

5. The page will open up in the **Standard Content** template. This SharePoint site has been **branded** by DePaul University for **readability and optimal viewing**, your **only task** is to **correct and add content**. You do not need to be worried about font style or size. You can create bulleted lists. If you need to create headings or other paragraphs you need to use the **Markup Styles** drop down. Also use the **Spelling icon** to check your spelling before saving your work.
 - a. **Warning: Do not paste content directly from Microsoft Word or Outlook Email.** You need to use **Notepad**.
 - i. Copy the text from MS Word or Outlook
 - ii. Paste it into Notepad
 - iii. Copy text from Notepad
 - iv. Paste it into the Main Content box
6. To verify you are ready to edit, check for the following:
 - a. You will see **Navigation Title and Heading** at the top of the page.
 - b. Click inside of the **Main Page Content** box to start editing.
 - c. You will notice an orange context sensitive tab, "**Editing Tools**" with the **Format Text** label in white.
 - d. You may now **make corrections** and **add text**.

The screenshot shows the SharePoint editing interface for the DePaul University Catalog. The top navigation bar includes 'Editing Tools' (highlighted in orange), 'Format Text', and 'Insert'. The ribbon below contains various editing options: Edit (Save & Close, Check In, Paste, Copy, Undo), Clipboard, Font (Droid Sans, 100%), Paragraph, Styles, Spelling, Markup, and HTML. The main content area displays the University Catalog page for the College of Liberal Arts & Social Sciences, featuring a table with course links and a list of major requirements. A 'Main Page Content' box is highlighted, containing the text 'Course Requirements' and a note that requirements are fictional. Red arrows and text boxes provide instructions: 'a. Look for Navigation Title and Heading' points to the 'Major Requirements' heading, and 'b. Click in this area to start editing' points to the 'Course Requirements' text in the main content box.

#Course Links Found	#Confirmed	#Unconfirmed
6	4	2

DePaul University Catalog > Degree Requirements > Undergraduate > College of Liberal Arts & Social Sciences > Technology Training > Major Requirements

Navigation Title: Major Requirements

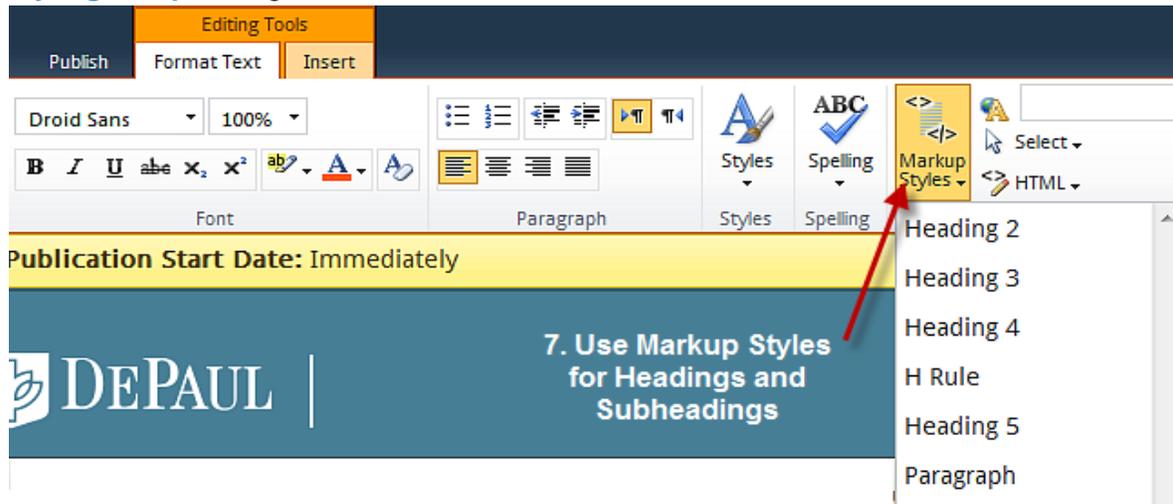
Heading: Major Requirements

Main Page Content: Course Requirements

(Please note that requirements on this page are fictional and used for this training session only):

- One of the following courses:

7. Use the **Markup Styles** drop down to create headings and subheadings. See the [catalog-style-guide.pdf](#) for guidelines.

