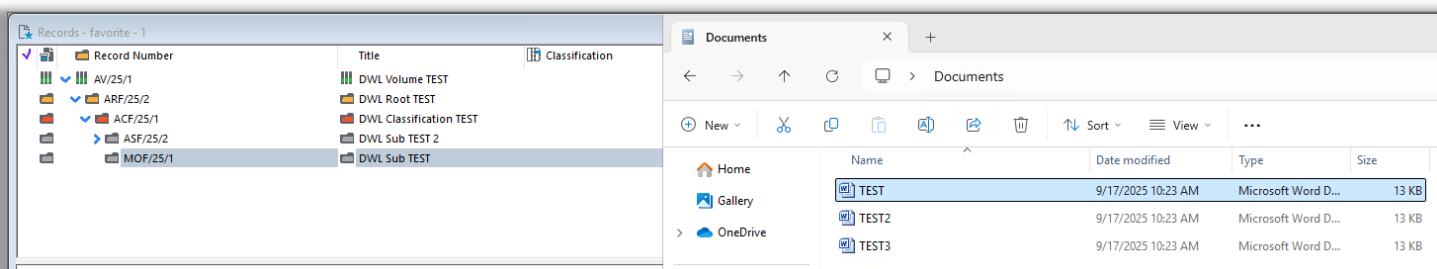


Adding Documents into Content Manager

Adding a Single Document:

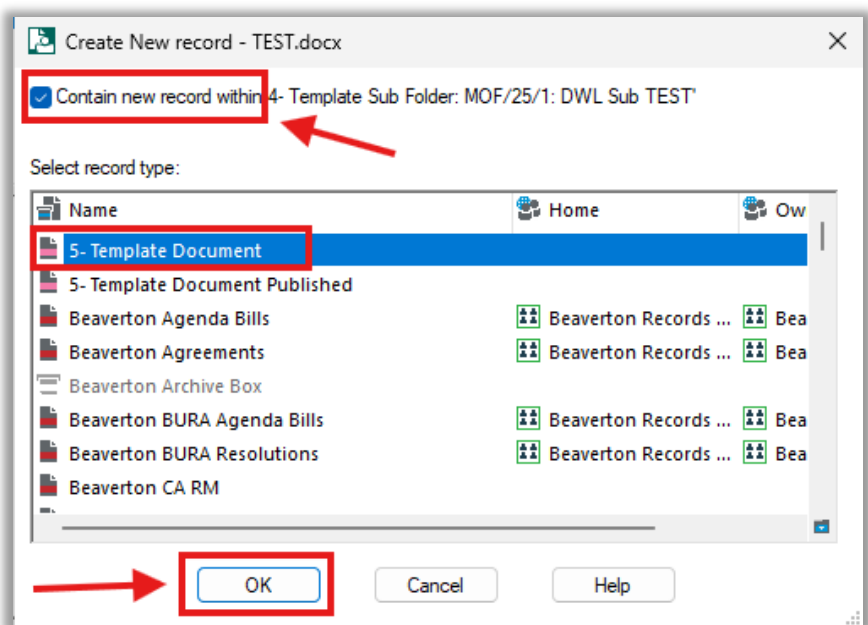
Step 1. Locate your Document on your PC and the Folder within Content Manager that you wish to add it to.



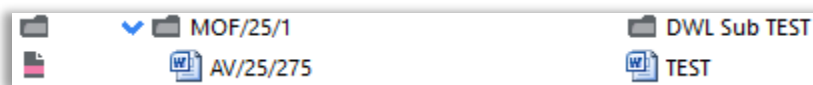
Step 2. Click on your Document then **DRAG AND DROP** the file **ON TOP** of the Folder.

Step 3. If you do not have your **Default Record Type** selected in your options, you will see a pop-up window where you need to select which **RECORD TYPE** you would like your new Document to be. (i.e. Published vs. Non-Published)

Step 4. Make sure that the option to **“CONTAIN NEW RECORD WITHIN...”** is selected, then click on the **OK** button.



