Editing a FAQ Block

To Create an FAQ Block

Click **Insert a Block**

If there are multiple block options, click the **FAQ** tab at the top of the text block

Add the question to the top box

Add the answer to the bottom box

If you wish to add an image or video, click the image or video icon to the right of the question box.

Click here

for instructions for adding media to text blocks
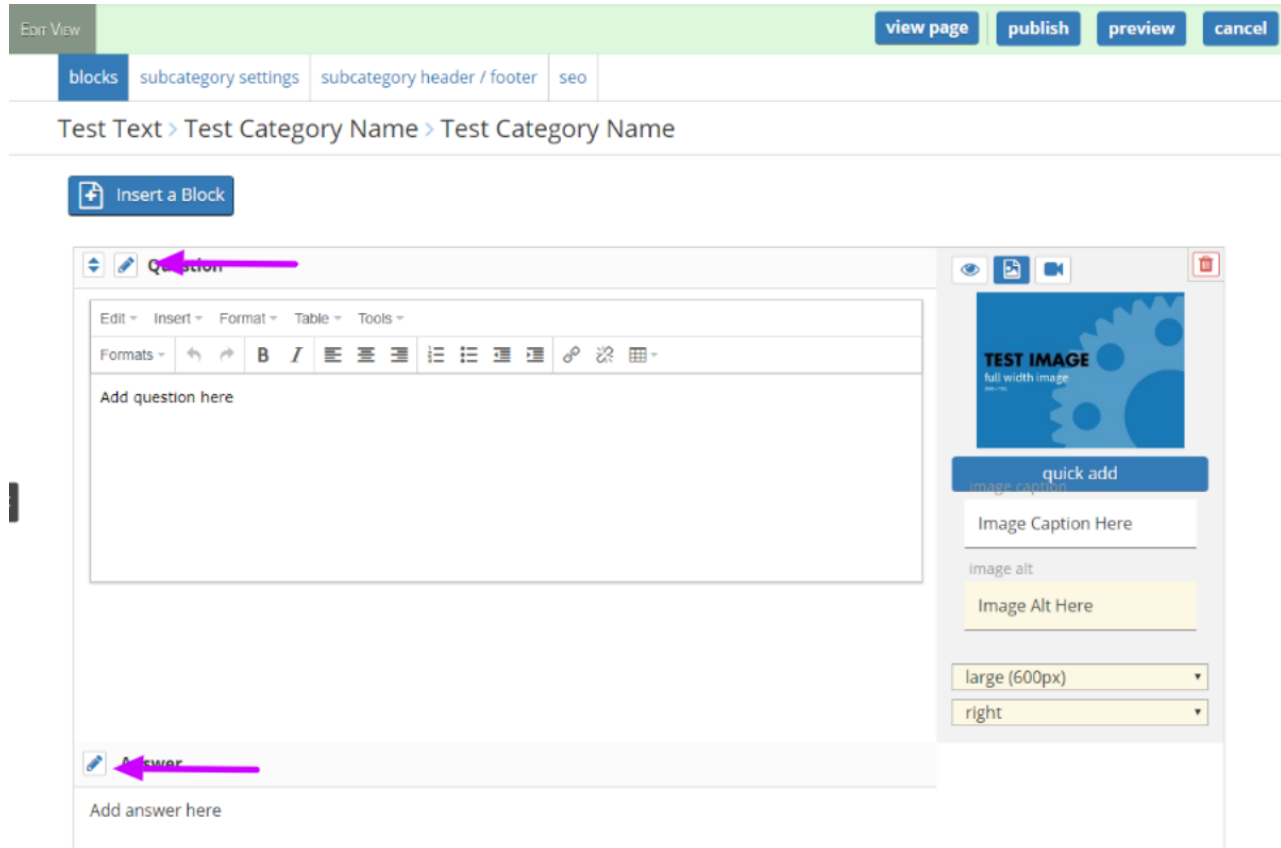
Click **Save Block**

