Catalog Editing Page Toolbar

Copy, Cut, Paste
Paste options include regular paste, paste as plain text (which would strip other formatting), and paste from Word

Alignment:
Left, Center, Right, Justify

Bulleted List:
Most often used when listing degrees on an Undergraduate or Graduate tab, or listing anchors to sections down the page.

Save

Delete

Undo, Redo

Bold, Italics, Underline

Superscript, Subscript

Numbered List

Indent Increase or Decrease (used with lists)

Format:
Options are Normal, Heading 1, Heading 2, etc through Heading 6. Heading 1 should never be used in page editing as it is reserved only for admins to use for the page title.

Insert/Edit Database Field:
To insert a course into a paragraph of text. Also referred to as an Inline Course.

Source – to view HTML code behind the page

Link, Unlink:
To link a word or phrase to another url.
If linking to a page outside the catalog, remember to check the box to open a new page.

Insert/Edit Formatted Table:
To insert a table into a page.
Most commonly used to insert one of the following tables:
- Course List
- Plan of Study Grid (also referred to as a Semester Plan)
- Footnote
- Text Header (only necessary when creating header with an anchor at the top of the page)