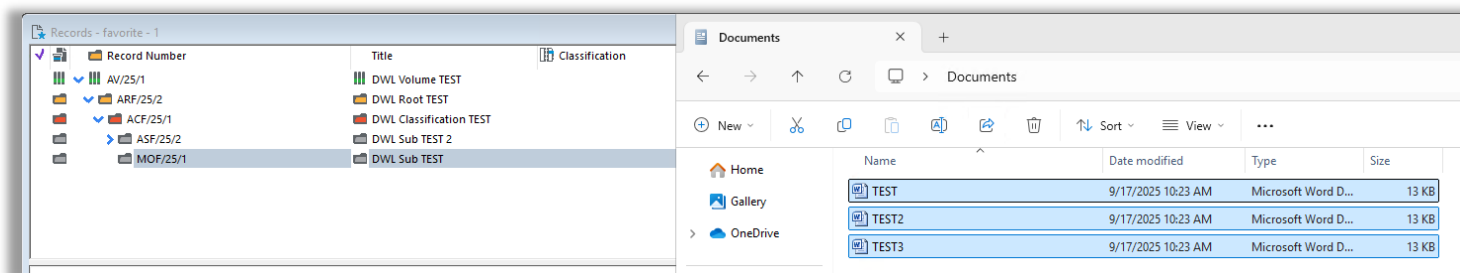
Your Document will now be added into Content Manager under the Folder that you have selected.



Adding Documents into Content Manager

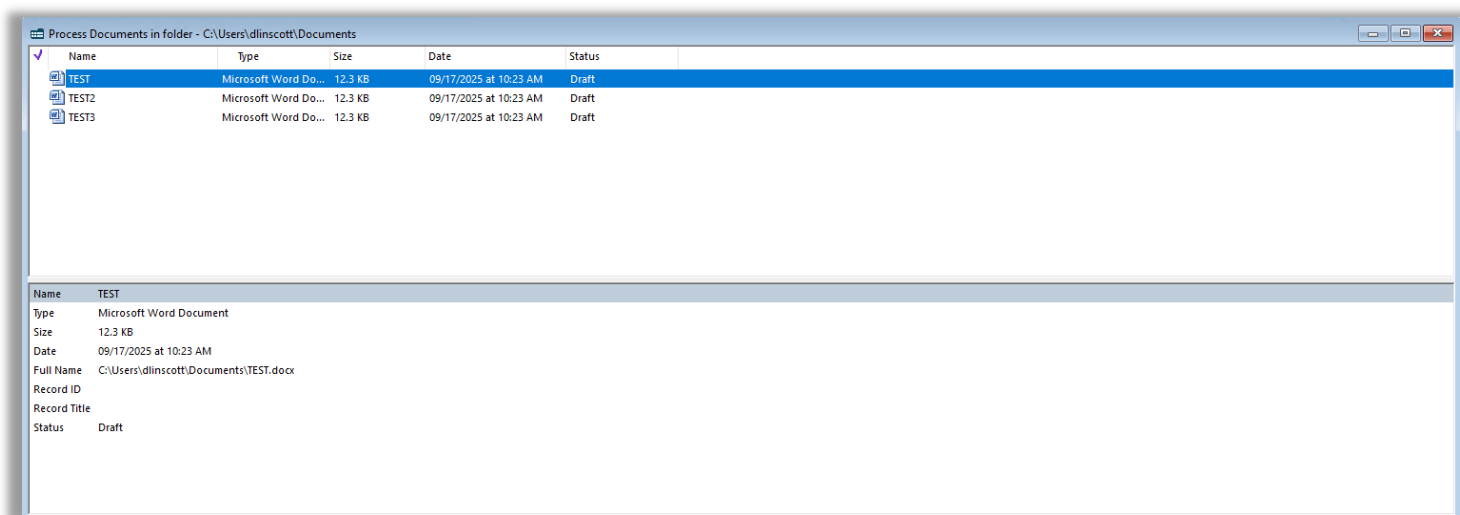
Adding Multiple Documents at Once:

Step 1. Locate your Documents on your PC and the Folder within Content Manager that you wish you add them to.



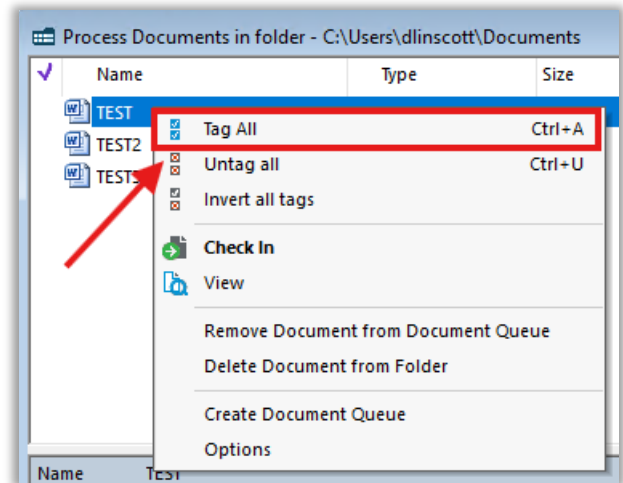
Step 2. Select all your Documents then **DRAG AND DROP** the file **ON TOP** of the Folder.

