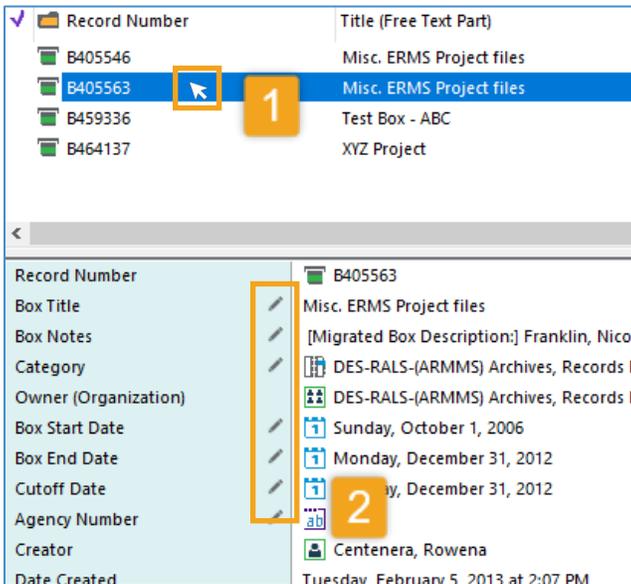# Content Manager Guidance

Edit a Box

This is guidance for how to **Edit a Box** in Content Manager.

To edit **one box**:

1. Left click on a box to edit
Refer to separate guidance on how to search for boxes

2. Scroll down to the details plane and click the **pencil icon** to edit any field you have access to

3. Follow prompts as directed.

From this process, you can edit the **Title**, **Notes**, **Category**, or **Cutoff Date** of any box you have access to.
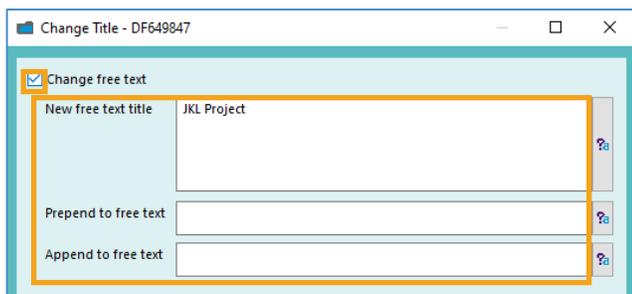
To edit more than one box at a time, go to the next page.

For other edits, contact the Records Management Program.

[continued next page]

Editing Titles Pro Tip!
Check "**Change free text**", then choose from three options:

A. To **change the title** to something else, erase the title and enter the new one in "**New** free text title"
B. To **add something to the beginning** of the existing title, choose "**Prepend** to free text"
C. To **add something to the end** of the existing title, choose "**Append** to free text"

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Content Manager Guidance
Edit a Box

Title:

Notes:

Category:

Cutoff Date, Box Start Date, Box End Date,
or Agency Number:

To edit **more than one folder**:

1. Tag all boxes you want to edit (manually click to the left of the box icon or use "tag" buttons on the Search tab)

2. Right click on any of the tagged boxes

3. From the menu, follow these instructions based on what you want to edit:

Title = **Details -> Title** (title options on previous page)
Notes = **Details -> Notes**
Category = **Details -> Category**
Cutoff Date = **Details -> Custom Properties**
Box Start Date = **Details -> Custom Properties**
Box End Date = **Details -> Custom Properties**
Agency Number = **Details -> Custom Properties**

4. Follow prompts. (Choose "**All Tagged Rows**" and "**Yes to All**" when prompted.)

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