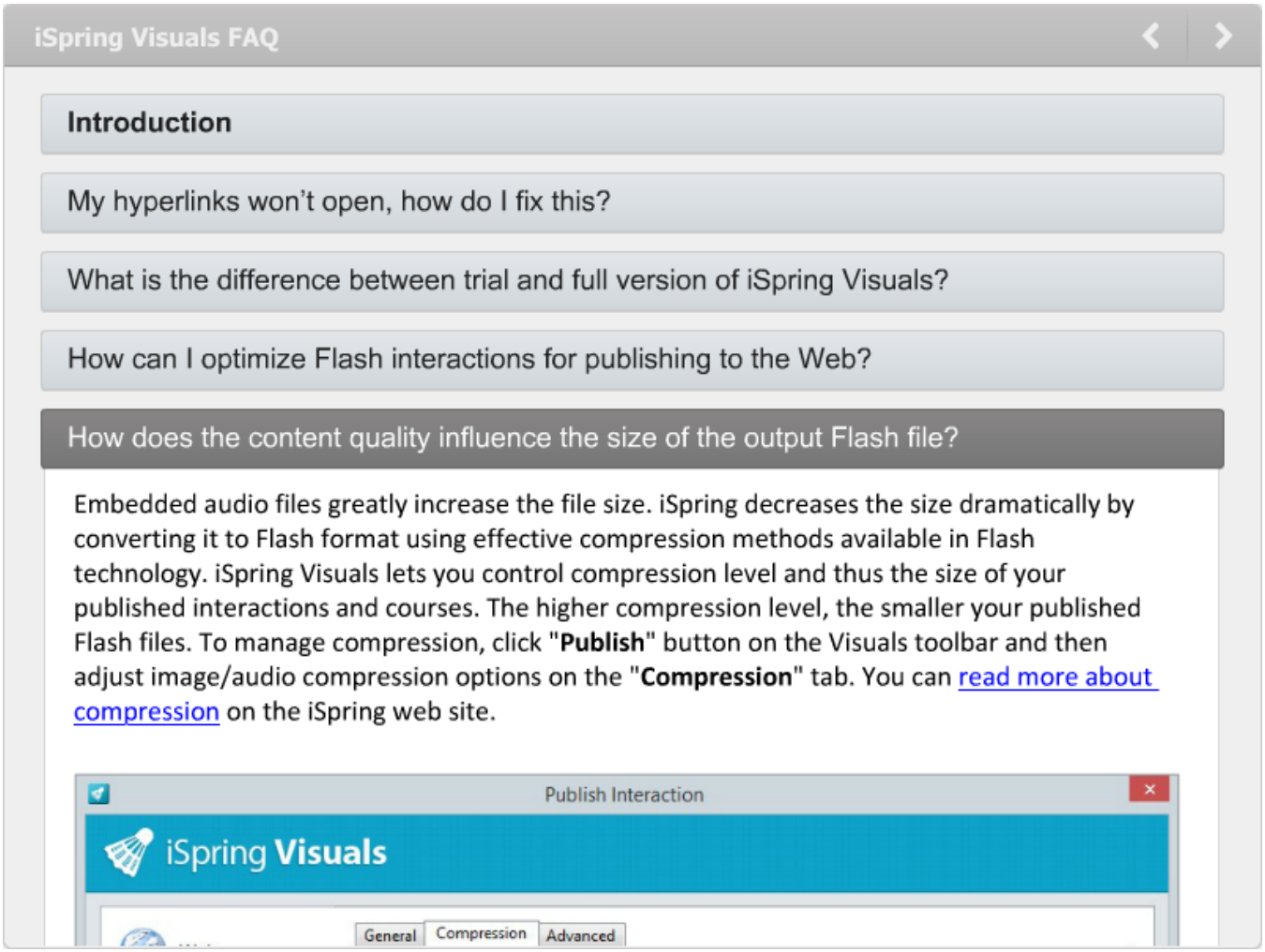
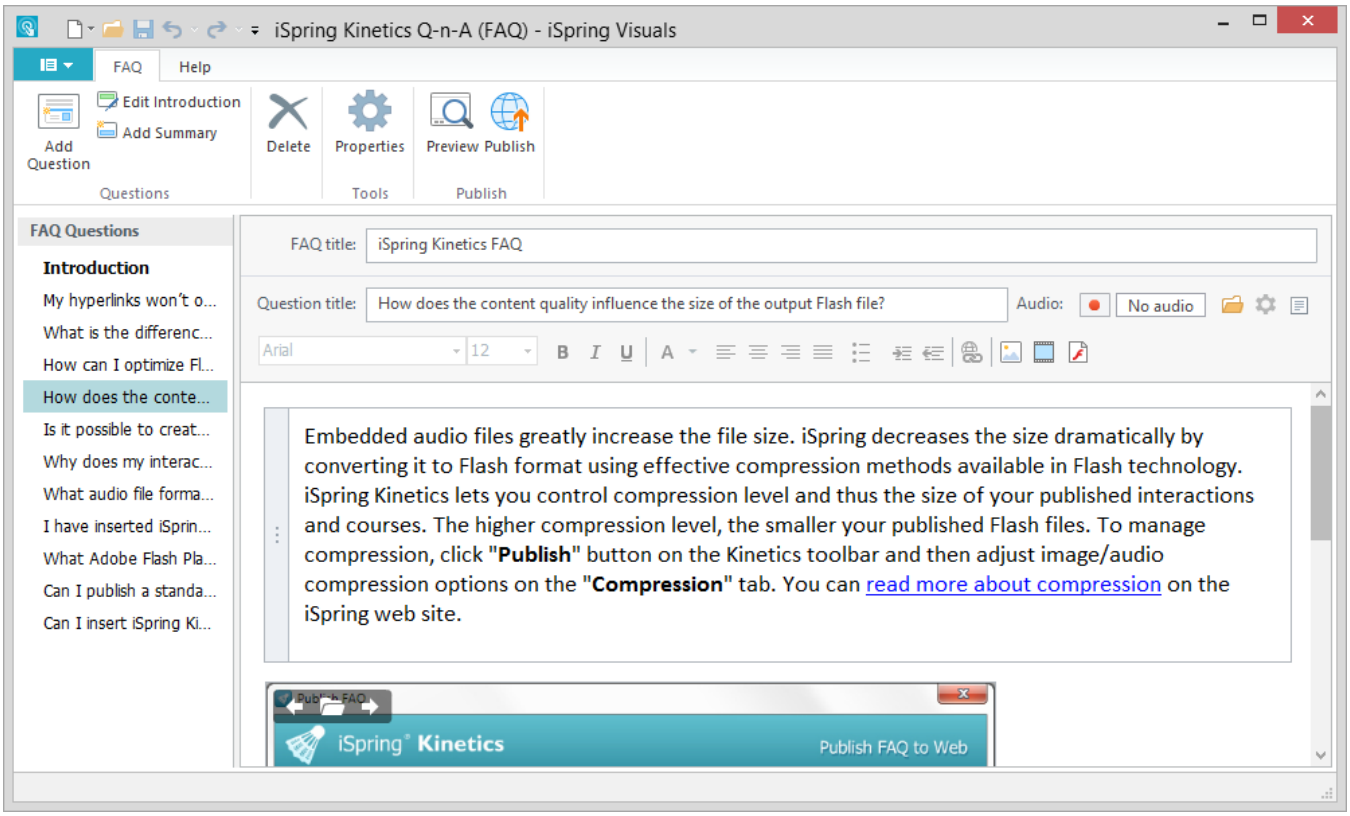
FAQ

