

FAQ Block

The FAQ (Frequently Asked Questions) Block displays a standard Frequently Asked Questions web page. This block allows the entry of questions that link to answers styled in a standard FAQ format.

FAQ - STANDARD

- [Question 1](#)
- [Question 2](#)
- [Question 3](#)
- [Question 4](#)
- [Question 5](#)

Question 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Question 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Question 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Features

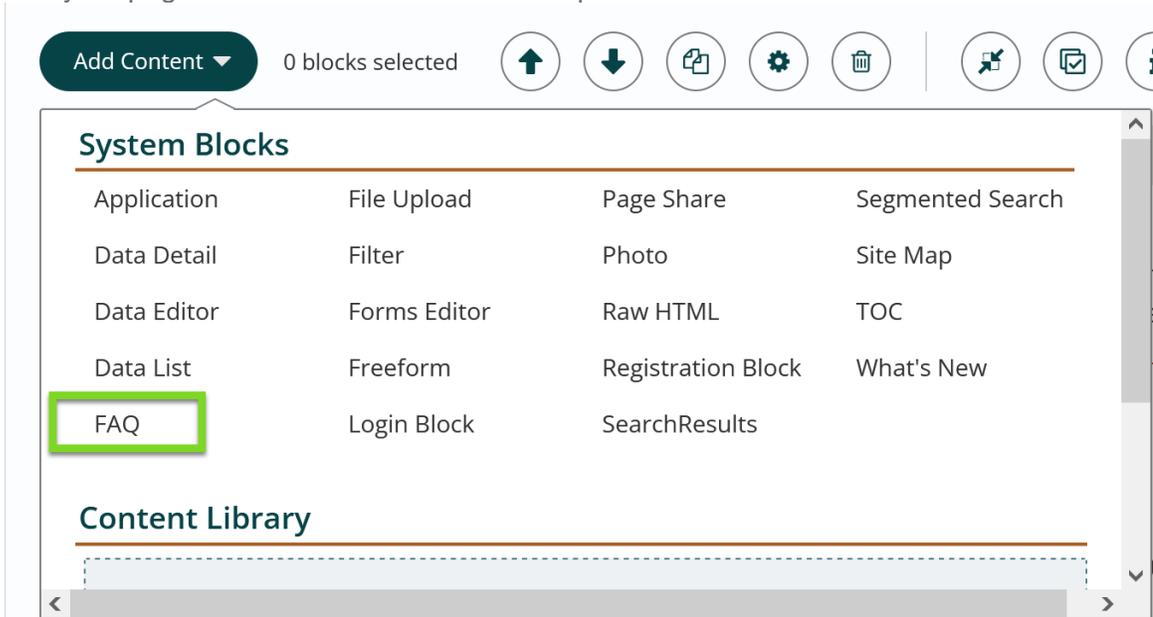
- Each question is programmed as a link to the answer, no need to create the link
- Easily edit content using the Freeform editor within the FAQ Block
- Ability to reorder your questions and answers
- Add graphics to your FAQ block using the Image Picker

Common Uses

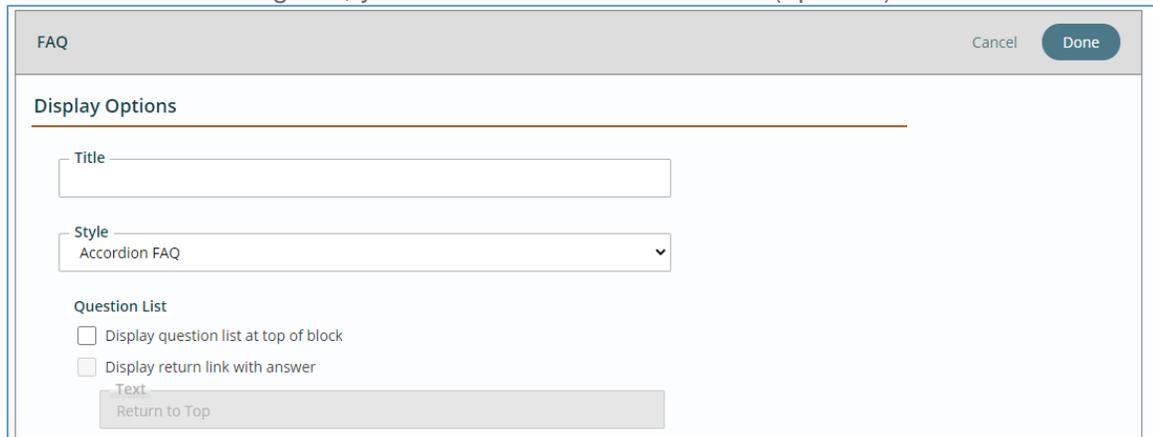
- Standard website Frequently Asked Questions page
- Link to multiple headings on longer pages
- Can be used for anchor type of navigation

