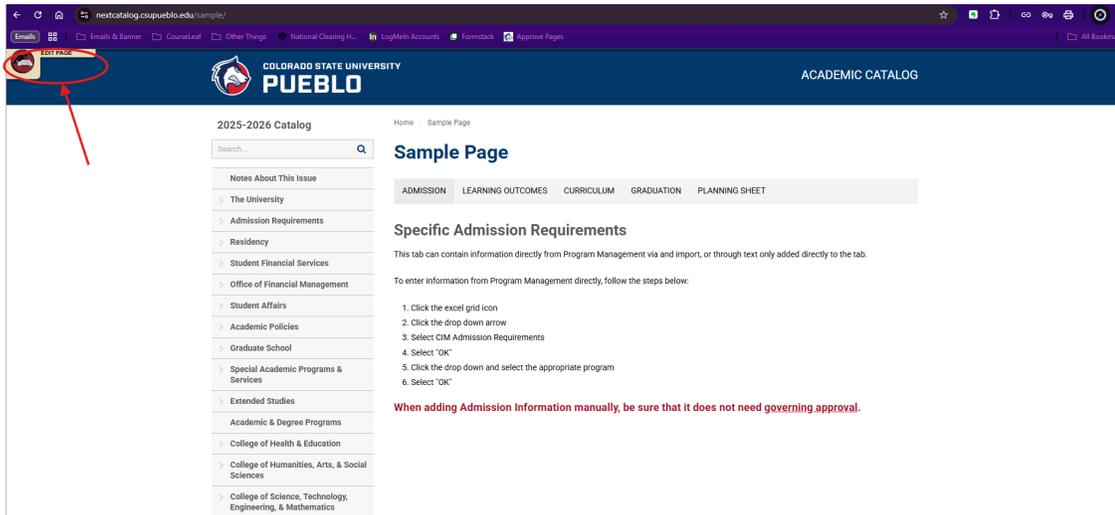
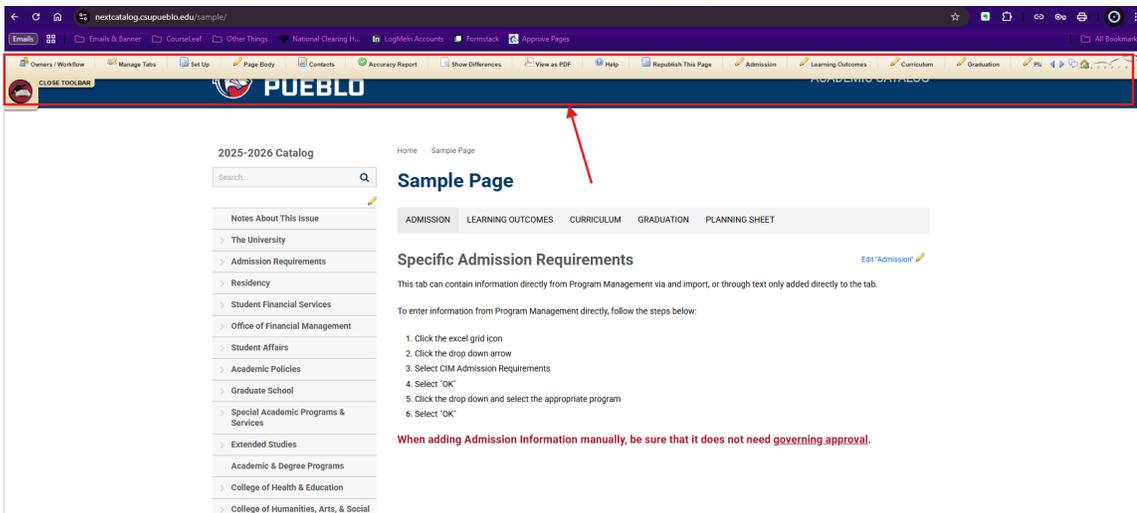


## How to edit the Overview tab

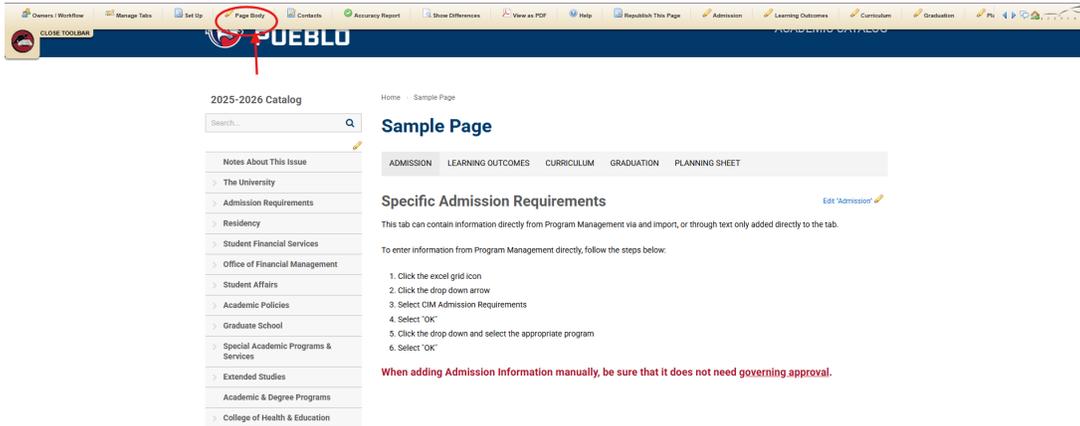
1. Go to the catalog page. Example:  
<https://nextcatalog.csupueblo.edu/sample/index.html>
2. Click **Edit Page** in the top right corner