FAQ helps you to quickly create a list of questions and answers that your site visitors or students ask most often.

- Adding Questions and Answers
- Duplicating Questions and Answers
- Deleting Questions and Answers



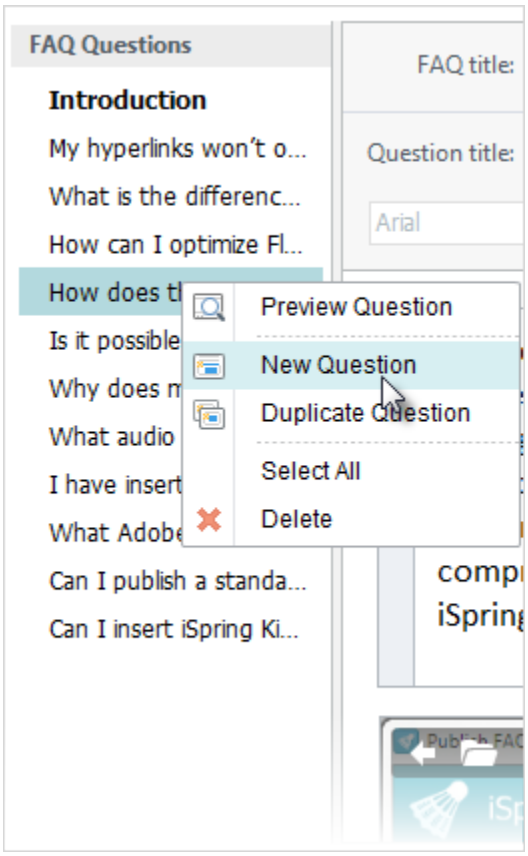
Adding Questions and Answers



1. Click the **Add Question** on the toolbar.

   or

   Right-click any place on the **FAQ Questions** pane and choose **New Question** in the contextual menu.

