How do I review a new article for publishing in the FAQ?

Tell Me

1. Go to spaces.uncc.edu
2. In the top right corner, click on the Log In button

![Log In button](image)

3. Enter your NinerNET credentials
4. Click the Spaces tab in the top left and select FAQ - Draft Content

![Spaces tab](image)

5. If this is your first time, the space will not be listed, click Space Directory and select the space

![Space Directory](image)

6. Locate the desired article and click Edit in the top right of that article
7. Ensure the article follows the general rules for formatting
8. Double-click the Content by Label block immediately below the Related FAQs section

![Content by Label](image)

8. Make sure the appropriate label for the article is entered based on the general rules for formatting
9. Click the **Labels** option along the top, beside the page title (with a tag icon next to it)

**How do I create an article in the FAQ?**

10. Enter the appropriate Labels for the article
   
   1. These should be the exact same labels used in the **Content by Label** block
   
   2. You can simply type the labels and separate them with a space
   
   3. Click the Add button to apply the labels

11. When finished, click **Save**

12. Click the triple dot button to the right of the **Edit** button

![Image of Edit and Watch buttons]

13. Click the **Move** option

![Image of Move option]

14. Enter the **New Space:** as **UNC Charlotte FAQ**

   1. As you type, the option should be displayed underneath...click on it when it appears

15. Enter the correct parent page in the **New parent page** field

   1. As you type, the option should be displayed underneath...click on it when it appears

   2. The parent page should be a Topic or Subtopic that’s already been created

16. Click **Move** and you will be taken to the article where it’s published in the public FAQ

17. To review another article, repeat steps 5-16 again

18. When you’re finished reviewing articles, click on the person in the top right and select **Log Out**

---

**Related FAQs**

Page: What are the general formatting rules for content in the FAQ?

Page: How do I create a video to post in the FAQ?

Page: How do I watch a single FAQ/article in the UNC Charlotte FAQ?

Page: How do I watch an entire FAQ space?

Page: How do I share or email an FAQ article?