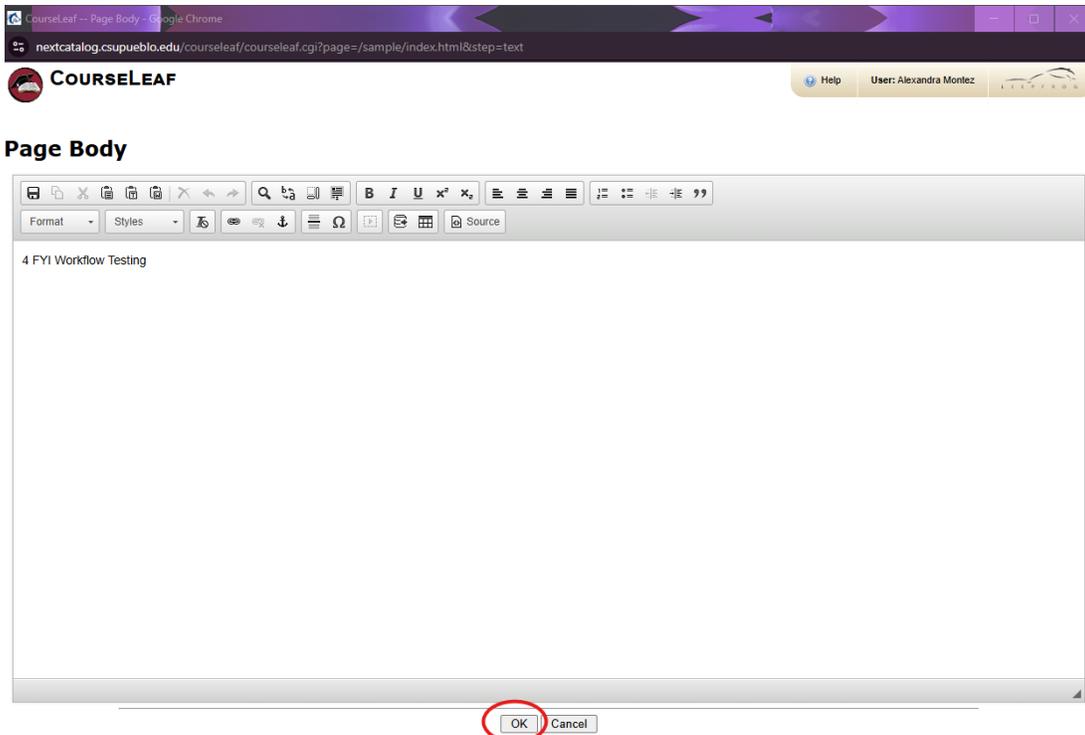
3. A toolbar will expand on the top of the webpage.



#### 4. Click 'Page Body' in the toolbar.



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



The Overview tab is displayed when there is existing text.

The screenshot displays the CSU Pueblo catalog editor interface. At the top, there is a navigation bar with the CSU Pueblo logo and the text "2025-2026 Catalog". Below this, a search bar and the title "Sample Page" are visible. A horizontal menu contains several tabs: "OVERVIEW", "ADMISSION", "LEARNING OUTCOMES", "CURRICULUM", "GRADUATION", and "PLANNING SHEET". The "OVERVIEW" tab is highlighted with a red circle. Below the menu, the text "Overview tab" is displayed, and an "Edit 'Page Body'" button is circled in red. On the left side, there is a vertical sidebar with a list of categories, including "Notes About This Issue", "The University", "Admission Requirements", "Residency", "Student Financial Services", "Office of Financial Management", "Student Affairs", "Academic Policies", "Graduate School", "Special Academic Programs & Services", "Extended Studies", "Academic & Degree Programs", "College of Health & Education", "College of Humanities, Arts, & Social Sciences", and "College of Science, Technology, Engineering, & Mathematics". At the bottom of the page, there is a status bar showing the user's login information, the page owner's name, the page status (Editing), and the last edit date (05/10/25 by Alexandra Montez). A "Start Workflow" button is also present.

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](mailto:csup_courseleafrequests@csupueblo.edu).