

# CSU General Catalog

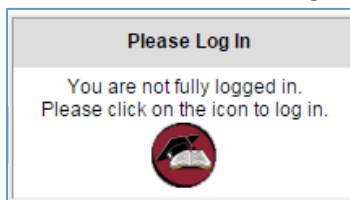
## Edit/Modify Instructions for General Catalog

Throughout the General Catalog edit process, you may have to approve various pages. You can do this through the CourseLeaf 'Approve Pages' feature, or by accessing the link that you received via email notification.

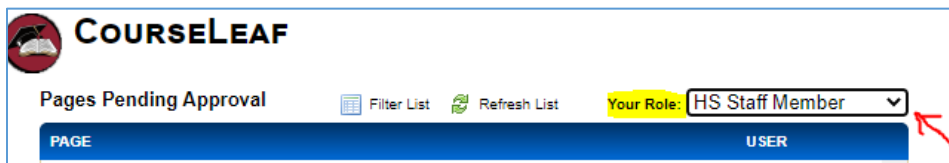
**Reminder: The edit cycle is for General Catalog narrative content only. Any changes to curriculum requirements (course changes, program requirements changes, major completion maps, etc.) must be submitted through the Curriculum Management System (CIM) and go through an electronic approval workflow. For more info, please visit <https://curriculum.colostate.edu/>**

### Accessing your pages:

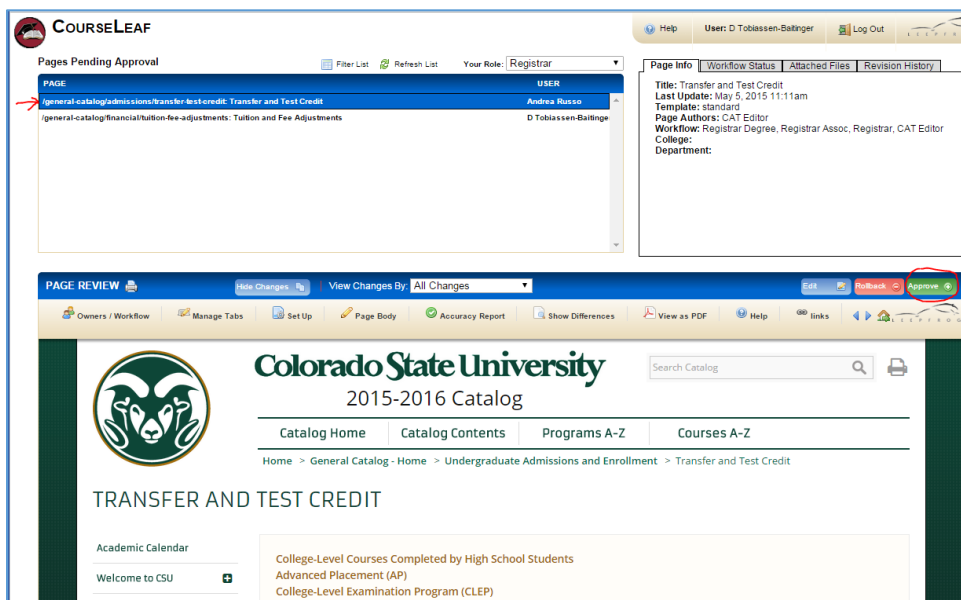
1. Navigate to CourseLeaf Pages Pending Approval: <https://next.catalog.colostate.edu/courseleaf/approve/>
2. Click on the red icon to log in with your eID username and password.



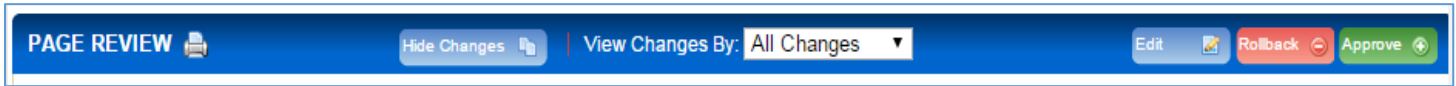
3. At the top of the page, select your role from the 'Your Role' drop-down menu. Your role is not your name, it is the Catalog editing role assigned to you (i.e., HIST Chair; SOCR Admin, etc). Your role will be in the subject line of any automated email notifications.