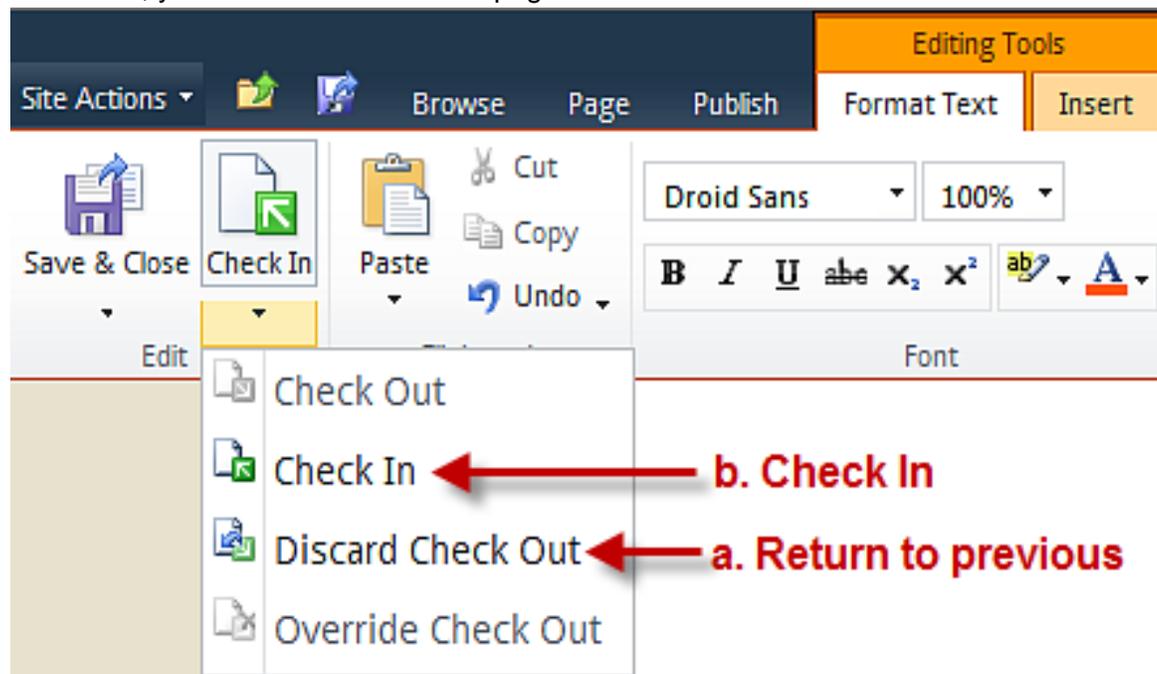


8. Saving

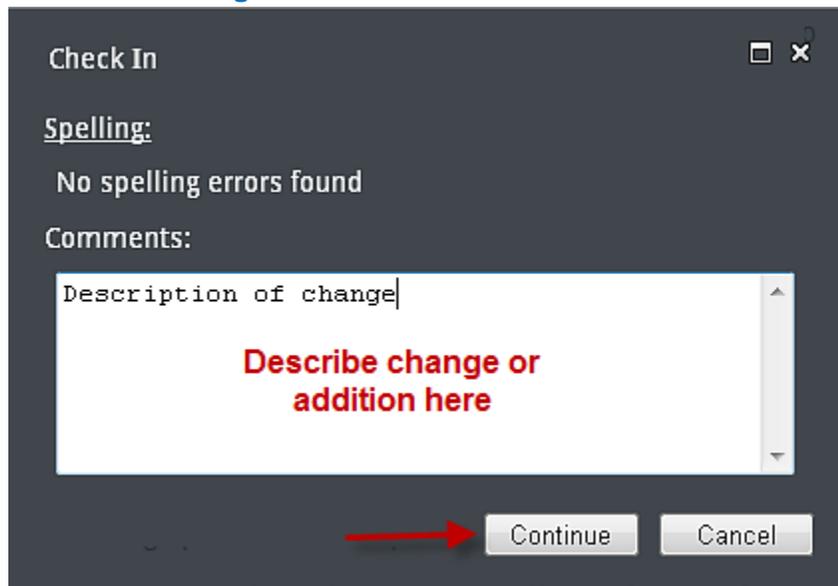
- If you have a lot of corrections, use the **Save and Keep Editing**.
- If you want to keep the page checked out to you, but still need to finish some edits, use the **Stop Editing** icon.
- If you have completed your work, use **Save and Close**.

9. Checked content

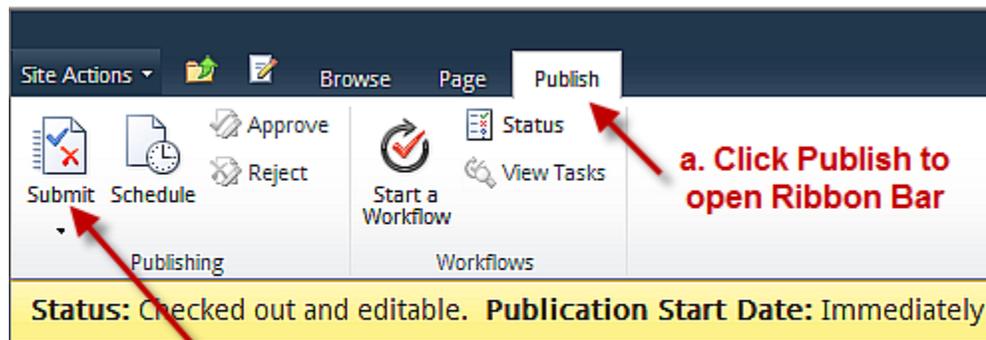
- For any reason if you **choose not to edit** the content or wish to return the content to the way it was before you decided to edit, click on **Discard Check Out**.
- Otherwise, you want to **Check In** the page.



