

A Template for FAQ's

List of Frequently Asked Questions

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From where can I download the template to generate this list of questions and answers?

The template can be downloaded from the following website:

<http://www.latextemplates.com/>

Which additional packages are required and from where can I download them?

The following packages are required:

`todonotes`, `tocloft`, `microtype`

The packages can be downloaded from the Comprehensive Tex Archive Network (CTAN):

<https://www.ctan.org/pkg/todonotes>

<https://www.ctan.org/pkg/tocloft>

<https://www.ctan.org/pkg/microtype>

I received 4 zip files. How do I unpack them?

Under LINUX you simply type:

```
unzip faq.zip
```

```
unzip todonotes.zip
```

```
unzip tocloft.zip
```

```
unzip microtype.zip
```

How do I install the additional packages?

The content of the additional package files is unpacked to subfolders. Change to the respective subfolder and type:

```
latex todonotes.ins
```

```
latex tocloft.ins
```

```
latex microtype.ins
```

This will generate 3 `.sty` files `todonotes.sty`, `tocloft.sty` and `microtype.sty`. Copy these files to the parent directory which should also contain the `faq.tex` file.

How do I add a new question and answer?

In the code, type:

```
\question{A question that needs answering}\label{question-label}
```

The answer to this question.

Why is there a label in the code for [the previous question](#)?

This is not necessary, but it does give you a way of linking to a different question. In order to link to another question you simply need to add the following:

```
\hyperref[question-label]{click here}
```

The first part `[question-label]` is the label name and the second part `{click here}` is the text that is displayed as link.

How do I change the title and subtitle?

To change the main title, simply find the "TITLE AND LIST OF QUESTIONS" block and replace "A Template for FAQ's" within it. To change the subtitle find the following command:

```
\newlistof{questions}{faq}{\large List of Frequently Asked Questions}
```

and replace the subtitle with one of your choosing.

Is it possible to change the spacing between the questions in the list of questions?

Yes, simply find the following line:

```
\setlength\cftparskip{.3em}
```

and change the `.3em` to whatever suits your fancy.

What if I want to hide the page numbers and/or trailing dots next to the question in the list of questions?

To remove the trailing dots to the page numbers, find the line:

```
%\renewcommand{\cftdot}{{}}
```

and uncomment it. To remove the page numbers as well, find the following lines and uncomment them:

```
%\let\Contentsline\contentsline  
%\renewcommand\contentsline[3]{\Contentsline{#1}{#2}{{}}
```

Is it possible to number questions?

Yes, you can refer to the number of the current question with:

```
\thequestions
```

For example, this is question 10. You can even incorporate question numbers into the questions and list of questions automatically by adding:

`Question \thequestions:`

just before each `#1` in the `\questions` definition block in the preamble.

Question 11: Can I change the color of the question boxes?

Just find the following line and change the color specified there:

```
\todo[inline, color=green!40]{\textbf{#1}}
```