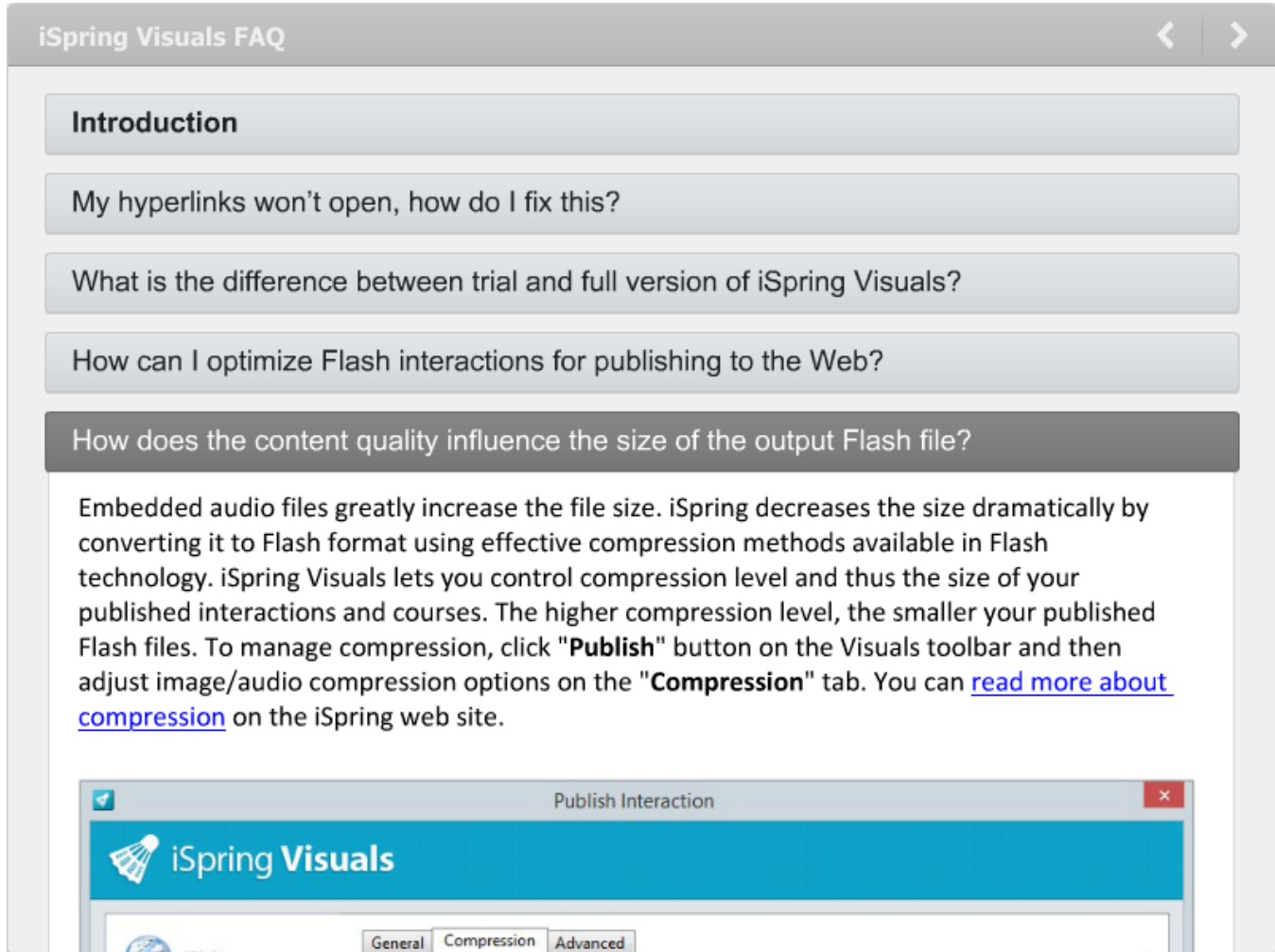


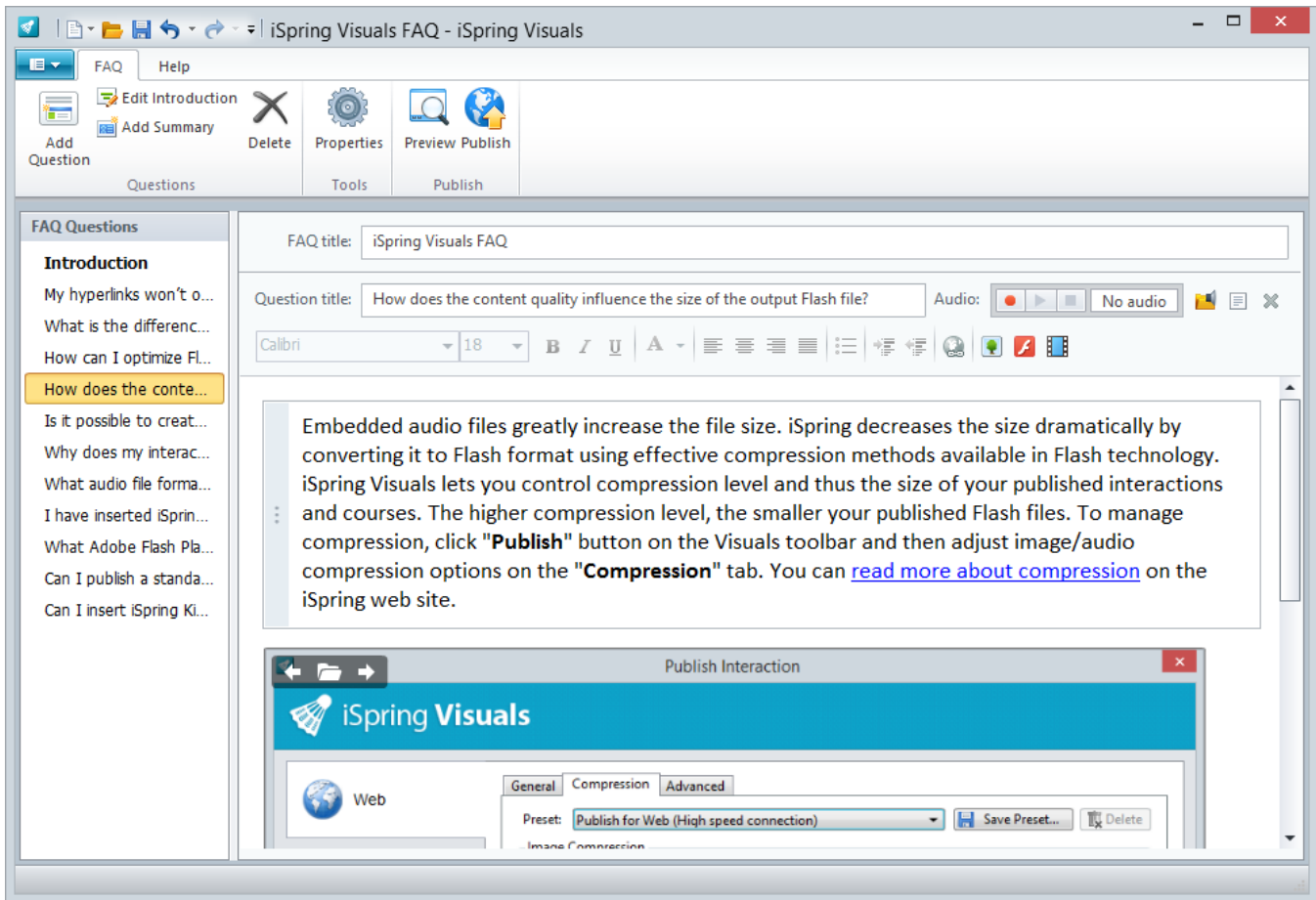
# FAQ

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](#)



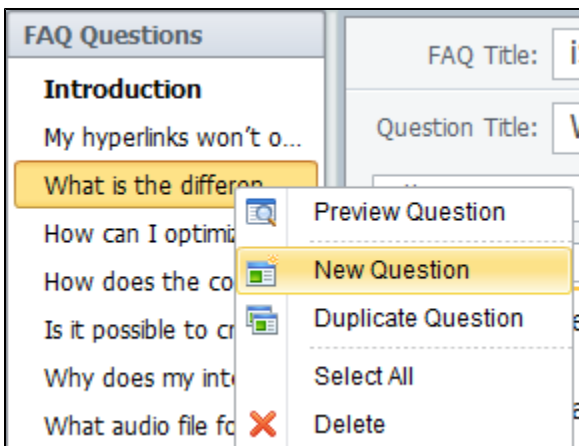
## Adding Questions and Answers



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

or

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



2. Type a question title in the corresponding field.

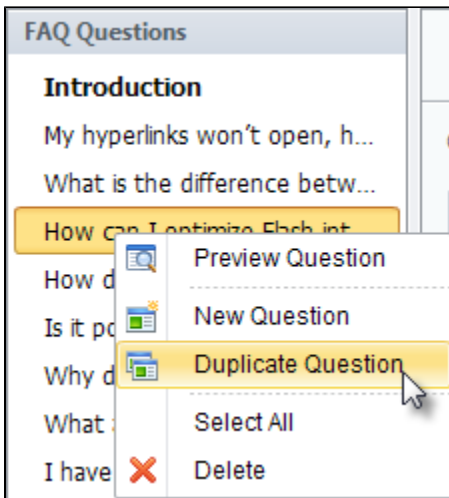
3. Enter a [description](#), [add pictures](#), [Flash movies](#), [video](#) and/or [audio narration](#).

## 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.



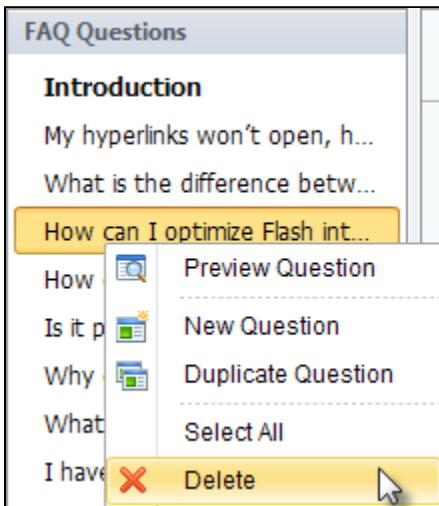
The selected questions will be duplicated along with the added texts, images, audio, video and Flash files. Introduction and summary cannot be duplicated.

## 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](#).