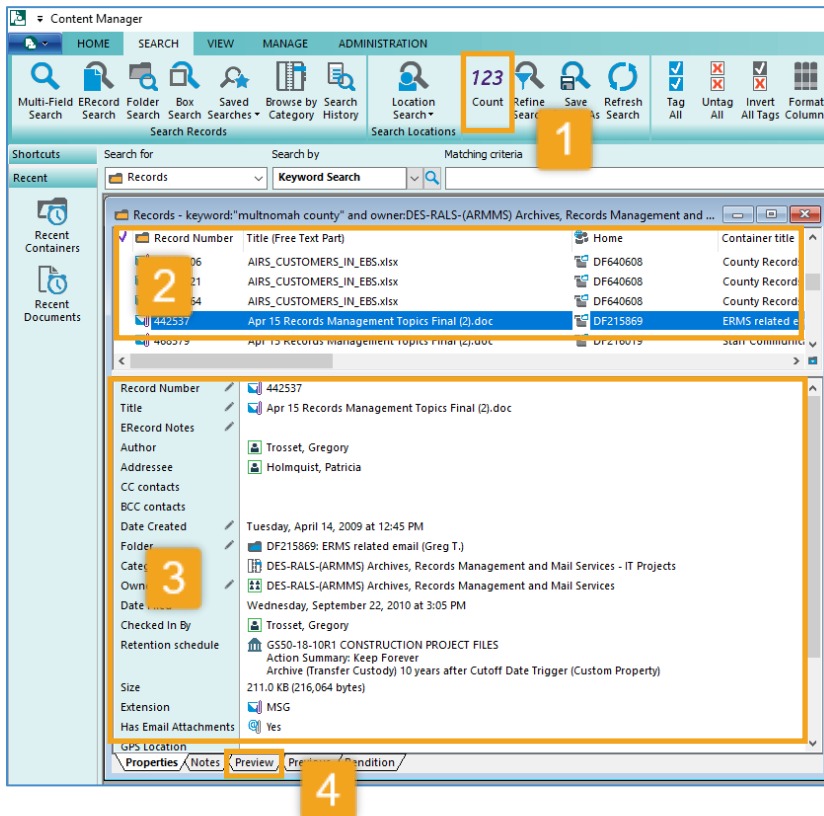




Content Manager Guidance

Search Results – Reviewing and Opening

This is guidance for how to **review search results** and **open records** in Content Manager. Refer to separate job aids for guidance on how to perform searches.



Review Search results:

1. The **number** of records in the search results
2. The **list** of all records in the search results (*pro tip: you can click the column headings to sort by those columns*)
3. The **metadata or details** about each highlighted record
4. A **preview or image** of each highlighted record

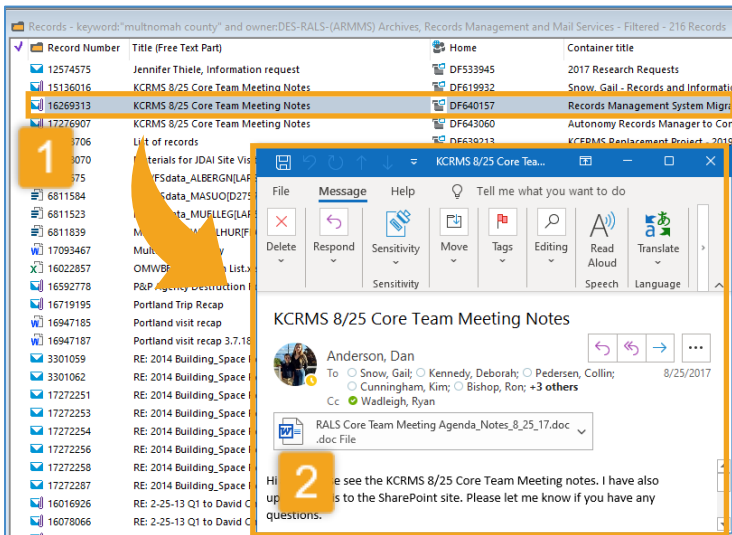
[continued on next page]





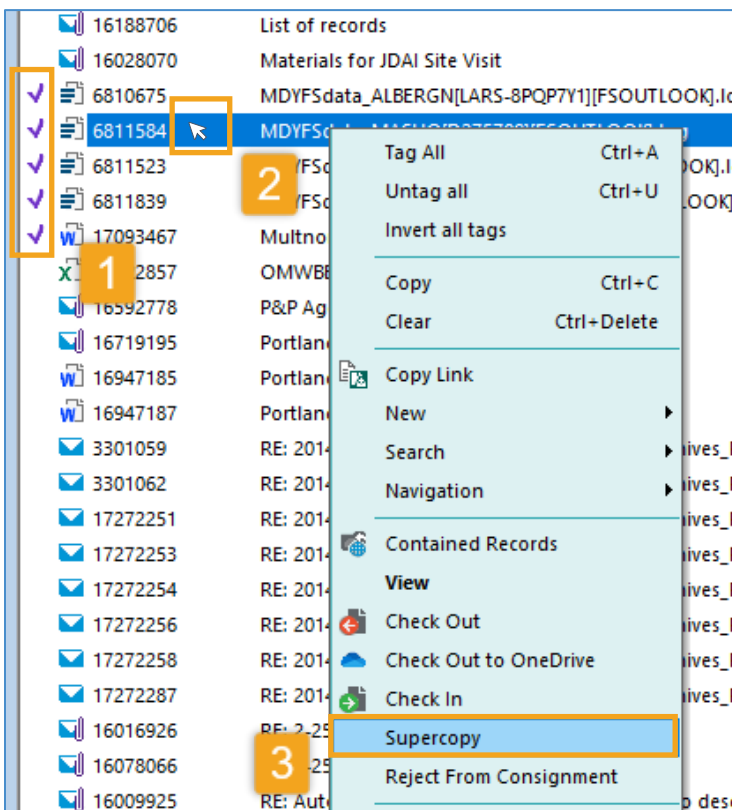
Content Manager Guidance

Search Results – Reviewing and Opening



To Open One Record:

1. **Double click** on a record in Content Manager
2. It will **open in its native format** with its native application



To Export Multiple Records:

1. Click in the white space to the left of each record to place a **purple check mark** next to **all** records to be exported
2. **Right click** on any of the checked records
3. Select **Supercopy**

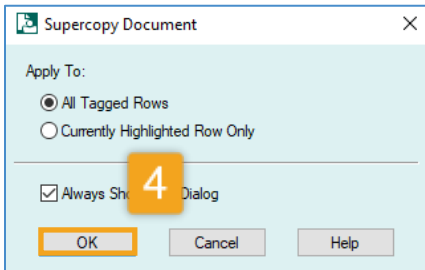
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Content Manager Guidance

Search Results – Reviewing and Opening



4. Click **OK**
Leave All Tagged Rows selected

5. Under **Local file**, as choose a **folder** in File Explorer (i.e. OneDrive) to *export to* (do **not** change any other settings)

6. Click **OK**

7. Click **Yes to All**

