Catalog Pages Check List

cchulse@iastate.edu or kjberg@iastate.edu

Additional links to Check

- Update college information (majors, minors, certificates).
- Review Four Year Plan list to make sure links are valid.

Review Workflow

- Click on Workflow to review the approval chain.
- Click Start Workflow
  - Green button: go.
  - Gray button: in workflow.

<table>
<thead>
<tr>
<th>Catalog page or Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleges and Schools</td>
<td>Review college content. Notify Char or Kara if you need access to the page.</td>
</tr>
<tr>
<td>Majors, Minors, Certificates</td>
<td>Review and make sure all majors are on the list and links are valid. Notify Char or Kara with updates/corrections.</td>
</tr>
<tr>
<td>Four Year Plan</td>
<td>Check to make sure all Four Year Plans are listed for your college. Notify Char or Kara with updates/corrections.</td>
</tr>
<tr>
<td>Undergraduate Study</td>
<td>Review college lists and notify Char or Kara with updates/corrections.</td>
</tr>
<tr>
<td>Choose Your Adventure</td>
<td>Make sure majors are represented. Notify Char or Kara with updates.</td>
</tr>
<tr>
<td>Start Workflow</td>
<td>Required to get the page published.</td>
</tr>
</tbody>
</table>

Request a list of pages you own and/or check https://nextcatalog.registrar.iastate.edu/courseleaf/approve/ Char or Kara can send a list on request.

Pictures Submit new pictures to Kara at kjberg@iastate.edu
Catalog photos

Photo sizes

- Banner across top of page: 1500x300 pixels (20.8” x 4.2”)
- Thumbnails for Choose your adventure filter page: 253x123 pixels (3.5” x 1.7”)
- Email or send through CyBox for multiple photos to Kara Berg: kjberg@iastate.edu.
- New photos may be submitted anytime, but won’t be incorporated until publication on Dec. 1, each year.

Examples of good photos

Make sure photos are:

- recent
- high quality: in focus, high resolution and/or large in size (20”+)
- jpeg format works best
- people in photos: make sure they are at close to the same level in height
- need area in bottom left that can be darkened, so the white title shows up

Ideally, we’d like to incorporate the same photo for both the major/banner page and for the thumbnail/Find Your Adventure page. Using Agronomy, see the banner photo used above and the thumbnail below.