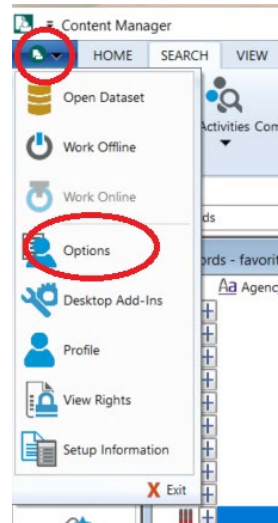
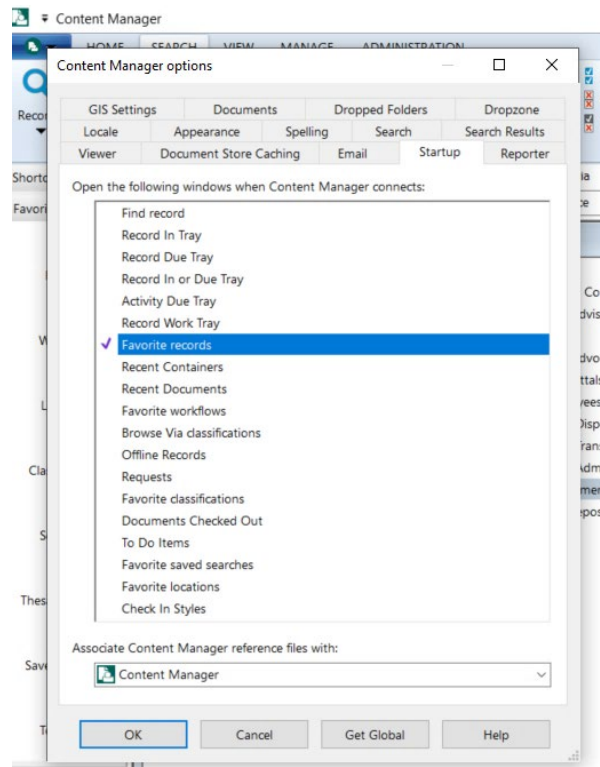


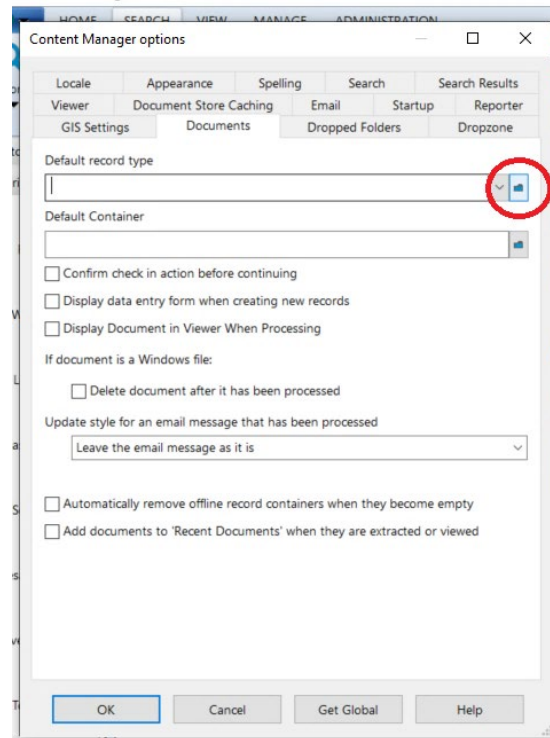
To customize setting, click the **blue** CM (file) button with the downward arrow next to **home**, then click **options**



To have folders saved to your favorites appear at time of startup, click on the **Startup** tab, and click the in the white space to the left of **Favorite Records** to create a purple checkmark, then press **OK** or proceed to next tab for customization.

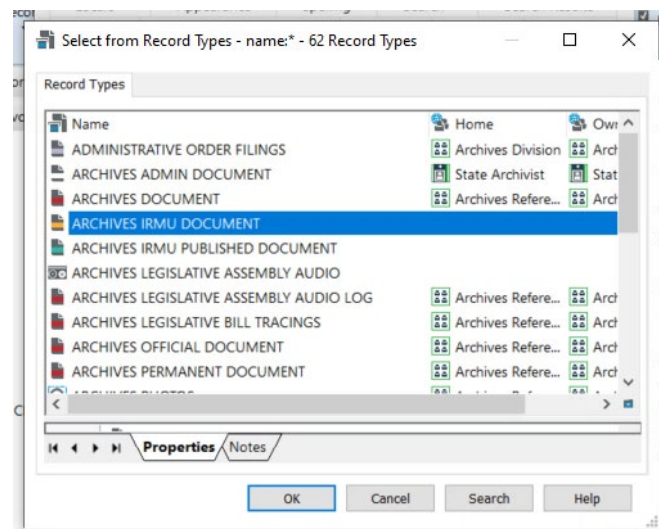


To set your *Document*, aka default document type, go to the *Documents tab*, and click on the *blue folder* next to the *Default Record Type* text box.