When adding **Multiple Documents**, you will get a new window showing all your Documents with the Status set as **Draft**.

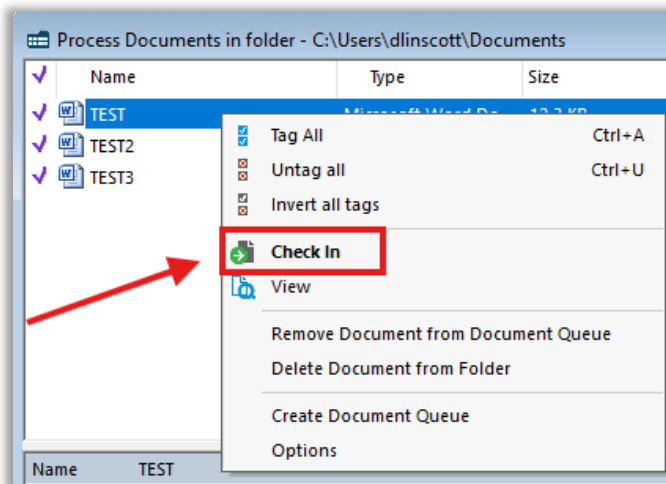


Adding Documents into Content Manager

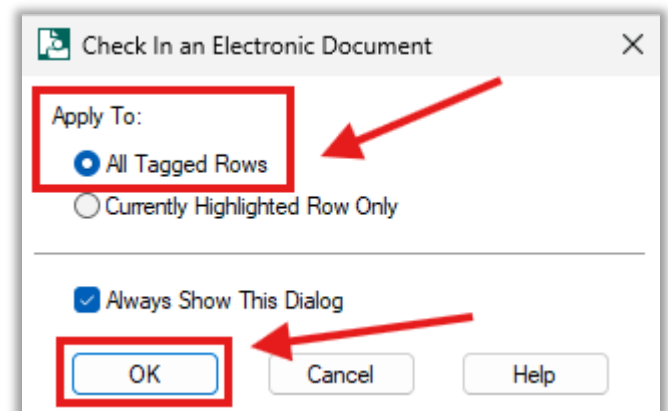
Step 3. RIGHT-CLICK on one of your Documents and select **TAG ALL**.



Step 4. RIGHT-CLICK again on one of your Documents and select **CHECK IN**.



Step 5. On the new pop-up window, make sure ALL TAGGED ROWS is selected, then click on the OK button.

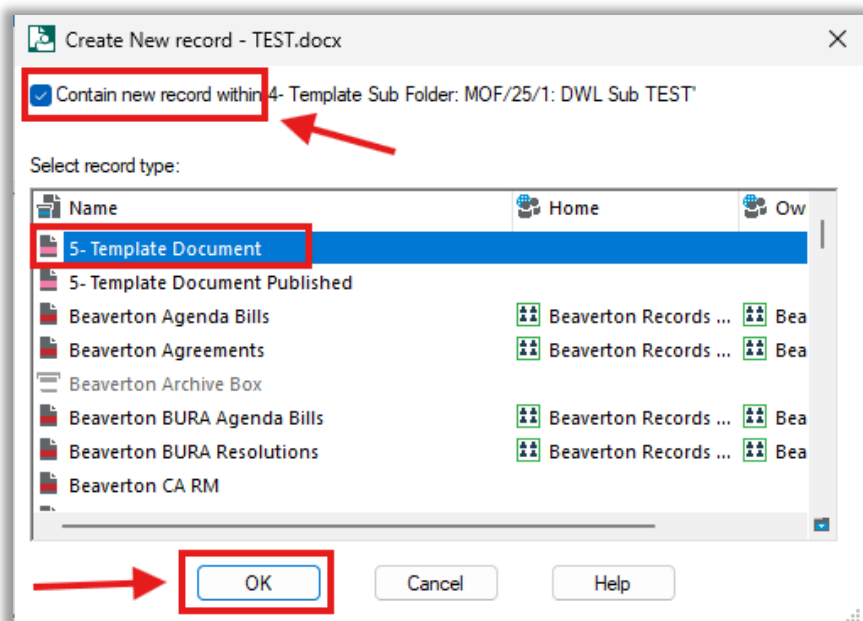


Adding Documents into Content Manager

Step 6. If you do not have your **Default Record Type** selected in your options, you will see a pop-up window where you need to select which **RECORD TYPE** you would like your new Document to be **FOR EACH DOCUMENT.**

