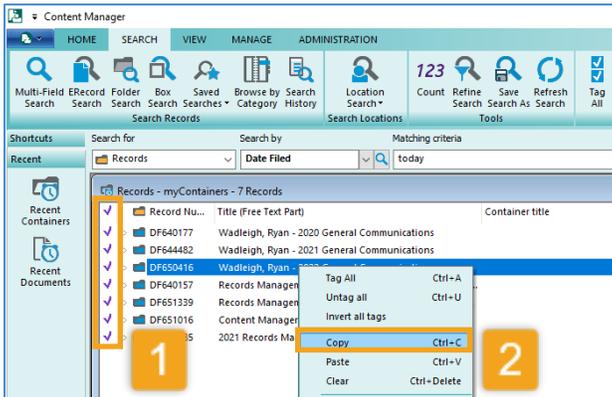




# Content Manager Guidance

## Export Metadata

This is guidance for how to **export metadata** about records (i.e. **search results**) in Content Manager. This method will export all data fields in the **columns** of the search of the search results. If you need to export data fields that are **not** included in those columns, refer to separate Export Metadata – Advanced guide.



- Open** Content Manager (CM) and **perform a search for records.**
1. On your keyboard select **Ctrl + A** (or click **Tag All** on the **Search tab**)
  2. On your keyboard select **Ctrl + C** (or **right click** on any tagged record and select **Copy**)
  3. Click **OK** (All Tagged Rows selected)
  4. Click **Yes to All**
  5. Open a blank Excel spreadsheet and put your cursor in cell **A1**
  6. On your keyboard select **Ctrl + V** (or click the **Home tab** and **Paste**)
- You can now manipulate the data using Excel tools, and can save and share as needed.