4. Catalog pages pending approval will now be listed out. Select the page you would like to review/edit/approve.



### Reviewing the Page



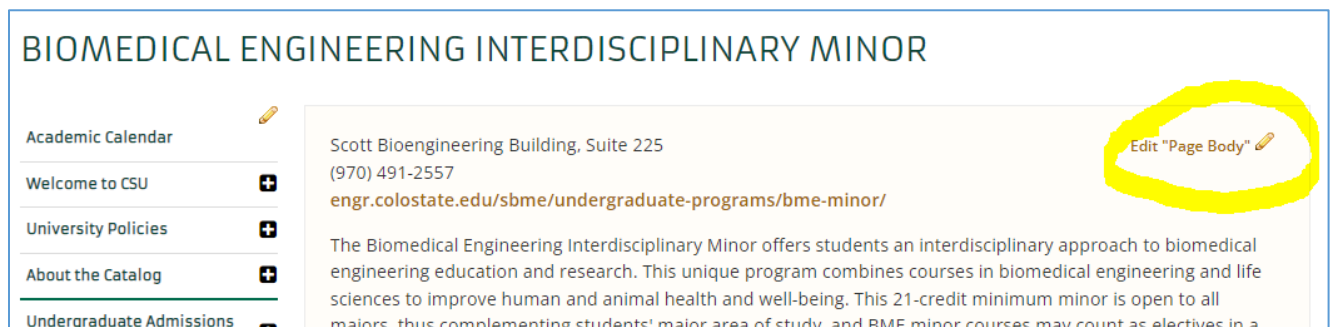
1. Page Review area will display the pages pending review.
  - a. Changes are shown in red (deleted text) and green (new text)
  - b. By default, all changes will be visible. You can turn the changes on/off by choosing the “Hide Changes” button, or select a user in the “View Changes By” dropdown to see the changes made by that user only.
  - c. Hiding changes will allow you to view the document without any markup
2. Upon reviewing the proposed changes, you can either:
  - a. **Edit the Page** to enter changes. If you need to edit, please move on to the next step.
  - b. **Rollback the page** to a previous user in the workflow (you can choose any previous step). To rollback, choose the red “Rollback” button, at which time you can make comments about why the page is rolling back. Enter your comments and click “Rollback”. Once those edits are complete, the proposal will move forward through the workflow again.
  - c. **Approve the page** to send it to the next step in Workflow. To approve, choose the green “Approve” button.
  - d. If you need to **come back to the page at a later time**, choose a different proposal in your Pending Approval queue, or logout by closing out the CourseLeaf console window.
3. If you need to make changes, choose the blue “Edit” button.

### Making Edits

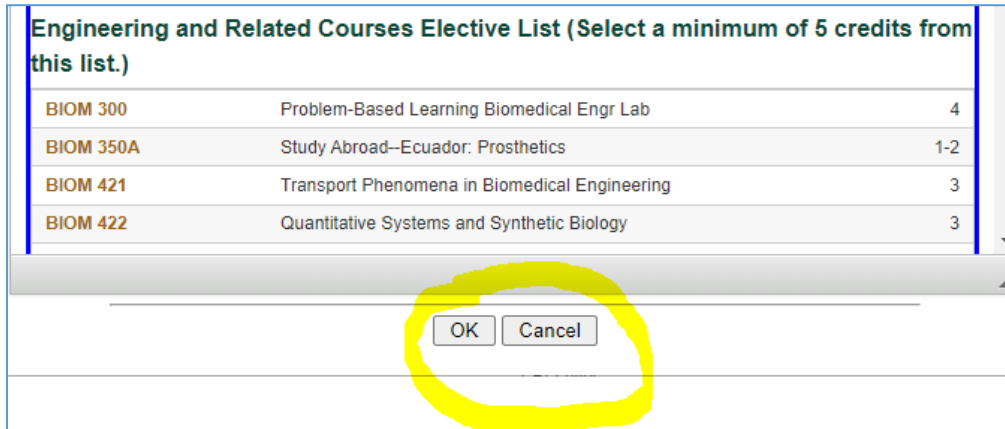
1. Make edits on the page as necessary. Scroll through the content. Please test all links. If you need to make a change to the page content, click the BLUE edit button.



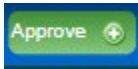
2. Click the “Edit Page Body” icon. Edit as needed.