Add an FAQ Block

1. Edit your page. Click the Add New Block dropdown menu and select FAQ.

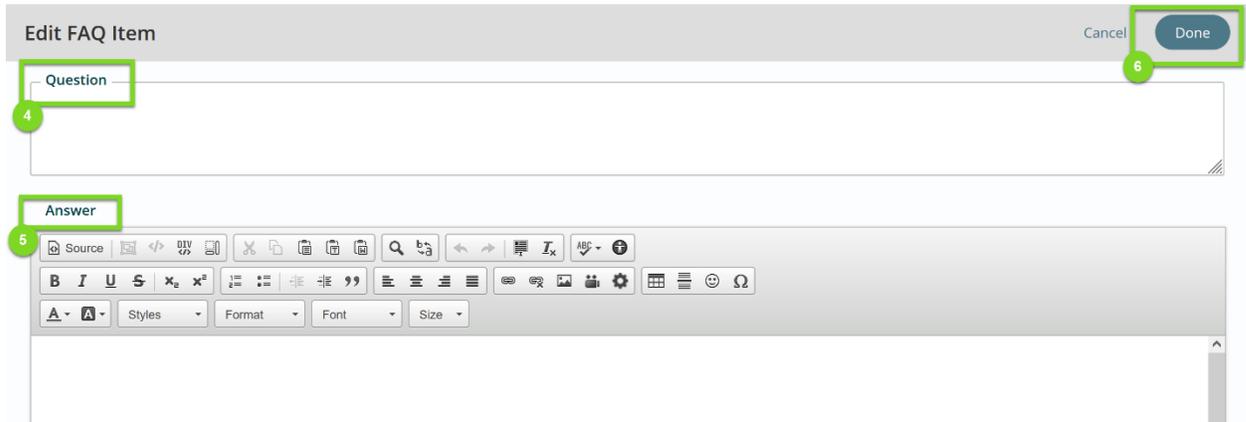


2. Within the FAQ dialog box, you can add a title for the block (optional).



3. Click the "New" button to add your first question.

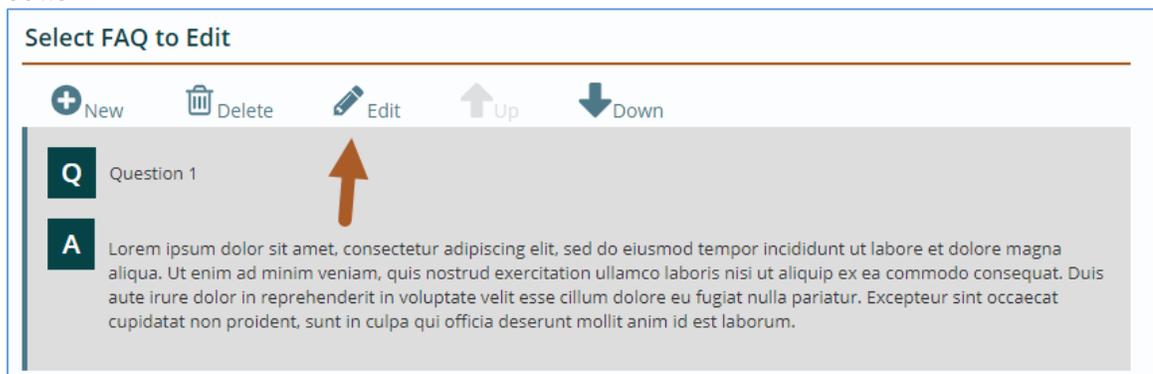




4. Add your question in the first section.
5. Add your answer in the Freeform editor block “Answer.”
6. Click Done.
7. Click “New” to add a second question.
8. Add a second question and answer.
9. Click Done.
10. Continue with steps 1 – 6 until you have all of your questions added.
11. Click Publish to save your work.

Edit an FAQ Block

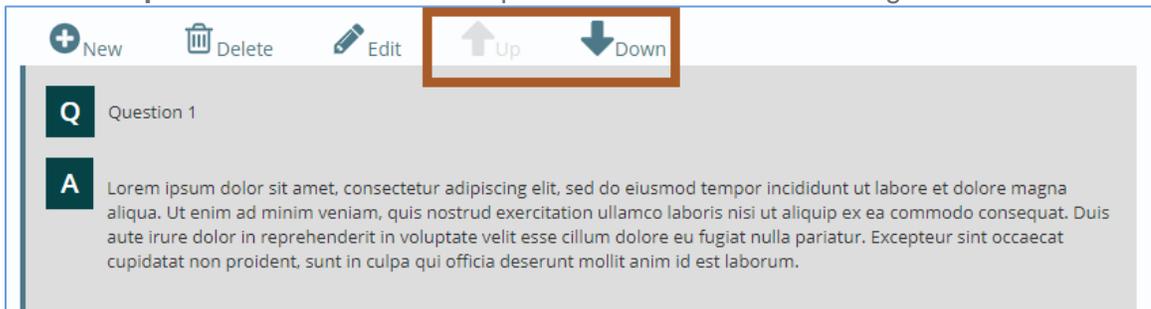
1. Open your FAQ block.
2. Open any question. You can either double-click it or click to select and then click the edit button.



