

Tools for Content Editors

Tools for Guide content editors

Here are some resources to help you learn how to edit your content. We will continue to add new materials as they are created.

Training video

Berkeley Academic Guide Content Management System Training
(YouTube, 36 minutes)

Training handouts

Quick Toolbar and Tabs Overview (<https://drive.google.com/a/berkeley.edu/file/d/0B3xNu1bt4ND6Z1QwaWVxYVhXakk/view?usp=sharing>) (pdf, 2 pages, 8.5 x 11)

Working with Courselists (explains how to format degree requirement lists in those cool tables, pdf, 2 pages, 8.5 x 14-legal-size)

Training for the Approvers (<https://drive.google.com/file/d/0B3xNu1bt4ND6TGQzVUE0dU5DVHc/view?usp=sharing>) (for your chairs and deans and such, pdf, 1 page, 8.5 x 11)

Faculty changes

Please email your faculty changes to: guide@berkeley.edu. Be sure to include the url of the page you are referring to.

Photos

Please provide us with your own high quality images. They need to be 1000px x 400 px x 300dpi. When you send them to us, indicate which page they should go on (by providing the page url). Send to: guide@berkeley.edu.

We can also try to help you find appropriate photos.

Promos

We can now make specific "promos" for you to highlight special student services or resources. Use this Google form (<http://goo.gl/forms/FdhBCqsQ1N>) . If you want to see available promos, go here (<http://guide.berkeley.edu/archive/2016-17/gallery/promos>) (note: only staff with editing access will be able to view this page).

Contact

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