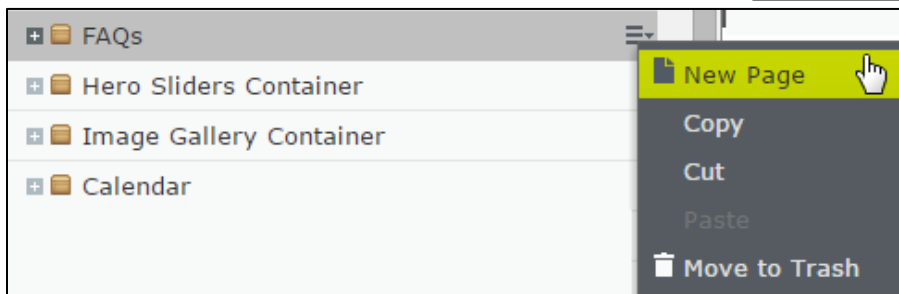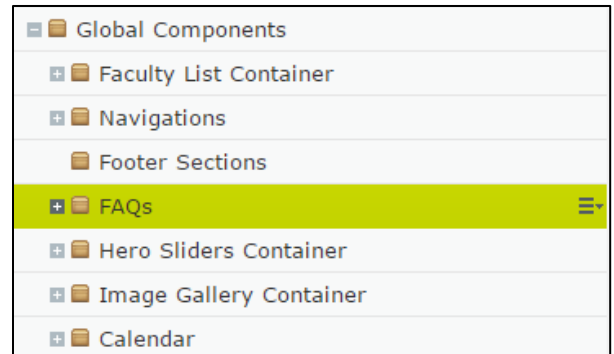# EPiServer Content Management System
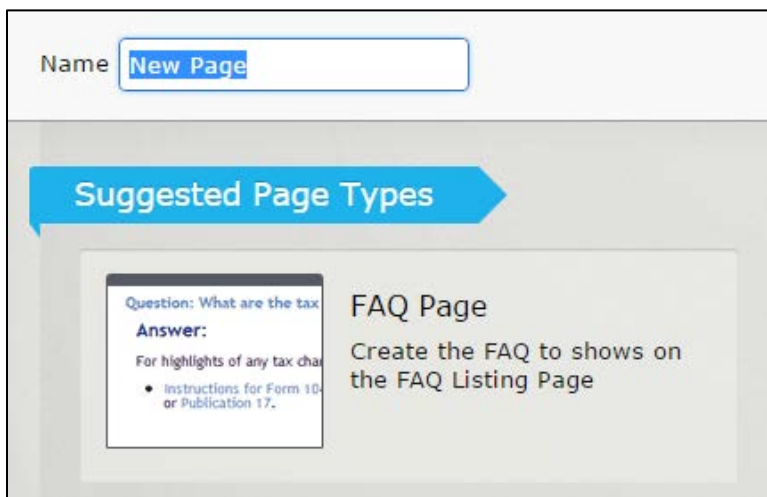
FAQ Listing Page

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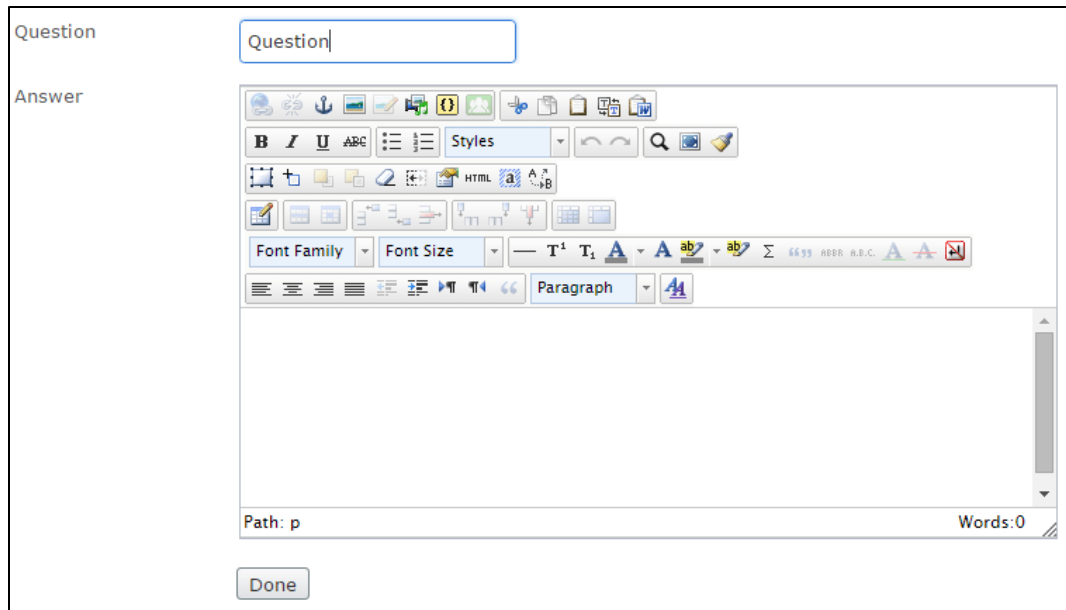
Creating a New FAQ

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.

6. **Publish** the FAQ.

