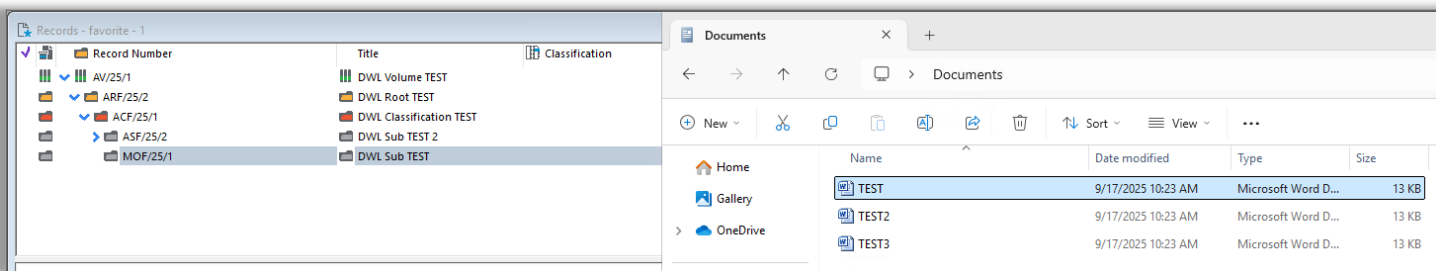


Adding Published Documents and Adding Webdrawer Code in Content Manager

Adding a Single Published Document:

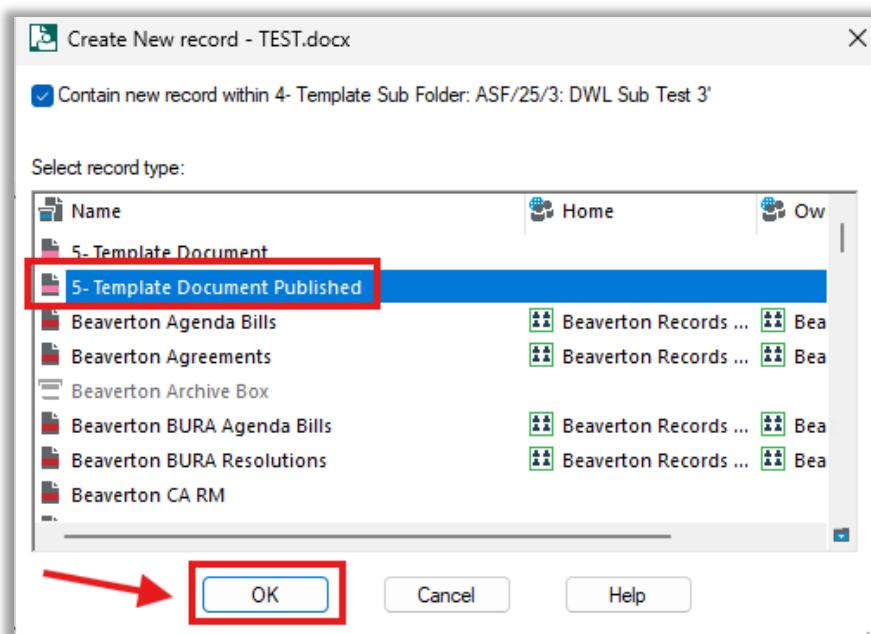
Step 1. Locate your Document on your PC and the Folder within Content Manager that you wish to add it to.



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. (In this case, it will need to be your agency's **Published Document**.)