To Edit an FAQ Block

Click the pencil icon on the top left of the question or answer block

Make your edits

Click the pencil icon again to save

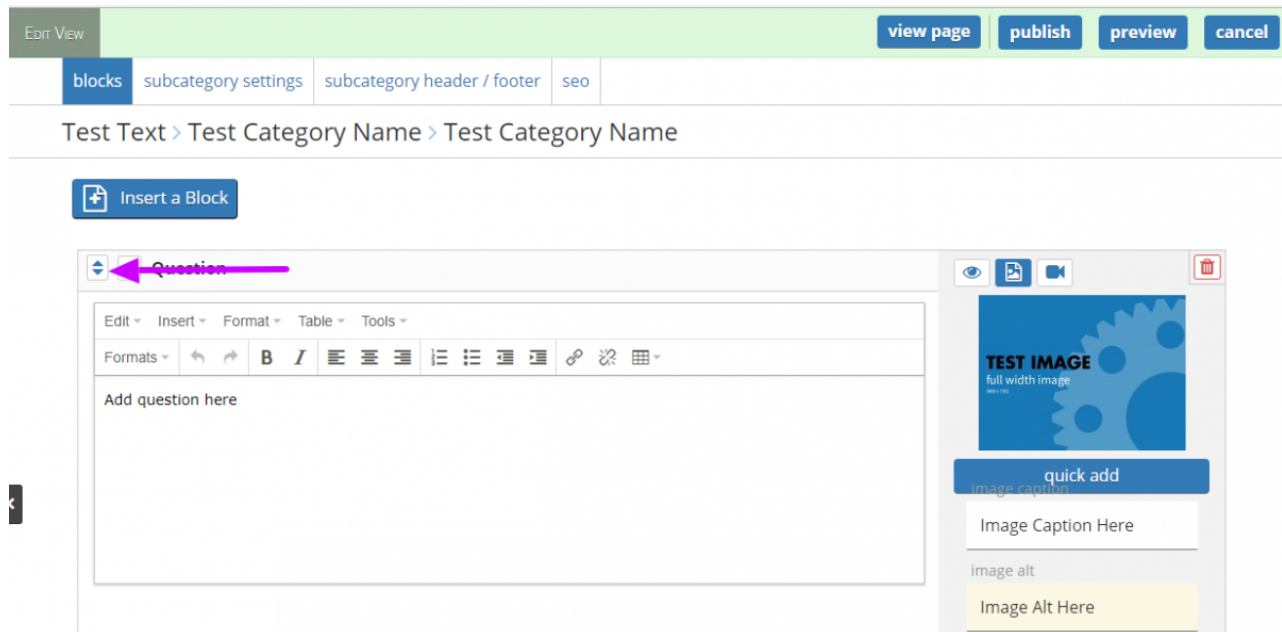Click **Publish** at the top of the page to publish your changes

Edit an FAQ Block

To Move an FAQ Block

Click the arrow on the upper left corner of the block

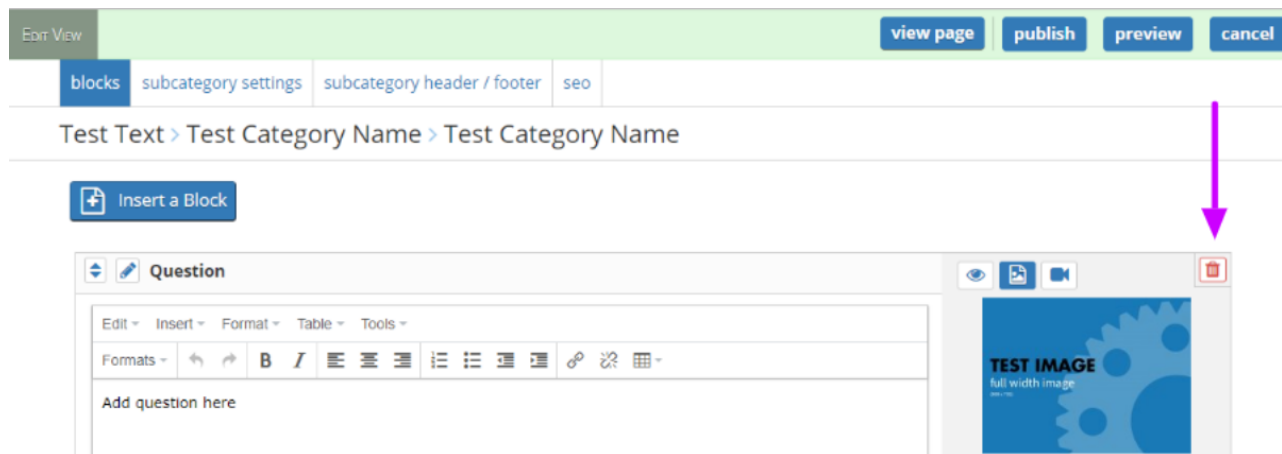Drag and drop to the desired location

Move an FAQ Block

To Delete an FAQ Block

Click the red trash can icon in the upper right corner of the block

Click Click **OK** on the pop-up

Delete an FAQ Block