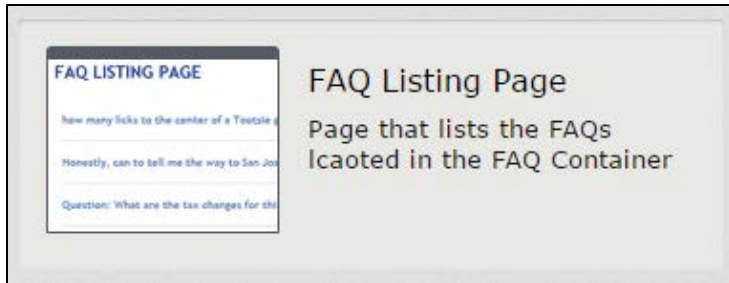7. Your FAQ will be added to the FAQ Container. **Repeat** if needed.
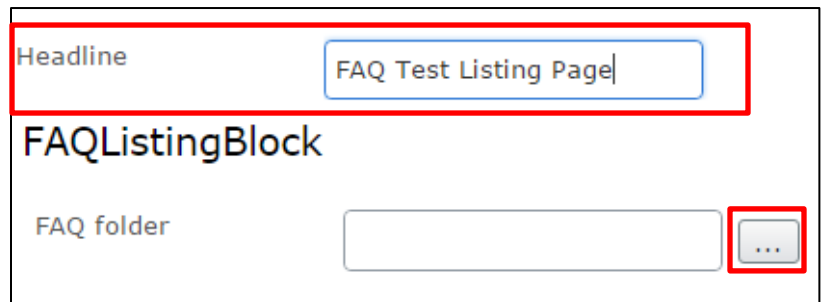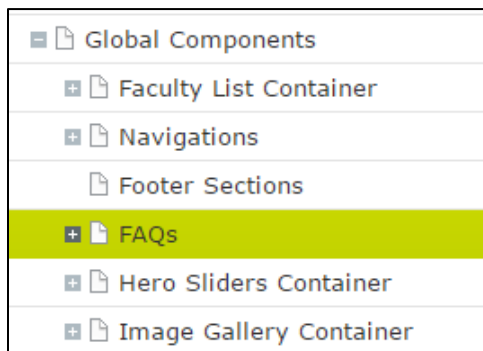
Creating the FAQ Listing Page

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.

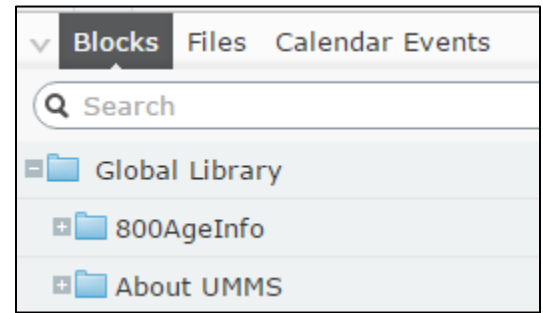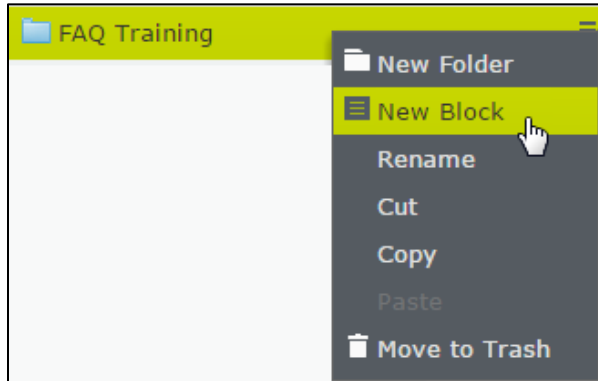4. **Select** the FAQ folder by clicking the … button and **scroll** to the FAQs folder within your global components.

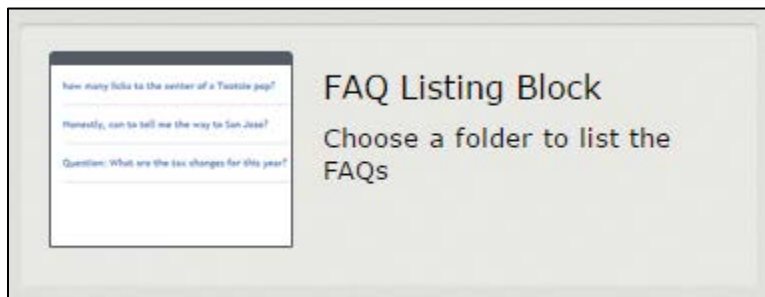5. **Click** Done.

6. **Publish** the Page.
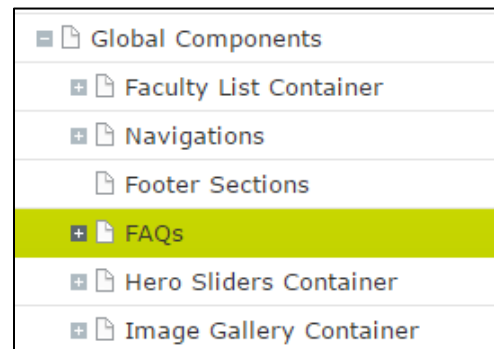
Creating FAQ Listing Block

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.

    FAQ Listing Block
    Choose a folder to list the FAQs

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

    FAQ folder [   ] [...]

    [Done]

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

6. **Publish** the Block.   Publish? ∨