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

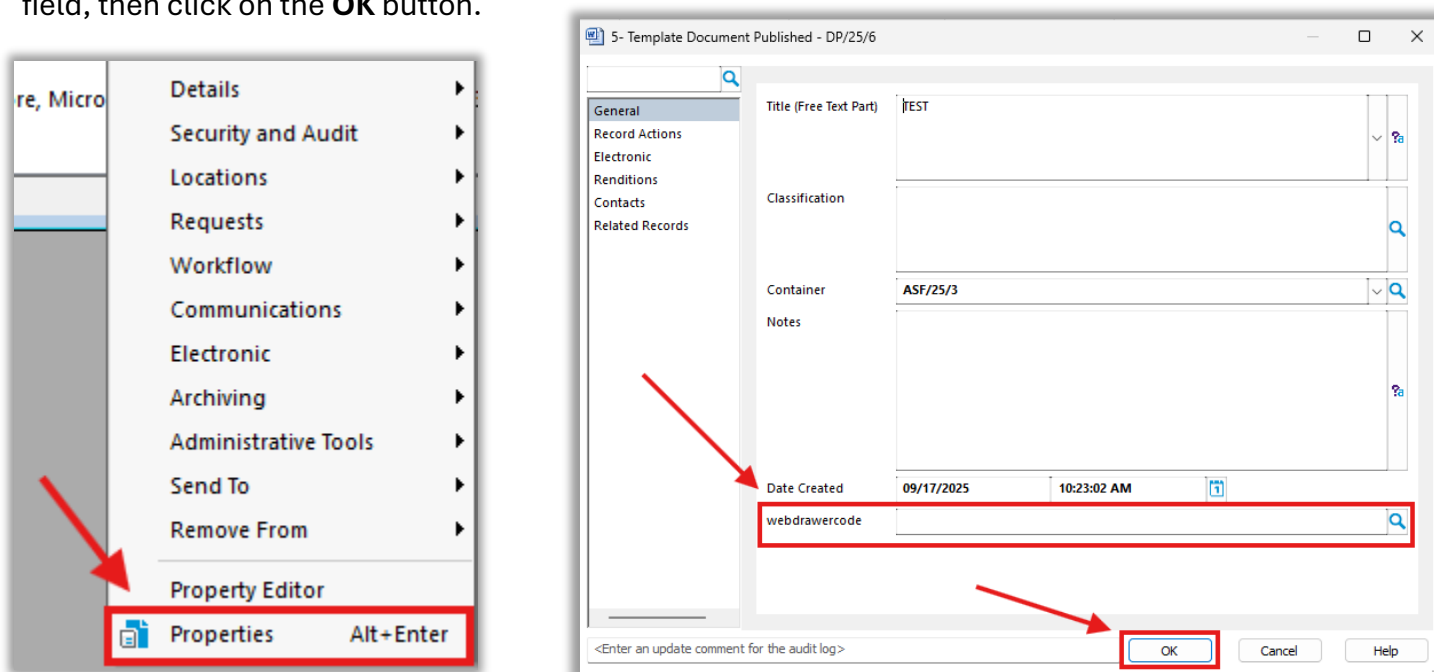


Adding Published Documents and Adding Webdrawer Code in Content Manager

Adding Webdrawer Code to a Single Document:

Step 1. RIGHT-CLICK on the document then click on **PROPERTIES**.

Step 2. Enter your **Agency's Code** in the **WEBDRAWERCODE** field, then click on the **OK** button.

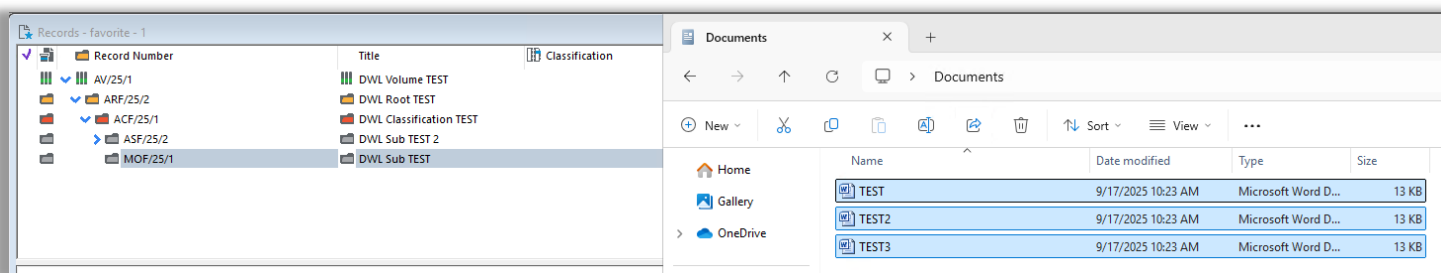


Your document will now be visible on your webdrawer website.

