## 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.

🖨 Owners / Workflow 📈 Manage Tabs	Set Up	uracy Report 🔄 Show Differences 🖉 View as PDF 🛛 💷 Republish This Page 🖉 Admit	ssion 🖉 Learning Outcomes 🥒 Curriculum	Graduation
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	2025-2026 Catalog	Home - Sample Page		
	Search Q	Sample Page		
	0			
	Notes About This Issue	ADMISSION LEARNING OUTCOMES CURRICULUM GRADUATION PLANNING SHI	ET	
	> The University			
	> Admission Requirements	Specific Admission Requirements	Edit "Admission" 🖉	
	> Residency	This tab can contain information directly from Program Management via and import, or through teo	rt only added directly to the tab.	
	> Student Financial Services	To enter information from Program Management directly, follow the steps below:		
	> Office of Financial Management			
	> Student Affairs	1. Click the excel grid icon 2. Click the drop down arrow		
	> Academic Policies	3. Select CIM Admission Requirements		
	> Graduate School	4. Select "OK"		
	> Special Academic Programs & Services	<ol> <li>S. Click the urop down and select the appropriate program</li> <li>Select "OK"</li> </ol>		
	> Extended Studies	When adding Admission Information manually, be sure that it does not nee	ed governing approval.	
	Academic & Degree Programs			
	- All			

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

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The Overview tab is displayed when there is existing text.

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	2025-2026 Catalog	Home Sample Page
	Search Q	Sample Page
	Notes About This Issue	OVERVIEW ADMISSION LEARNING OUTCOMES CURRICULUM GRADUATION PLANNING SHEET
	> The University	
	> Admission Requirements	Overview tab
	> 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	
	<ul> <li>College of Science, Technology, Engineering, &amp; Mathematics</li> </ul>	When you an address with the second s

If you need to change the title of a tab, remove a tab, or add a new tab, please submit the request to <u>csup courseleafrequests@csupueblo.edu</u>.