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

Tell Me

1. Go to \texttt{spaces.uncc.edu}
2. In the top right corner, click on the \texttt{Log In} button
3. Enter your NinerNET credentials
4. Click the \texttt{Spaces} tab in the top left and select \texttt{FAQ - Draft Content}

1. If this is your first time, the space will not be listed, click \texttt{Space Directory} and select the space
2. Locate the desired article and click \texttt{Edit} in the top right of that article
3. Ensure the article follows the \texttt{general rules for formatting}
4. Double-click the \texttt{Content by Label} block immediately below the \texttt{Related FAQs} section

8. Make sure the appropriate label for the article is entered based on the \texttt{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

   ![Screenshot of the page with search space and options](image)

13. Click the **Move** option

   ![Screenshot of the page with move option](image)

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**

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**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?