Catalog Editing Manual
and Style Guide

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Logging in and Editing

Logging In:

- Go to [futurecatalog.wvu.edu](http://futurecatalog.wvu.edu)
- Enter your Login ID in all lowercase letters.
- Enter your Password

Editing:

- Click the Edit Page icon at the top left of the page.
- Use the top toolbar to edit tabs or use the “Edit Page Body” link on the page to edit page content.
- Click OK on each page to save changes.
The following tabs are used to organize information. Use the following guidelines when adding content to your tabs. If you do not have a tab and need one added, email registrar@mail.wvu.edu.

**Overview**: Includes the Mission, Goals, and Achievements of the program. This tab does not include program requirements.

**Faculty/Administration**: Includes faculty information accurate as of the time of editing. Changes that happen after the catalog editing process ends will be updated in the next catalog.

**Learning Goals**: Included on the college pages only for degree designations.

**Admission**: Includes requirements for admission to the program. Do not include general University admission information.

**Major/Masters/Doctoral**: Contains program requirements. Only edited through CIM.
Use the following guidelines to set up your faculty list.

**Name:** First Name Last Name

**Degree:** Abbreviated Terminal Degree
(Awarding institution spelled out in parenthesis)

**Details:** Put research and/or teaching specialties here.

**Note:** Not everyone will have details, and please do not duplicate entries. *If John Doe is Chair of the Department, do not list him again as faculty and lecturer.* Instead, list faculty and lecturer in his Details section.
Administration List Set Up

Only use Administration list on college main pages. Do not use Administration list on Major pages.

Name: First Name Last Name

Degree: Abbreviated Terminal Degree  
(Awarding institution spelled out in parenthesis)

Details: Put research and/or teaching specialties here.

Note: Not everyone will have details, and please do not duplicate entries. If John Doe is Chair of the Department, do not list him again as faculty and lecturer. Instead, list faculty and lecturer in his Details section.
The format options have been renamed for easier use:

**Main Heading:** Use for the main headings in your page body.

**Sub Heading:** Use this for headings that fall under the main heading.

**General Text:** Use this for the text under the headings.

Your resulting catalog page should be formatted like this.
Links within a page or “Anchors” allow you to create alphabetized navigation links at the top of longer catalog pages.
1. Highlight the main heading at the top that you would like to make a link.
2. Click the Create Link button.
3. Select “Link to an Anchor”.
4. Choose the Anchor that you created for that heading.
5. Uncheck the Open in new window box.
6. Click OK.

NOTE: Anchors will NOT work if there are identical anchor names. Use different names for identical headings on more than one tab.

Ex: Admissions heading on Overview tab and on Admissions tab. Call anchors Admissions 1 and Admissions 2.
The Page Owner will click the green “Start Workflow” button. (If no edits were needed, you may need to click Setup in the top toolbar and OK before the workflow button will turn green.)

Shared pages need to start workflow on the shared page as well as on the page the shared content is on.

Steps of workflow are listed at the bottom of each page.

Individuals approving catalog pages will receive an email notification when the page is ready for review and approval.
- All pages are approved at [futurecatalog.wvu.edu/courseleaf/approve](futurecatalog.wvu.edu/courseleaf/approve).
- Select the page ready for review in the Pages Pending Approval box.
- All edits are illustrated in red/green markup. Use the “View Changes by” dropdown menu to see what edits were made by specific individuals.

- Use the **Edit** button to make changes to the page.
- Use the **Rollback** button to return a page to an earlier person in workflow for additional editing. Note: the page will need to return through workflow; please keep pending deadlines in mind.
- Click the **Approve** button when you have verified all content on the page is accurate and are finished editing.
If you have questions or need assistance, please contact:

Email: registrar@mail.wvu.edu

Phone: 304-293-5355