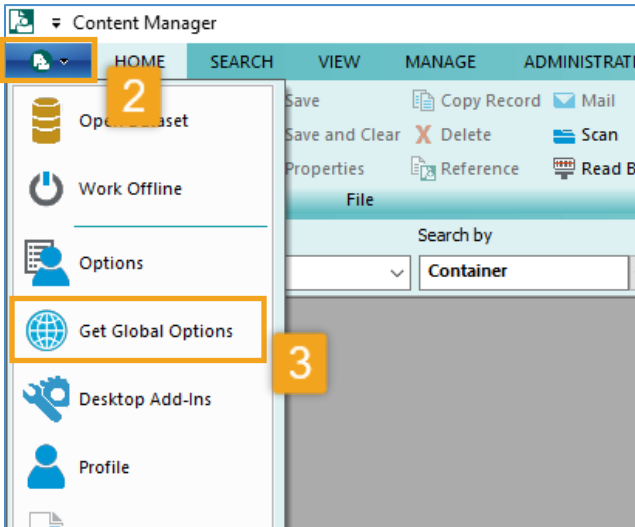




Content Manager Guidance

Global Settings

Some users report that their version of Content Manager looks different than others, or from the training materials. This might be because the user is not pointed to the most current global settings available to all users. Follow this guide to “grab” the most recent settings available.



1. Open Content Manager (CM)
2. Click the **dark blue tab** in the top left corner
3. Select **Get Global Options**
4. On the keyboard, select **Ctrl + A** to tag all options (or, manually click to the left of each option to tag)
5. Click **OK**
6. Click **OK**
7. **Close and reopen** Content Manager