3. Update content within the FAQs.
4. Click Done to close the FAQ Block Editor.
5. Click Publish to save your work.

Adjust Order of Questions

1. Open your FAQ block.
2. Click on the question you would like to move.
3. Click the **Up** or **Down** buttons at the top of the FAQ Editor to rearrange the order.

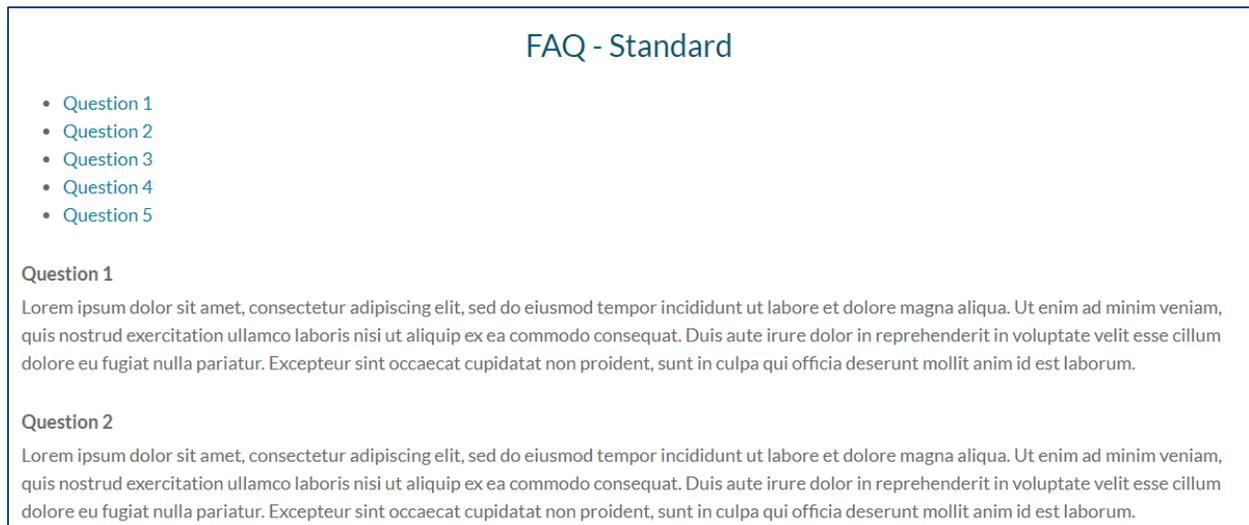


4. Click Done to close the FAQ Block Editor.
5. Click Publish to save your work.

FAQ Block Styles

Each site's style guide offers a variety of styles for FAQ Blocks. Here are examples of standard style offerings.

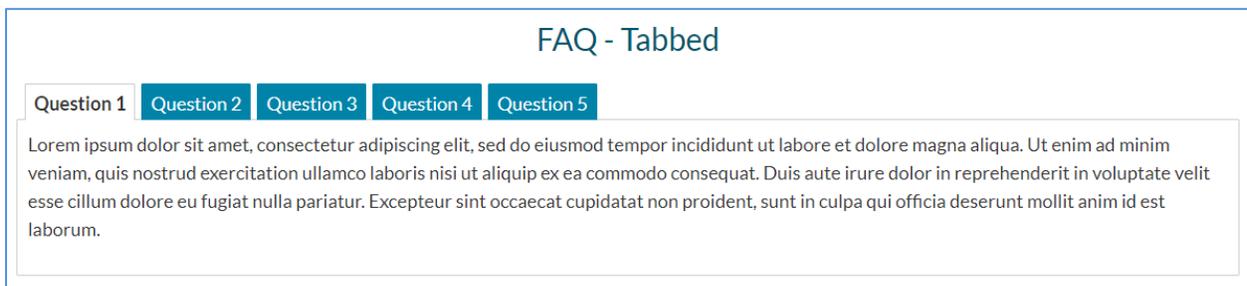
Standard FAQ Style



Accordion FAQ Style



Tabbed FAQ Style



Style an FAQ Block

1. Open the FAQ Block.
2. Look for the **Style** dropdown in the FAQ window.



3. Click the dropdown and select the style that works best for your page.
4. Click done to close the FAQ Block Editor.
5. Click Publish to save your work.