

## **FAQ**

- 1) Select Categories for the FAQ
- 2) Enter a Question or Introductory phrase.
- 3) Create an Answer. The Editor toolbar is available for formatting the Answer field with files from Asset Manager, Elements and the Custom Link Editor.

## **FAQ FAQ**

### ***What is a FAQ?***

FAQ's are Frequently Asked Questions. A FAQ consists of a "Question" and an "Answer".

### ***Can I use a FAQ more than once?***

Depending on how you'd like to display FAQ's, Instances and Categories may be used for organization. A FAQ can be included into multiple categories but can only be used in the Instance in which they were created. If you would like advice or assistance in structuring Instances and Categories, please contact [wdsupport@sourceonenet.com](mailto:wdsupport@sourceonenet.com).

### ***How do I change the order the FAQ's and Categories appear on the Website?***

FAQ category and individual FAQ question/answer sets can be re-ordered for display on the Website by using the FAQ links in the left navigation.