



# Content Manager Guidance

## Edit a Digital Folder

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

Record Number	Title (Free Text Part)
DF649841	DEF Project
DF649846	GHI Project
DF649847	JKL Project
19677054	Balanced you grant
19677064	consignment approval for Ca
19677027	Creating Hold - error
19677031	EDMS and Content Manager

Record Number	DF649846
Folder Title	GHI Project
Folder Notes	
Category	DES-RALS-(ARMMS) Archives, Record
Owner (Organization)	DES-RALS-(ARMMS) Archives, Record
Cutoff Date	ay, December 31, 2021
Creator	leigh, Ryan

Open Content Manager and then locate the folder(s) to edit.

To edit **one folder**:

- Left click on a folder** to edit
- Scroll down to the details plane at the bottom and click the **pencil icon** to edit any field you have access to.
- Follow prompts as directed.

From there, you can edit the **Title (options at left)**, **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. To request that an empty folder should be deleted, follow [this guidance](#).

For other edits, contact the Records Management Program.

*[continued next page]*

### Editing Titles Options:

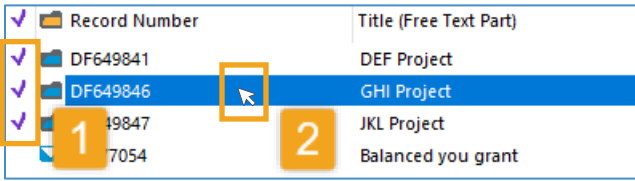
- To **change the title** to something else, erase the title and enter the new one in “**New free text title**”
- To **add something to the beginning** of the existing title, choose “**Prepend to free text**”
- To **add something to the end** of the existing title, choose “**Append to free text**”



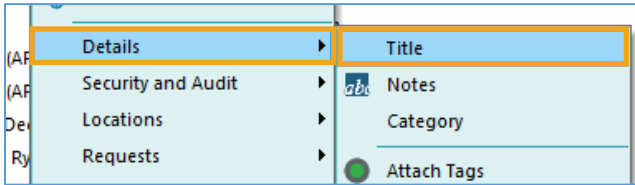


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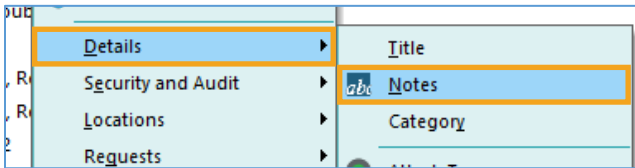
## Edit a Digital Folder



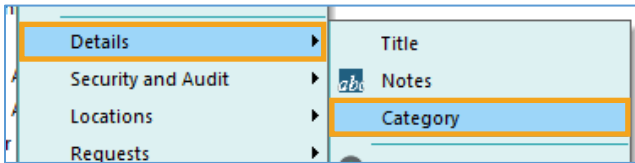
### Title:



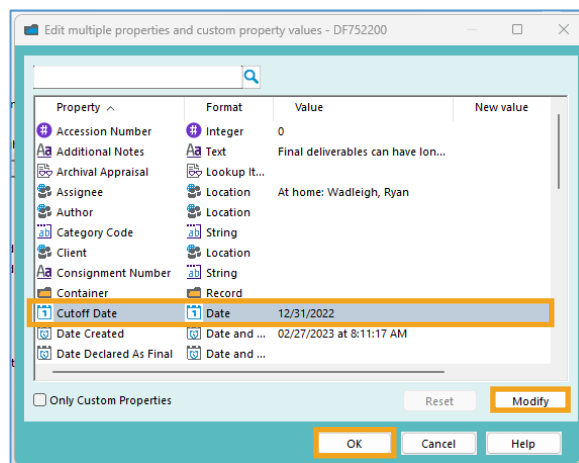
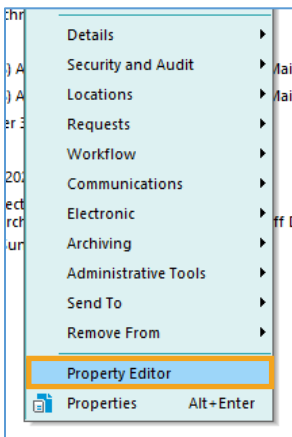
### Notes:



### Category:



### Cutoff Date:



To edit **more than one folder at a time:**

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 right-click menu, follow these paths based on what you want to edit:

Title = **Details -> Title** (options on previous page)

Notes = **Details -> Notes**

Category = **Details -> Category**

Cutoff Date = **Property Editor -> Cutoff Date**

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