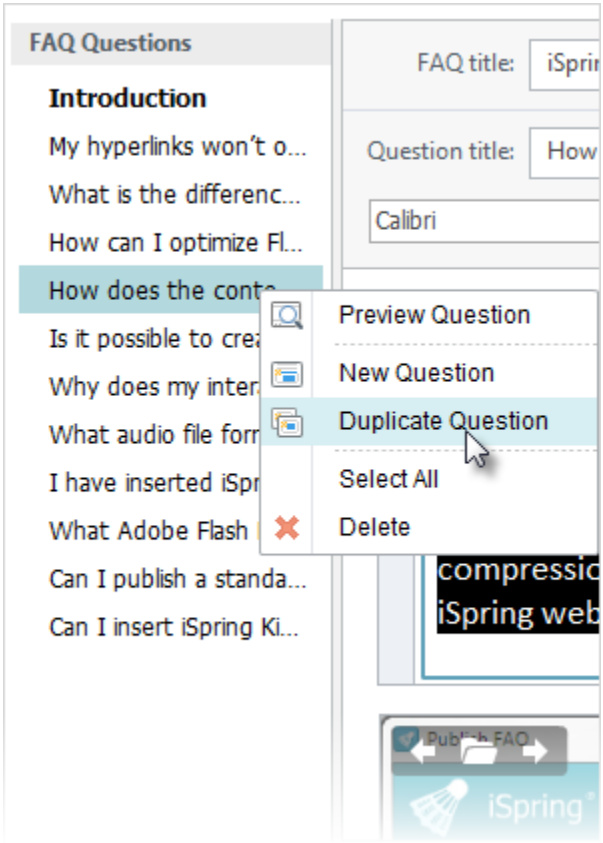


2. Type a question title in the corresponding field.
3. Enter a description, add pictures, Flash movies, video and/or audio narration.

Duplicating Questions and Answers

1. Select one or multiple questions on the **FAQ Questions** pane.
   To select several items, click them while holding down the **Shift** or **Ctrl** button.

2. Right-click the selected questions on the **FAQ Questions** pane and choose **Duplicate Question** in the contextual menu.



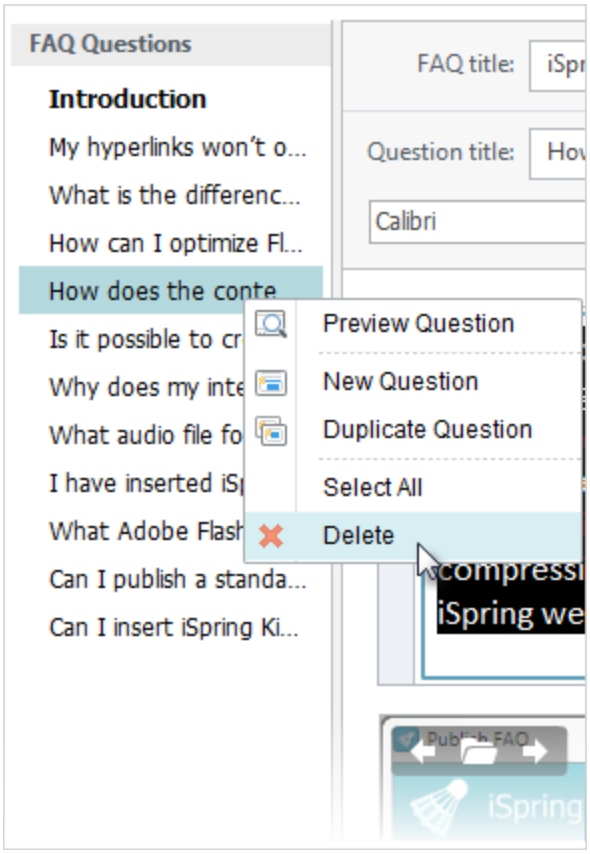
The selected questions will be duplicated along with the added texts, images, audio, video and Flash files. Introduction and summary cannot be duplicated.

Deleting Questions and Answers

1. Select a FAQ entry, which you want to delete, on the **FAQ Questions** pane.
   Note: To select several items, click them while holding down the **Shift** or **Ctrl** button.
2. Click the **Delete** button on the toolbar or press the **Delete** key on your keyboard.

   or

   Right-click the selected entries on the **FAQ Questions** pane and choose **Delete** in the contextual menu.



When your FAQ is ready, give it a name and proceed to publishing.