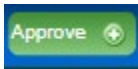
3. The toolbar at the top of the page functions like a Word processing toolbar. For more details, see Attachment 1.
4. Click OK to SAVE your edits or Cancel.



5. When you are finished with edits, click the green "Approve" button to send the page to the next step in Workflow (or on to the Catalog Editor).



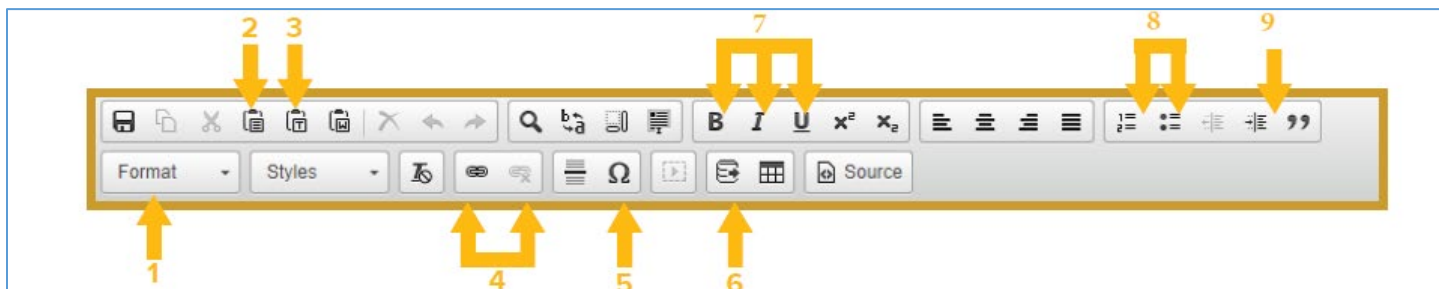
6. If you are satisfied with the page content and no edits are needed, simply click the green "Approve" Button. You must click the green "approve" button to send the page on to the next step in the workflow.



### Questions?

For General Catalog help, please contact [ro\\_catalogeditor@colostate.edu](mailto:ro_catalogeditor@colostate.edu)

**Attachment 1 –  
Editing the Page Body with the Word Processing Toolbar**



1. **Paragraph Format** - Gives you options to adjust the hierarchy of your body copy and allows you to add headers within the text. Headers will affect how viewers using screen readers (assistive technology for vision impairments) understand the text. Try not to use Heading 1, as this is the heading for the title of the page. It is best to use Header 2, Header 3, or Normal (regular copy size).

2. **Paste**

3. **Paste as Plain Text** – RECOMMENDED IF YOU ARE COPYING AND PASTING TEXT. If you need to use copy and paste, please paste the content as “**plain text.**” To do this, copy (**Ctrl+C**) the text from the desired document, then position the cursor in the “Page Body.” Click the Paste button or paste (**Ctrl+V**) the text into the new window provided. Choose “**paste as plain text.**” Use the Word processing toolbar to reformat as necessary. Click **OK** to save the text.

4. **Embed a link/Unlink** - To add a hyperlink: highlight the desired text, click this icon and enter the URL. If you are adding a link to connect one Catalog page to another, use the last part of the URL after <https://next.catalog.colostate.edu>. If adding an email address, click on the link icon and type in `mailto:[insert email address here]`. To remove the hyperlink, highlight the text and click on the paperclip with the ‘x’. Please remember to add a URL as a hyperlink - do not insert the full URL within the proposal.

5. **Insert Special Characters/Symbols**

6. **Insert/Edit Database Field** - If you have a specific course mentioned in your text, highlight the course number and click this icon. It will link with the CIM description. If you hover over the linked course, a bubble will appear and provide additional information about the course.

7. **Formatting** - B: Bold/I: Italicize/U: Underlined

8. **Numbering/Bullets** - If adding a bulleted or numbered list, use this icon instead of typing out the bullets/numbers manually. This will help viewers who have screen readers understand the text better.

9. **Indent text**

**\*\*Adding Images: Please send a jpg to [ro\\_catalogeditor@colostate.edu](mailto:ro_catalogeditor@colostate.edu). Our unit will need to add the image to our Image Library, and then we can insert it into the page. If there are people in the photo, please make sure they have consented to using their image in the General Catalog.**