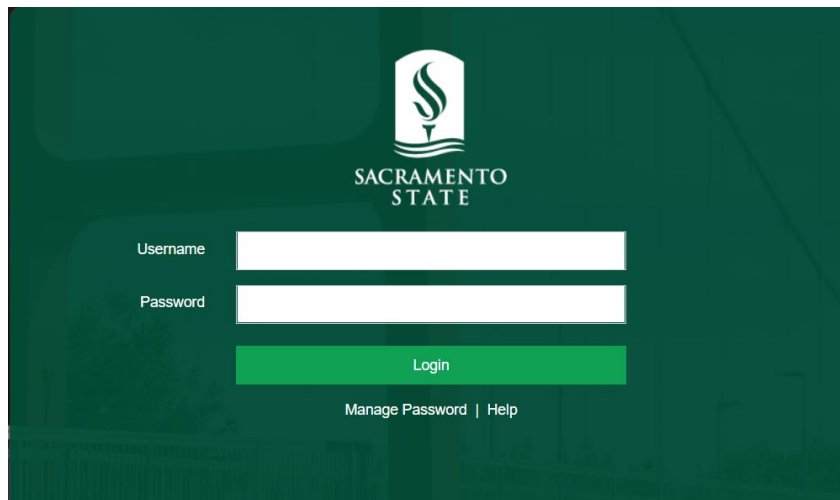
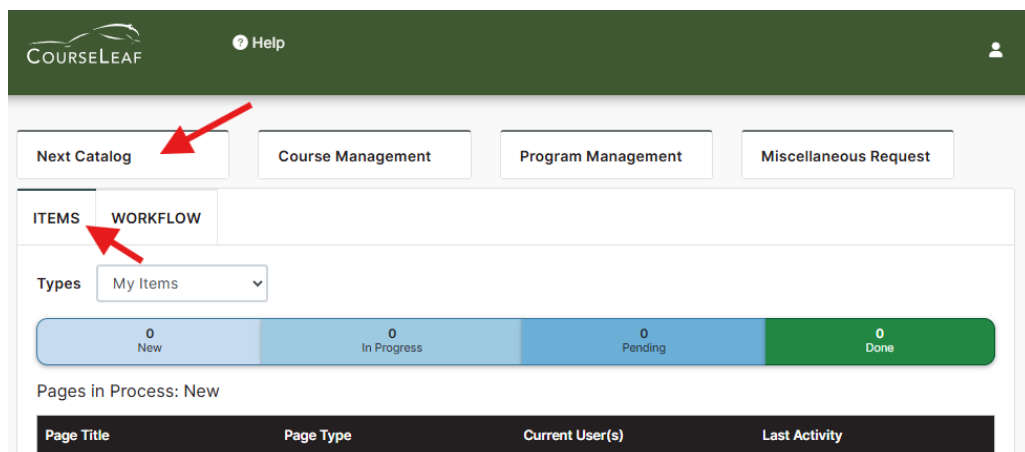


Editing University Catalog content

1. Go to <https://nextcatalog.csus.edu/admin/dashboard/> (Edge, Firefox, and Chrome are the recommended browsers) and log in with your Sac State credentials.



2. Once you are logged in you will see a Dashboard. You can either select **Next Catalog** on the top left OR you may select **Items** just beneath it. In the **Items** area under the progress bar, you should see link(s) to the pages you have access to edit in the Catalog. Pages will be either be **New** or **In Progress** depending on if other people have access to these pages and are also working on making edits.
 - a. If you do not see the page you intend to edit listed under ITEMS, please contact catalog@csus.edu with the link to the page you need to edit.



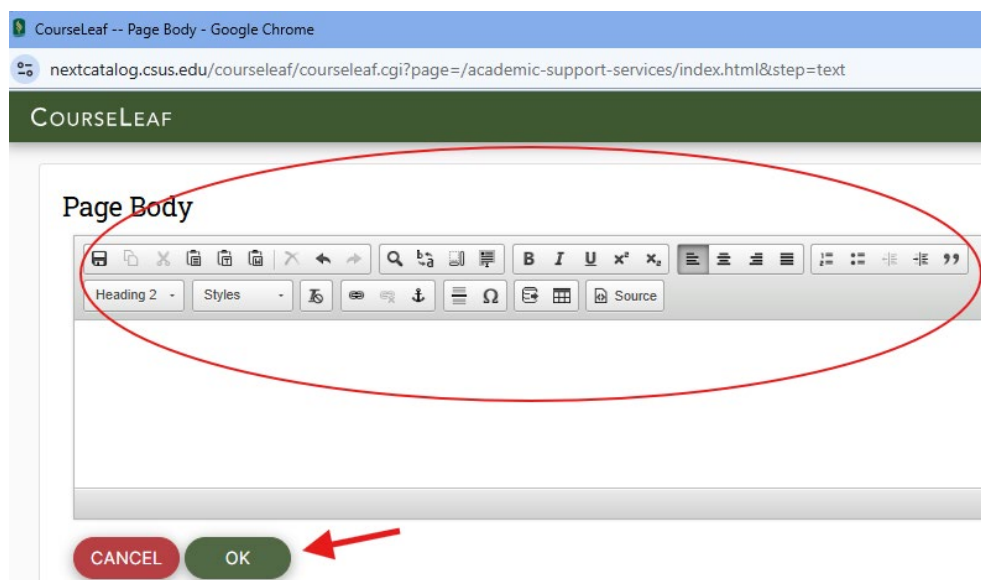
3. Once you have navigated to the page you intend to edit, select the **Edit Page** icon in the top left.



Once selected a toolbar should appear with several options. Select **Page Body** to begin editing the page content.



4. A secondary screen will populate (make sure to allow pop-ups) that shows the content for this page. The editing tools are similar to Microsoft Word. Once you are done, scroll down until you see the Done button. Select Done to save the change you have made.



5. **PRO TIP:** If you are struggling with formatting, try copying and pasting all of your content into Notepad on your desktop, edit your content there and then paste it back into the CourseLeaf editing screen. This typically clears formatting errors and allows you to adjust things easier once back in CourseLeaf. If you continue to have issues with formatting or placement, please email us at catalog@csus.edu
6. Changes to the page will be saved and you will return to the main window. Click on the green **Start Workflow** button in the bottom right corner to submit the page for approval. If you wish to instead exit the page and return later to complete edits, simply close the browser without clicking on Start Workflow.

