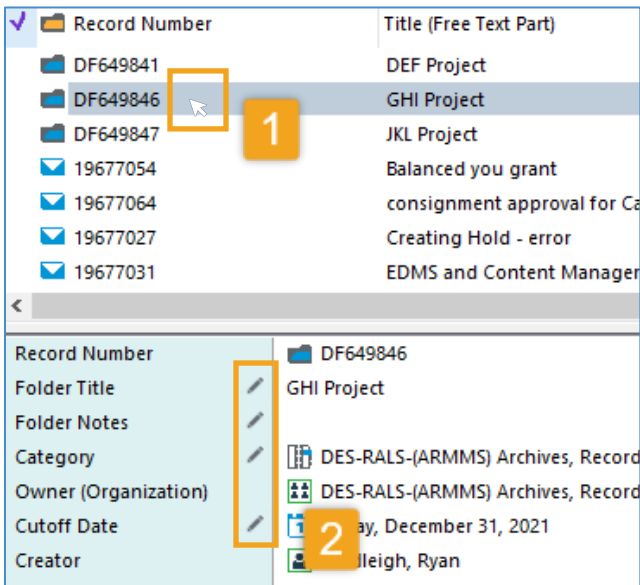




# Content Manager Guidance

## Edit a Digital Folder

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



To edit **one folder**:

- 1. Left click on a folder** to edit  
*Refer to separate guidance on how to search for folders*
- Scroll down to the details plane and click the **pencil icon** to edit any field you have access to.
- Follow prompts as directed.

From this process, you can edit the **Title, Notes, Category, or Cutoff Date** of any folder you have access to.

To edit more than one folder at a time, go to the next page.

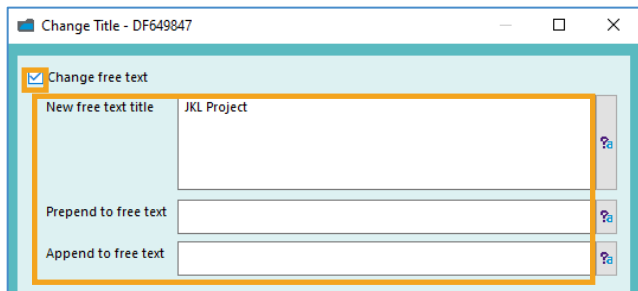
For other edits, contact the Records Management Program.

*[continued next page]*

### Editing Titles Pro Tip!

Check “**Change free text**”, then choose from three options:

- To **change the title** to something else, erase the title and enter the new one in “**New free text title**”
- To **add something to the beginning** of the existing title, choose “**Prepend to free text**”
- To **add something to the end** of the existing title, choose “**Append to free text**”





# Content Manager Guidance

## Edit a Digital Folder

Record Number	Title (Free Text Part)
DF649841	DEF Project
DF649846	GHI Project
9847	JKL Project
7054	Balanced you grant

### Title:

Reject From Consignment	After Cutoff Date (Custom Property)
Details	Title
Security and Audit	Notes
Locations	Dates
Requests	Category

### Notes:

Reject From Consignment	After Cutoff Date (Custom Property)
Details	Title
Security and Audit	Notes
Locations	Dates
Requests	Category
Workflow	Record Class

### Category:

Reject From Consignment	After Cutoff Date (Custom Property)
Details	Title
Security and Audit	Notes
Locations	Dates
Requests	Category
Workflow	Record Class
Communications	Thesaurus Terms

### Cutoff Date:

Reject From Consignment	After Cutoff Date (Custom Property)
Details	Title
Security and Audit	Notes
Locations	Dates
Requests	Category
Workflow	Record Class
Communications	Thesaurus Terms
Electronic	Relationships
Archiving	Other Record Fields
Administrative Tools	Custom Properties
Send To	

To edit **more than one folder**:

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

2. **Right click** on any of the tagged folders

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**

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

