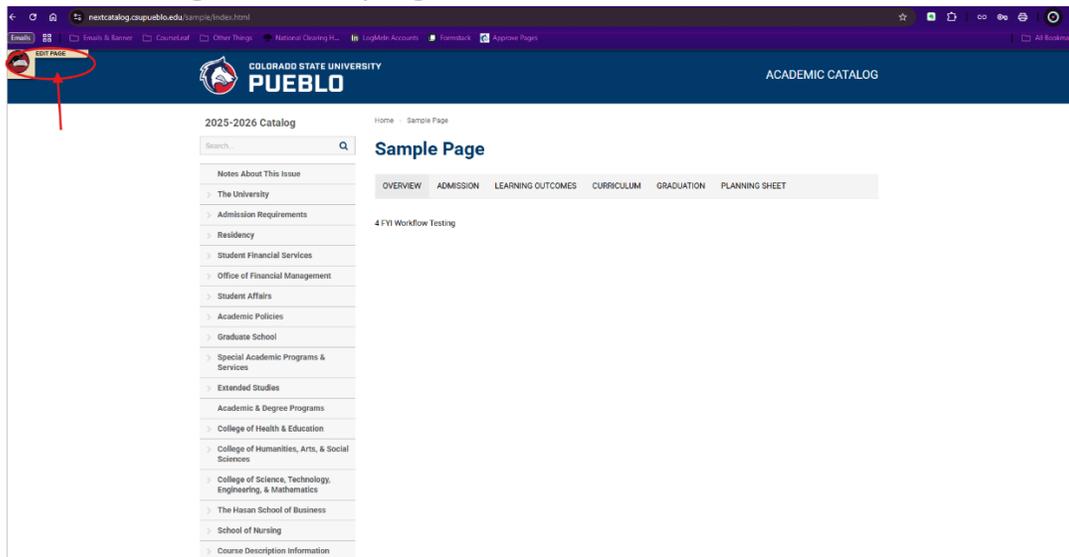
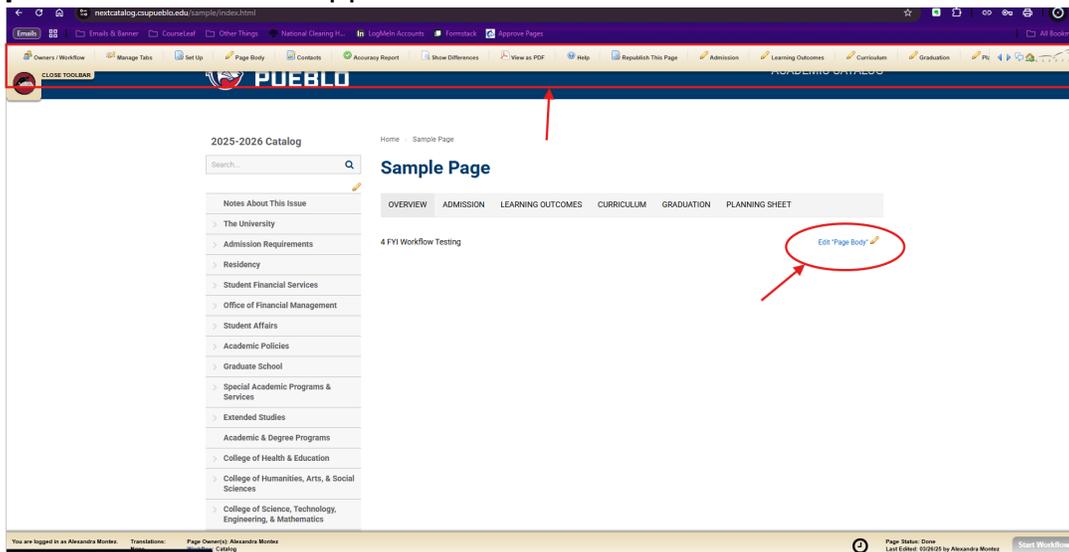


How to edit a Catalog Page

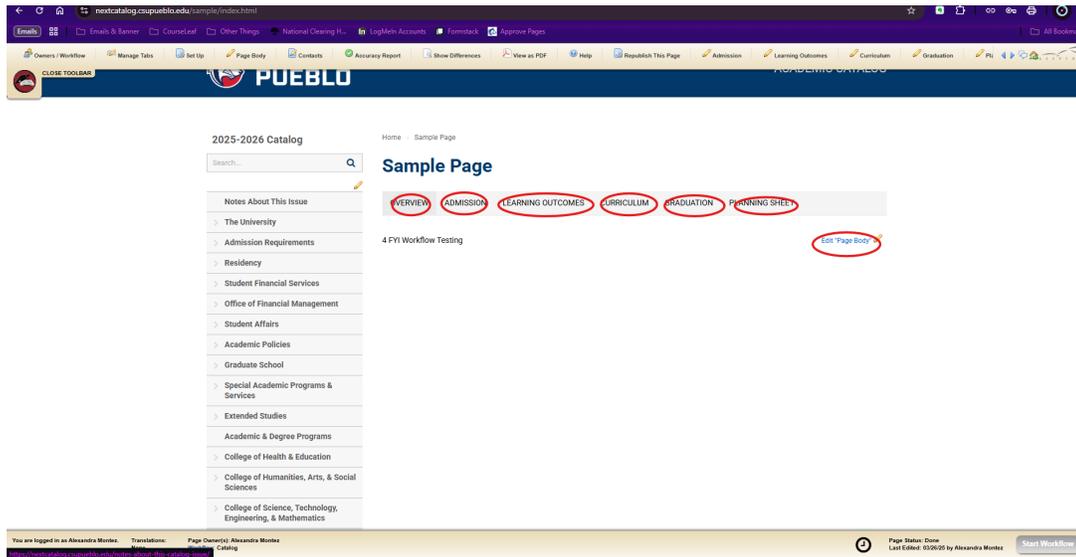
1. Go to the catalog page. Example:
<https://nextcatalog.csupueblo.edu/sample/index.html>
2. Click **Edit Page** in the top right corner



