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)

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

![Space Directory](image)

5. Locate the desired article and click Edit in the top right of that article
6. Ensure the article follows the general rules for formatting
7. 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)

![Labels option](image)

10. Enter the appropriate Labels for the article
   a. These should be the exact same labels used in the Content by Label block
   b. You can simply type the labels and separate them with a space
c. 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

13. Click the **Move** option

14. Enter the **New Space**: as **UNC Charlotte FAQ**
   a. 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
   a. As you type, the option should be displayed underneath...click on it when it appears
   b. 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**

- What are the general formatting rules for content in the FAQ?
- How do I create a video to post in the FAQ?
- How do I watch a single FAQ/article in the UNC Charlotte FAQ?
- How do I watch an entire FAQ space?
- How do I share or email an FAQ article?