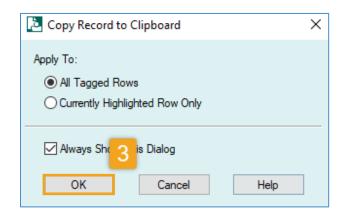
Content Manager Guidance Export Metadata

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.

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Open Content Manager (CM) and perform a search for records.

 On your keyboard select Ctrl + A (or click Tag All on the Search tab)

 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

 Open a blank Excel spreadsheet and put your cursor in cell A1

 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.

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04/2022