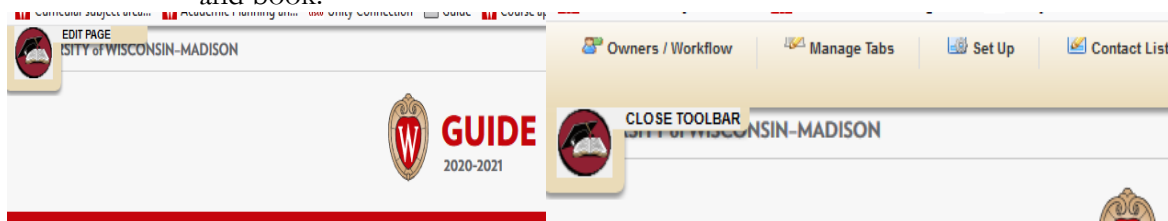# Quick Reference Guide

- How do you open the edit bar at the top of the page?
  - Click the Edit Page button at the top of the page, or the image of the mortarboard and book.

- How do you open edit the contact information box?
  - Click the "Contact List" in the top edit bar.

- What text do you add to make email addresses work?
  - "mailto:jennifer.brown@wisc.edu" in the link icon.

- How do I insert 'borrowed content', 'shared content', or course list tables?
  - Click the "Insert/Edit Formatted Table" button

- How can I insert a linked course in text?
  - Highlight the course with the short description and number, then click the "Insert/Edit Database Field"

- Where is a tab that doesn't show up on the right-hand side of the page?
  - If there is no content on a tab it won't show up. To add content to a tab to make it show up, navigate to the tab name in the edit bar and click the tab name.

- How do I enter courses into the course list?
  - Use the Quick Add and click "Add Course" using the correct subject short description and number
  - Use the drop-down menu to find all available courses, then click the arrow button pointing right.
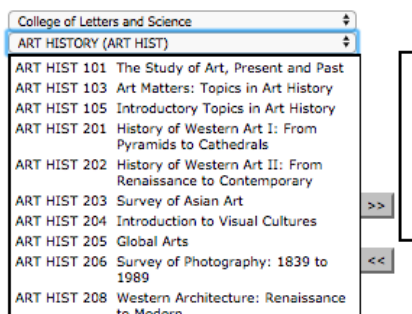
Test Information

<u>Headers</u>
Header 3 Art History
Header 4 Art History

<u>Email address</u>
Fred.Flintstone@wisc.edu

<u>Web address</u>
http://www.wisc.edu/

<u>Table set-up</u>
Required Core
Art History 201
Art History 202
Art History 205
Asian Emphasis
Art History 203
AND Art History 204
Art History 411
Select one of:
Art History 307
Art History 308
Art History 371
Select 3 credits with advisor
Seminar
Art History 575
Or Art History 576
Total Credits