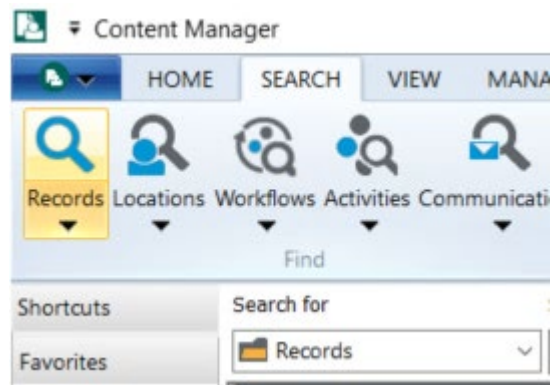


You will have a choice between record types, usually a private document type or a published document type that will appear in webdrawer.

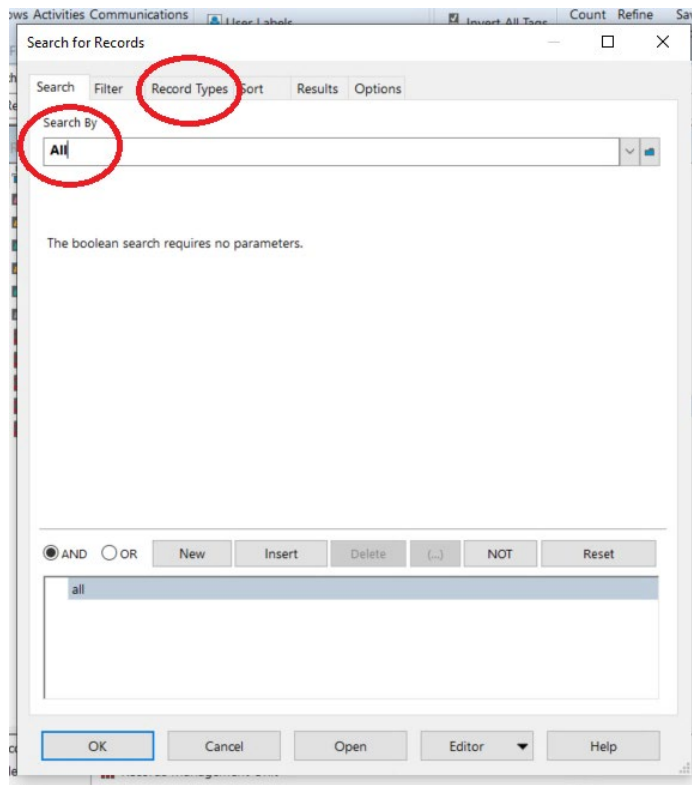
Click on the document type you wish to set as your default and click **OK**, then **OK** again to save your changes.



To set your *Favorite Records* and set your *Search parameters*, go to the *Search* tab, and click on the blue magnifying glass icon to *Search*.



In the white text box where it says Title type *All*, then click the *Record Types* tab.





Right click on one of the record types and click ***Untag All***. Then scroll down to your agency's record types. Click in the white space to the left of each record type to create a ***purple checkmark***, then click in the checkbox near the bottom of the window that says ***Save as Default Record Types***, and click ***OK***.

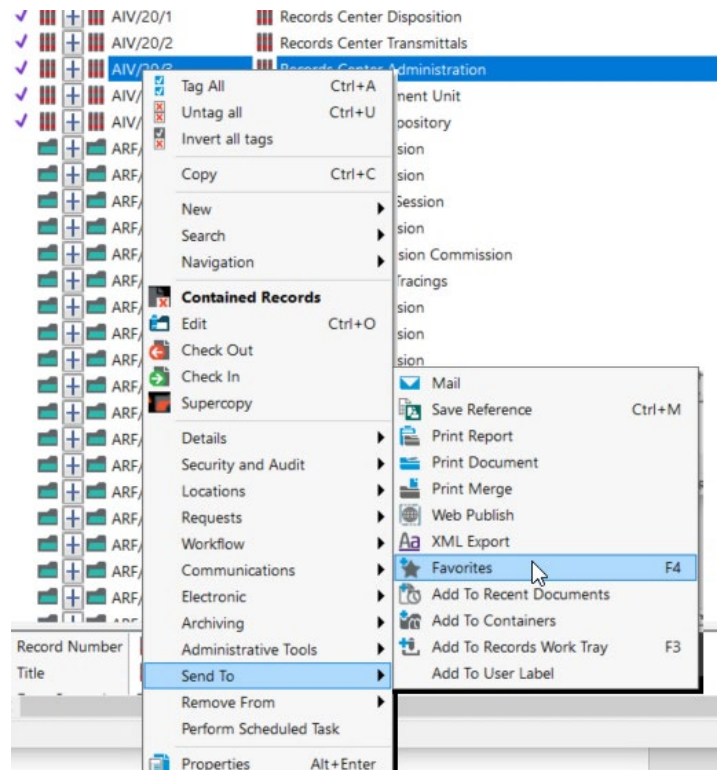


Your results from the search will be all records that have been created for your agency. Next to the **Volume folders**, click to the left to make a purple checkmark for all of the volumes you wish to add to your favorites.



User Customization Settings in Content Manager 9.3

Then, *right click* on any of your selected volumes and go to **Send To**, then **Favorites**.



Your favorite records can be found on the left side of the screen with a blue star on a document labeled Records.