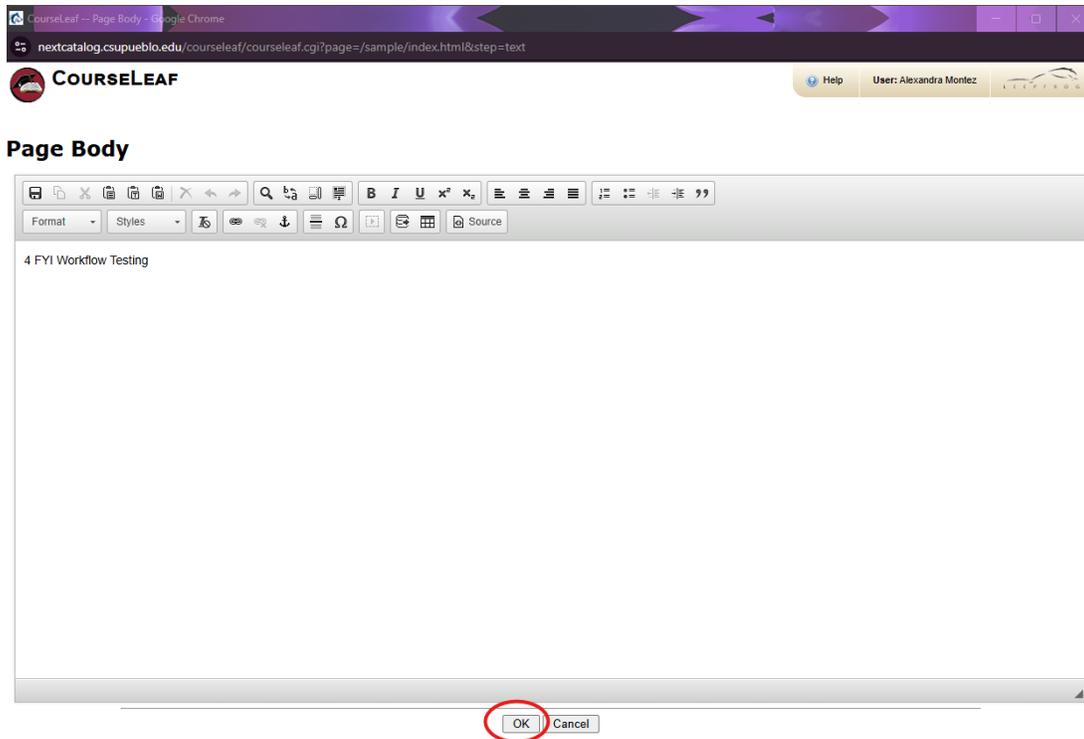
3. A **toolbar** will expand on the top of the webpage and an **'Edit ____'** with a **pencil** next to it will appear.



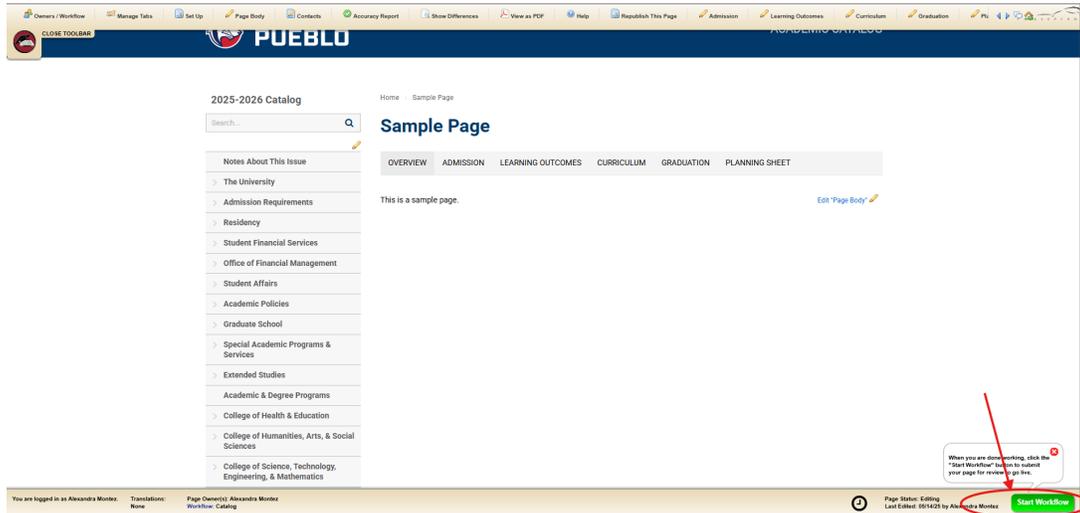
4. Use the **tabs** to navigate each section of the page. Use the Edit ____ to edit each tab.



5. Enter your edits in the pop up editing box. Click **ok** when you are done.



- Once you've completed all required edits, click **Start Workflow** in the bottom right-hand of the screen.



If you need to change the title of a tab, remove a tab, or add a new tab, please submit the request to csup_courseleafrequests@csupueblo.edu.