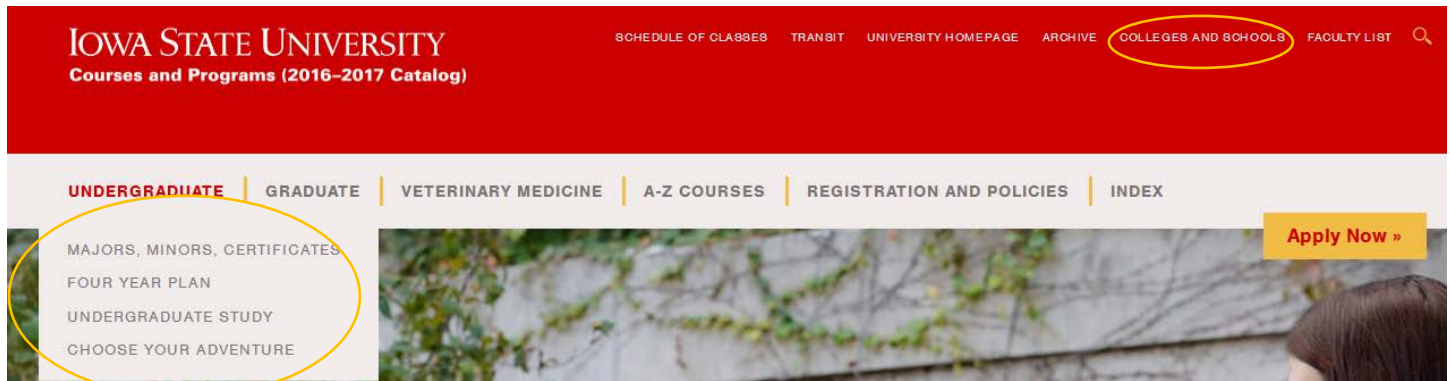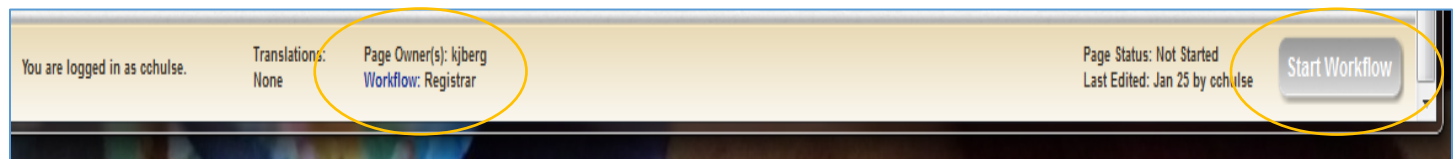# Catalog Pages Check List

cchulse@iastate.edu or kjberg@iastate.edu
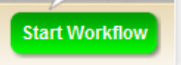
Additional links to Check

- 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.

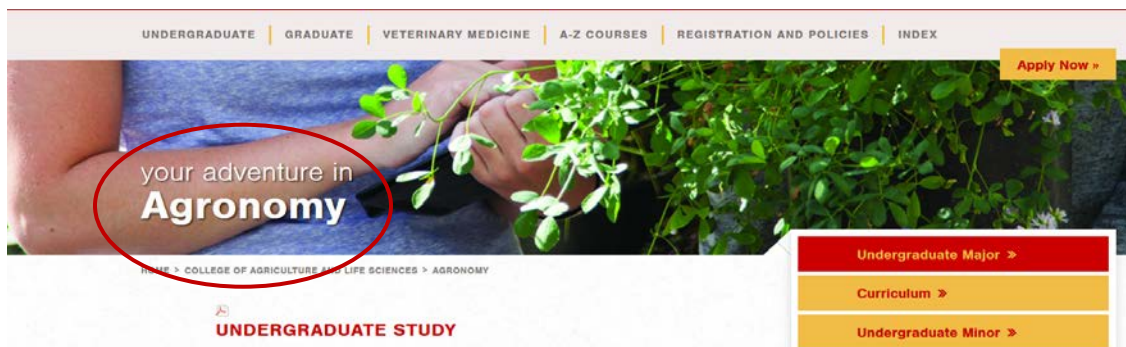|	Catalog page or Item	Notes
	Colleges and Schools	Review college content. Notify Char or Kara if you need access to the page.
	Majors, Minors, Certificates	Review and make sure all majors are on the list and links are valid. Notify Char or Kara with updates/corrections.
	Four Year Plan	Check to make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