Bulletin: Quick Start Guide for CourseLeaf CAT Software

1) Access the pages that you're assigned to edit: You will receive an email from the Bulletin Editor when the Bulletin is open for editing. Review the contact list to find your name and click the links in that document, or navigate to your page in https://nextbulletin.wustl.edu using the right-side navigation pane.
2) Click "Edit Page" in the upper left corner, and log in using your WUSTL Key.
3) Edit your page with the help of this guide. Refer to the *Bulletin User Manual* for more details.
4) After editing all tabbed content, click the **green "Start Workflow" button** in the bottom right corner to move the page forward for approval.

Author Toolbar

Set Up
Edit table of contact information for bottom of page.

Edit Tabbed Content
Edit text on each tab using the **pencil icons in the toolbar or in the top right corner of the content** ("Page Body" = Overview tab). More info on the next page.

View as PDF
Print or save a PDF; this will include information from all tabs.

Help
Takes you to online CourseLeaf help for CAT software.

Courses Tab
Shows data imported from WUCRSL Curriculum file. Contact the Bulletin Editor with any changes needed.

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Bulletin: Quick Start Guide — Page Body Editor

When you click one of the yellow pencils to edit an area of content, the Page Body Editor will open. This window has the below toolbar across the top, which contains word processing tools as well as some CourseLeaf CAT-specific tools as described below.
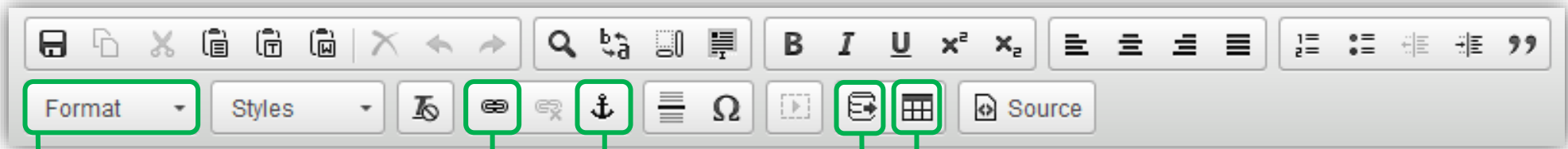
Paragraph Format

- Normal for body text
- Heading 2 for major headings
- Headings 3 through 6 (in order) for subheadings

Link

Highlight text and then create a link to an anchor, a URL, or a PDF.

Anchor

Place an anchor *in front of a heading,* name it, and then create a link to that anchor for same-page navigation. There are no spaces allowed in anchor names.

Insert/Edit Database Field

Place a course number (for a course imported from WUCRSL) on the page. A course bubble link (i.e., a pop-up course description) will also be included.

- Select the school, department, course number, and display format.

Insert/Edit Formatted Table

- **Course List:** Includes imported course numbers (and course bubble links), titles, and units
- **Course Plan:** Includes imported courses (and course bubble links), year of study, and fall, spring, and summer semester units
- **Pre-defined tables:** Custom; contact the Bulletin Editor if you need to create a specific table for your page

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