(Check below on how to set your **Default Record Type** to make adding multiple Documents easier.)

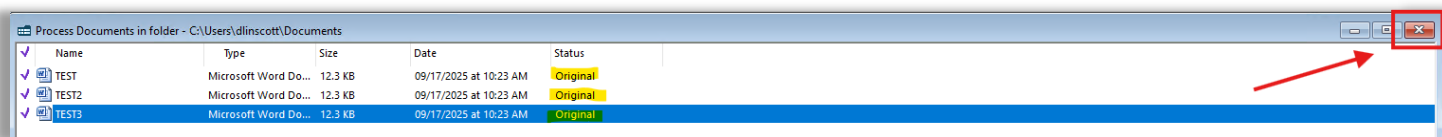
Step 7. Make sure that the option to “**CONTAIN NEW RECORD WITHIN...**” is selected, then click on the **OK** button.



Repeat Steps 6 and 7 for each Document you are adding.

Step 8. The Status of your Documents should be changed to **ORIGINAL.**

Click on the **RED X** to close the window. Your Document will now be added into Content Manager under the Folder that you have selected.

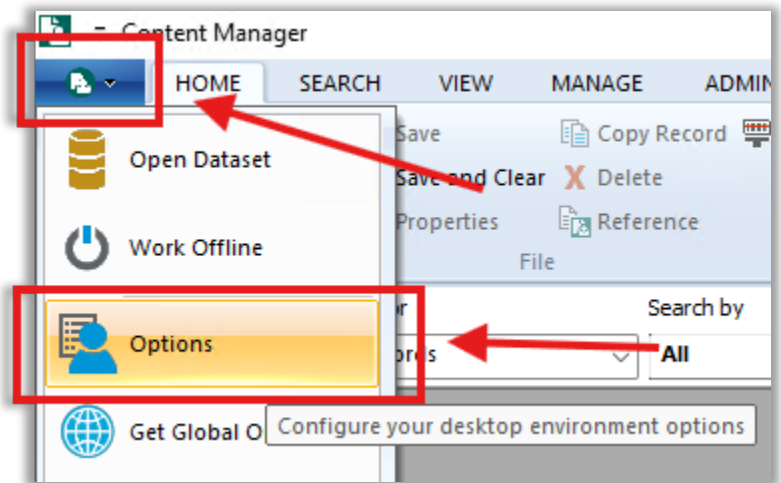


Adding Documents into Content Manager

How to Set a Default Record Type:

Step 1. Click on the blue **FILE** button in the top left corner.

