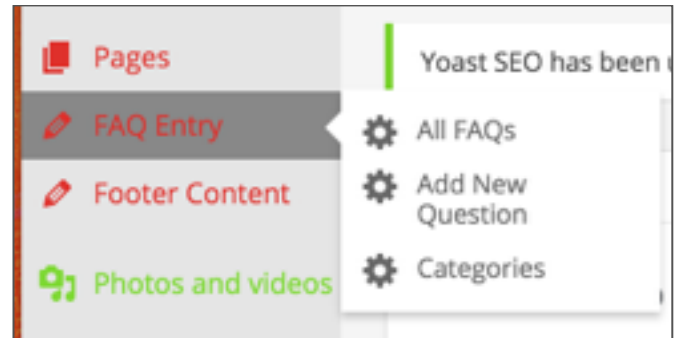




How to... Add or Edit FAQs

To add or edit an existing FAQ or Category, click on FAQ Entry:



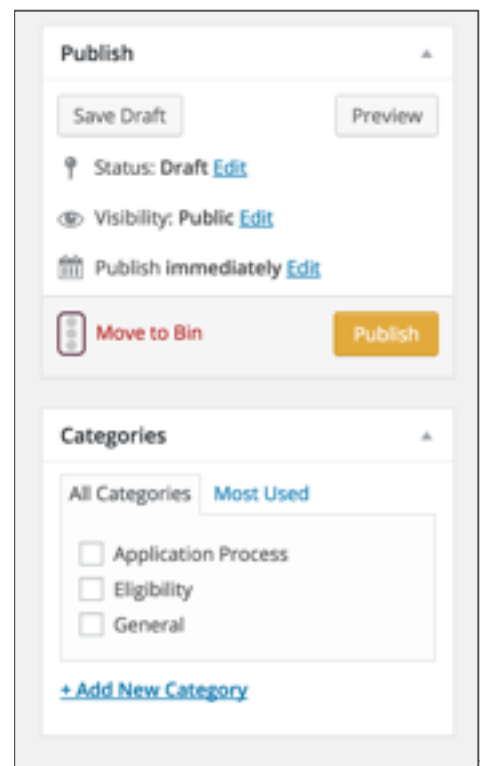
To **edit an existing FAQ**, click on All FAQs, then click on an individual question.

To **add an FAQ**, click on Add New Question.

Add the question in the first box, and the answer in the second box.



Tick the category for the question, then click **Publish**.



When you have finished making any changes, click "Update".