Editing Steps 11/3/14

FIRST: Paste Staging Bulletin page url here (top of document)

SECOND: Cut and paste the entire text from the Staging Bulletin page you wish to update below the page's url.

THIRD:

Remember to turn on Track Changes!

(This is required and is how Creative Services makes sure that you have updated your copy accurately.)

Make your edits.

IF YOU WANT TO EDIT LINKS IN LINK BOXES (located at the bottom of all bulletin pages): Please format url links you wish to reference as below. Up to 10 links per each section (Beyond the Bulletin and Related Bulletin Pages) may be included.

Related Bulletin Pages

(These are links to pages within the CAS or GRS Bulletins or other BU school/college bulletins.)

• Label (e.g., CAS Student Resources), **URL** (e.g., http://www-staging.bu.edu/academics/cas/academic-and-student-resources/)

Beyond the Bulletin

(These are links to sites *outside* the Bulletins, e.g., departmental websites)

• Label (e.g., Study Abroad), URL (e.g., http://www.bu.edu/abroad)

→ WHEN FINISHED EDITING: Submit the document to either to casbltn@bu.edu (for CAS Bulletin edits) or grsbltn@bu.edu (for GRS Bulletin edits).