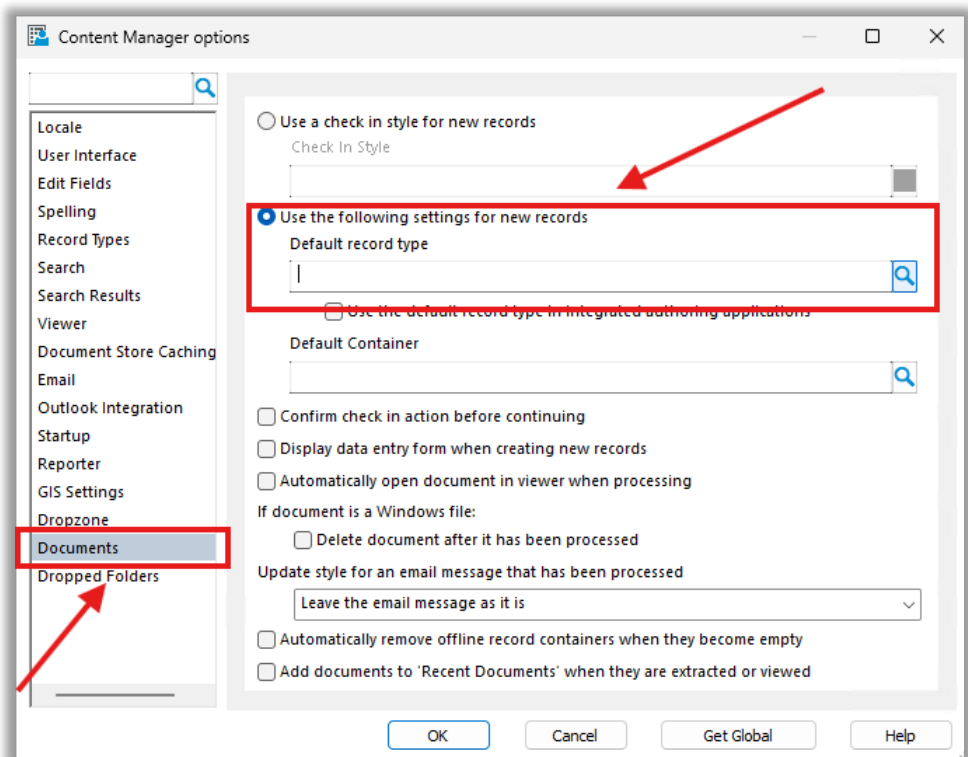
Step 2. Click on the **OPTIONS** tab.



Step 3. Click on the **DOCUMENTS** tab under the selections of options.

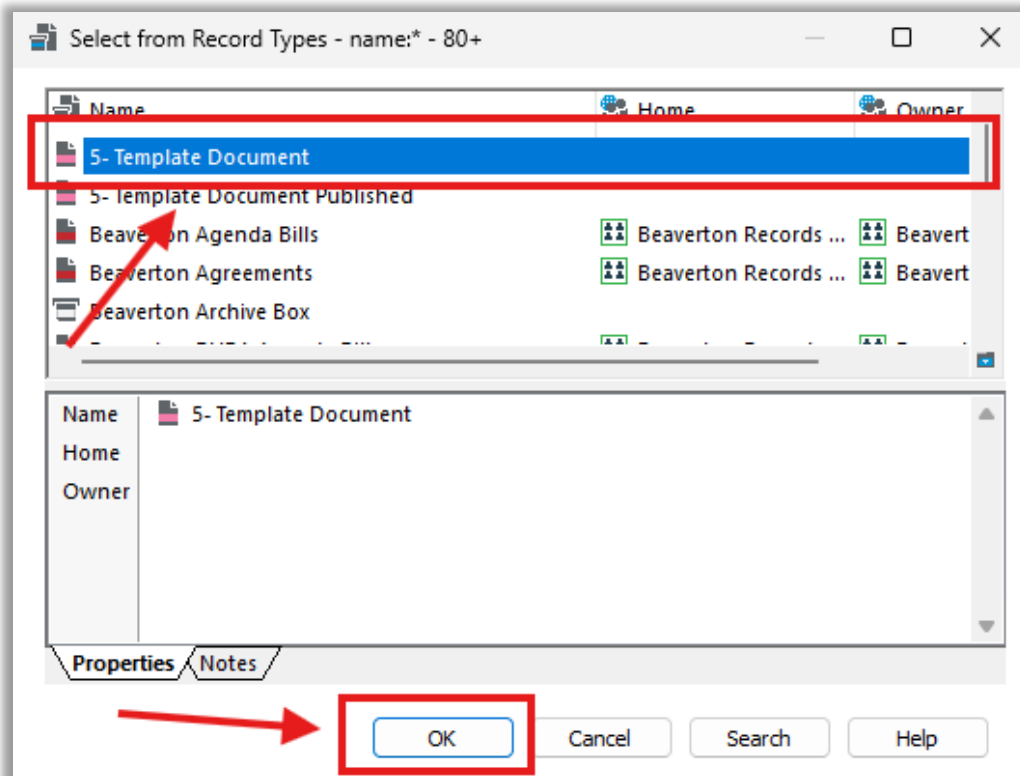
Step 4. Select the option to “Use the following settings for new records.”

Step 5. Click on the magnifying glass icon under the **DEFAULT RECORD TYPE** section to open an additional pop-up window.



Adding Documents into Content Manager

Step 6. In the new window, select which **RECORD TYPE** you would like to become your Default Record Type, then click the **OK** button.



Step 7. Click the **OK** button.