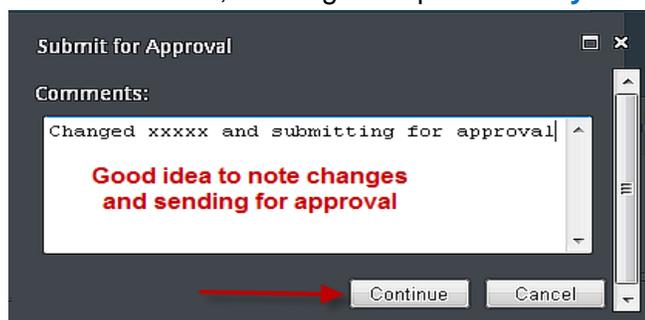
- c. Fill out the dialog box and click on **Continue**.



- d. You have now created a **minor version**, in order for your content to display to the general public; the page must be a **major version**.
10. Now that you have **completed your edits** and additions, you need to submit your content for **approval**.
- To start the process, click on the **Publish** tab to open up the Ribbon Bar
 - Click on **Submit** to start the workflow.



- c. Click on **Submit**, a dialog box opens. **Note your changes** and click **Continue**.



- d. You need to **fill out** the **Request** text box. This entry will be included in the Email to the Approver. Then click on **Start** and let the process run. Go on to the next page to edit.

Request	<p>Note your changes or additions here</p> <p style="text-align: center;">Note your changes in this box</p> <p>This message will be sent to the people assigned tasks.</p>
Due Date for All Tasks	<input type="text"/> <p>The date by which all tasks are due.</p>
Duration Per Task	<input type="text"/> <p>The amount of time until a task is due. Choose the units by using the Duration Units.</p>
Duration Units	<p>Day(s)</p> <p>Define the units of time used by the Duration Per Task.</p>
CC	<input type="text"/> <p>Notify these people when the workflow starts and ends without assigning tasks to them.</p>
Page Changed	<p><input checked="" type="checkbox"/> Has anything on this page changed? (Check box if changes were made.) "No Changes" is defined using the following criteria: (a) all Courses listed on the page are flagged Confirmed by the automatic process, and (b) page content is to remain unchanged.</p>
<p>Click Start</p> <p><input type="button" value="Start"/> <input type="button" value="Cancel"/></p>	

11. **Special Instructions for Unique Pages.** Before editing the **Degree Requirements page**, you need to check the information bar at the top of the page. You need to make sure that the **#Unconfirmed box is zero (0)**.

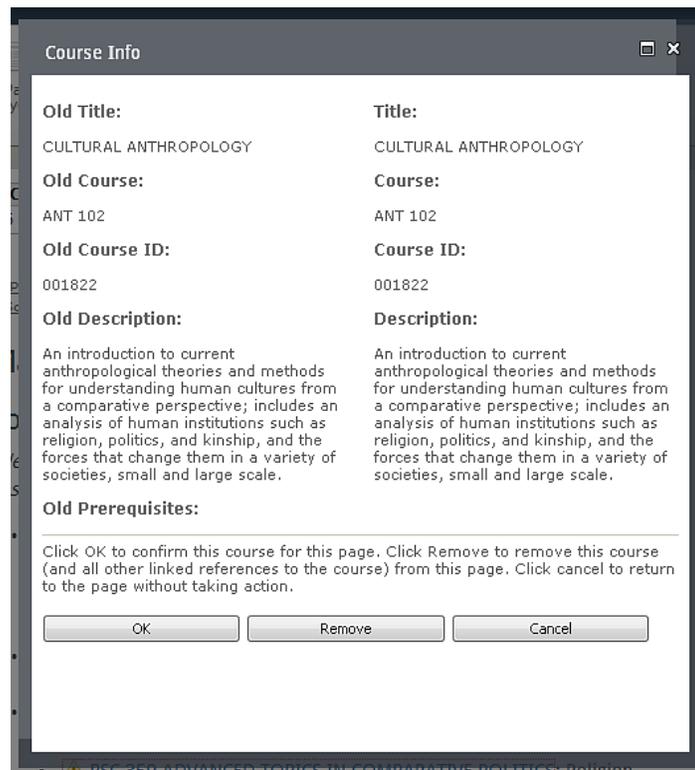
#Course Links Found	#Confirmed	#Unconfirmed
6	4	2

12. If you find that **#Unconfirmed is not zero**, you need to correct. The first step is to **click on the Edit icon** to check the page out. You will find that the **unconfirmed course** has a warning sign. Put your cursor over the course and click. **Note** that fixing one unconfirmed course will confirm or remove **all instances** of that course on the page.

- One of the following courses:

- = ⚠ ANT 102 CULTURAL ANTHROPOLOGY ← **12. Unconfirmed Course**
- = [ANT 103 ARCHAEOLOGY](#)
- = [ANT 104 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY](#)

13. To verify or remove, **put your cursor on the course** and click. It will open up a **large dialog box**. The old and new descriptions will appear side by side. To **keep the course** click **OK**, to **remove the course** click **Remove**.



14. After you finish editing a page, you need to **complete the workflow process**: Save It, Check In, Publish and Submit. Be sure to fill in all the dialog boxes.