

CLEAN CATALOG

EDITING TEXT PAGES

1. Navigate to your institution's online catalog and login.
2. In the top navigation bar, click on "manage," then click "content"
3. Click on the text page you would like to edit
4. In the menu bar at the top, click on "edit"
5. Edit the text as you would a Microsoft Word document.
6. Once you're finished, scroll to the bottom of the page, make sure that "published" is selected, and click "save"
7. Your text page and the PDF version will both be updated.

Click here to watch a video tutorial
