

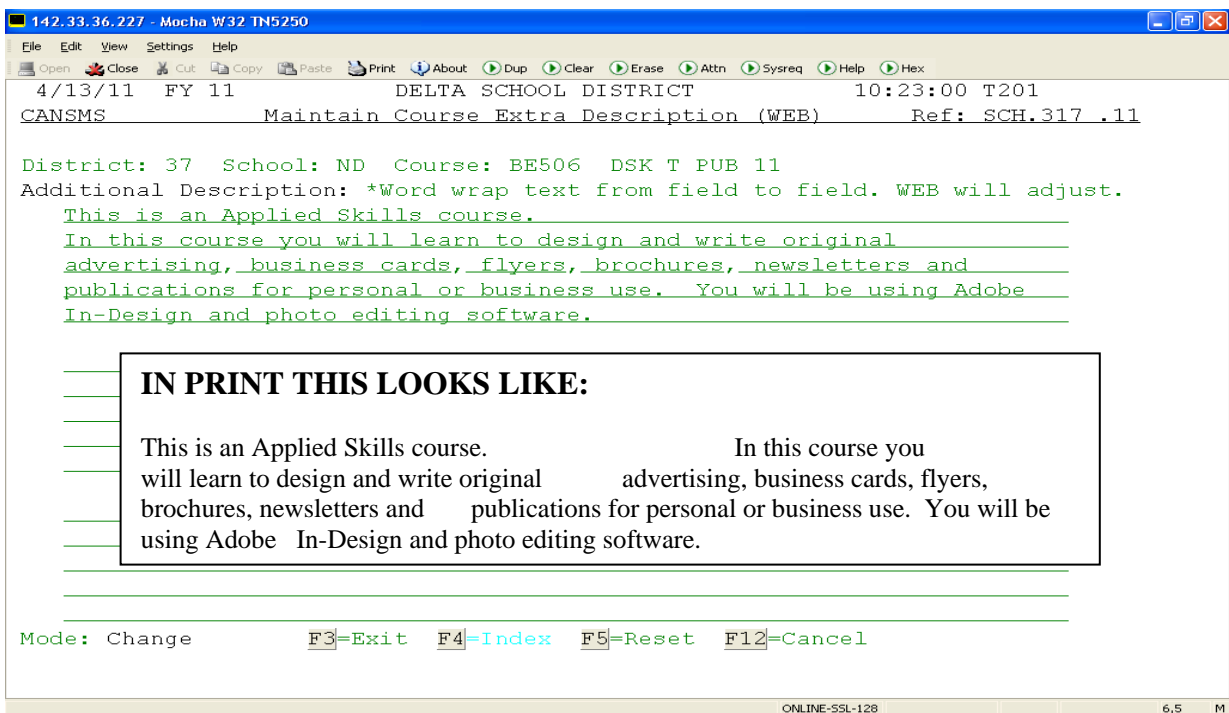
Tips for adding catalogue text to SCH.317

The goal is to have your course booklet define just in CIMS and not have a separate word or published document maintained separately and posted for your course catalogue.

Use SCH.317 to input course description. It is important to understand how to input the information as if you <copy> <paste> and do not pay attention to the screen rules, the results will not be positive when you go to view the description or print it.

The Input below will produce bad output!

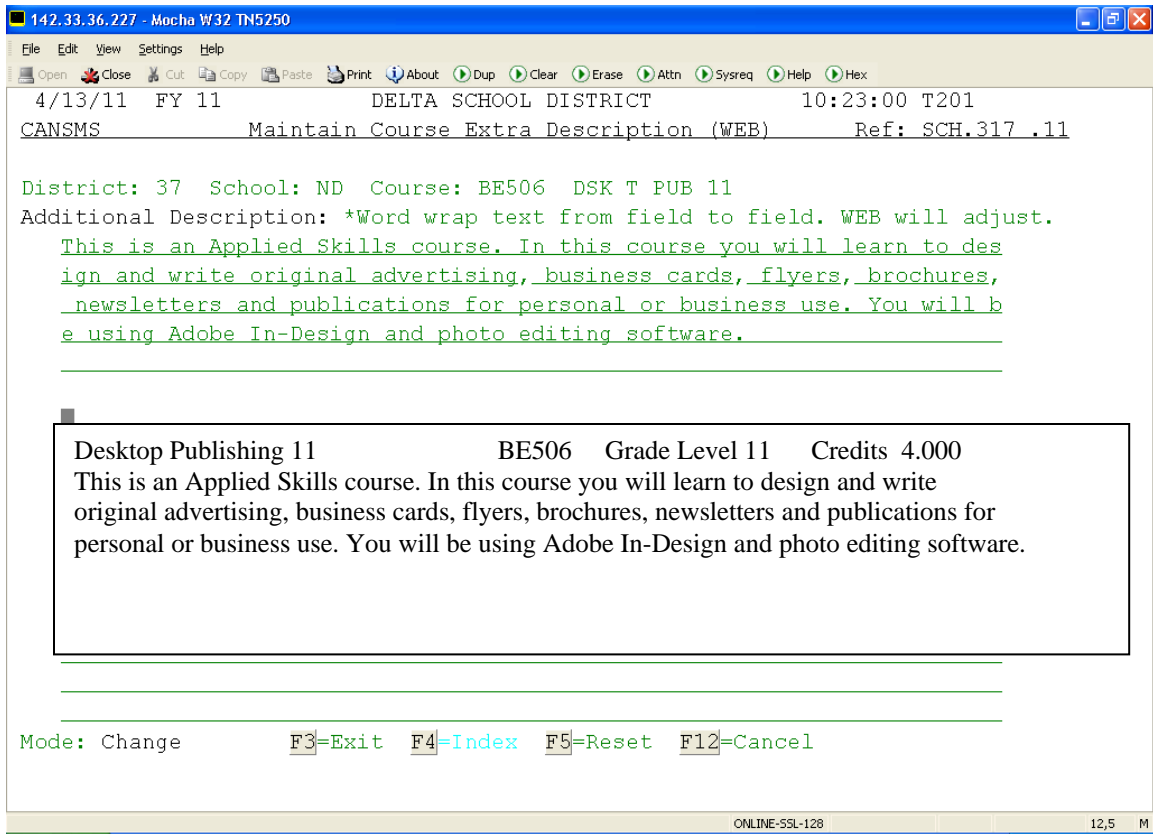
When dealing with the web, it is not what you see is what you get. Web screens reformat themselves based on screen size, font etc. so you can never type data in thinking that is going to be what it looks like end result! So when you are in SCH.317 keep this in mind.



The appropriate way to input the text above is to simply 'keep typing'. Do not leave any blank lines and word-wrap each line of text not trying to keep a word on a line or deal with formatting.

If you want to have a line break go to the (New Paragraph) line.

In the sample below, this is text that will print and view as expected.



Use SCH.551 to print the catalogue. Note that viewing the output will not show the font changes etc. so make sure to physically print a page or two to appreciate how nicely formatted the report will look.

In order to PDF the catalogue so that you can post it or append it to your catalogue use EMS.900 to email yourself a copy of that document.

1. Choose SCH.551 to print the format but do not release it to the printer
2. EMS.900 and choose to 'Index
3. Select the appropriate report 'X'
4. 'Process that request and email to yourself.

.. This will email a pdf document of the catalogue to you so that you can publish!