Adding Published Documents and Adding Webdrawer Code in Content Manager

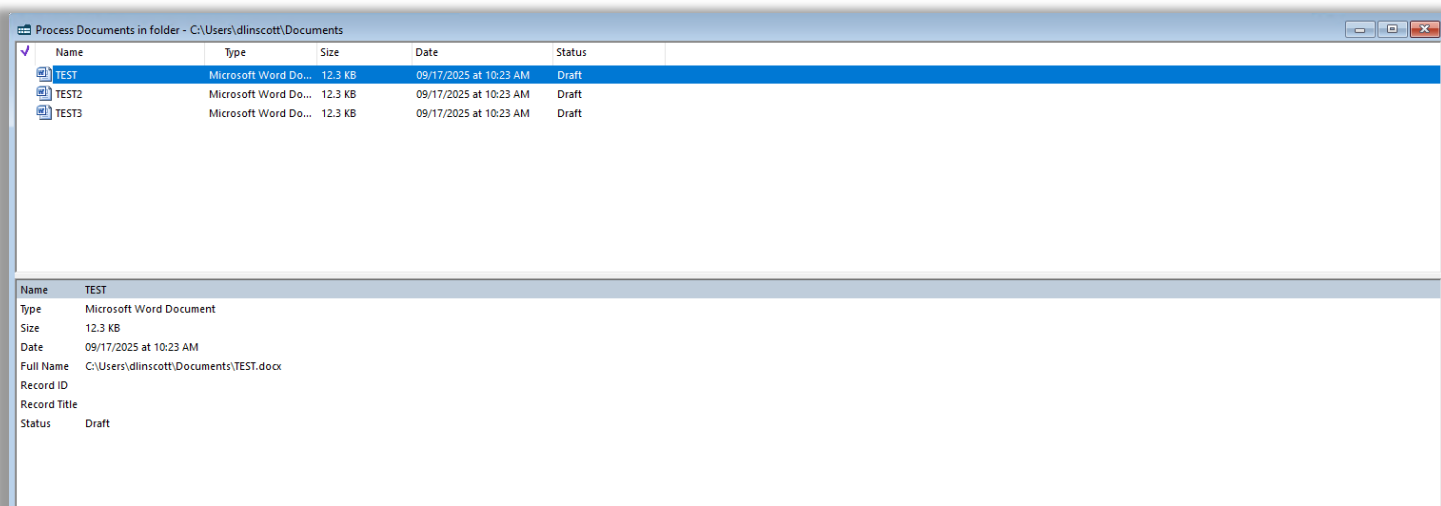
Adding Multiple Published Documents at Once:

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



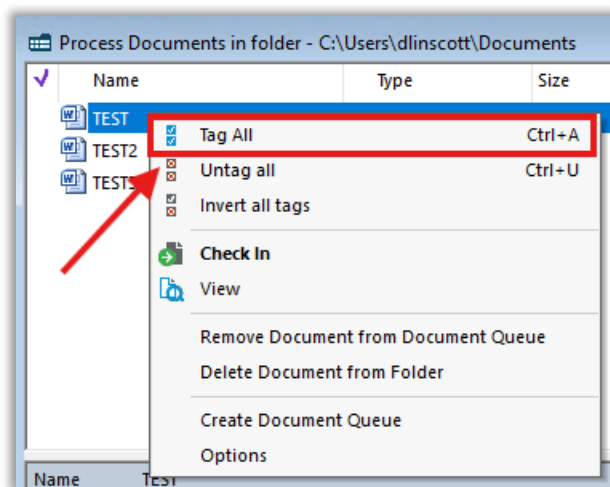
Step 2. Select all your Documents then **DRAG AND DROP** the file **ON TOP** of the Folder.

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

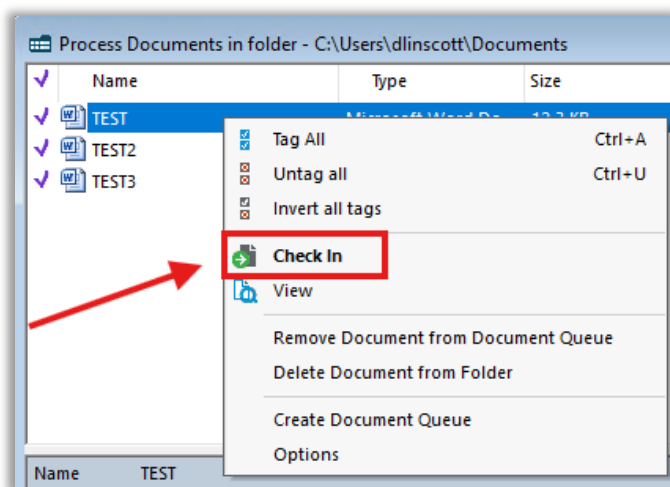


Adding Published Documents and Adding Webdrawer Code in Content Manager

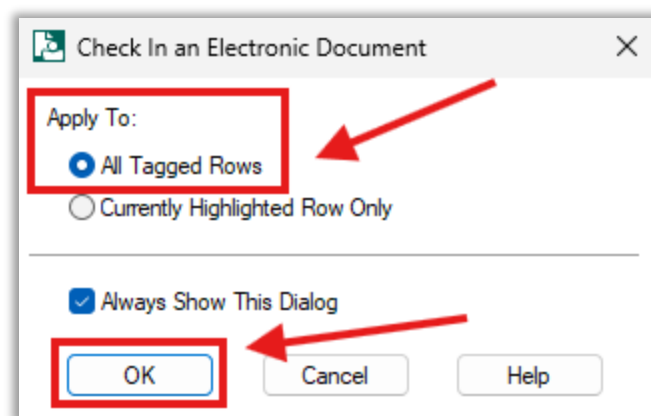
Step 3. RIGHT-CLICK on one of your Documents and select **TAG ALL**.



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.

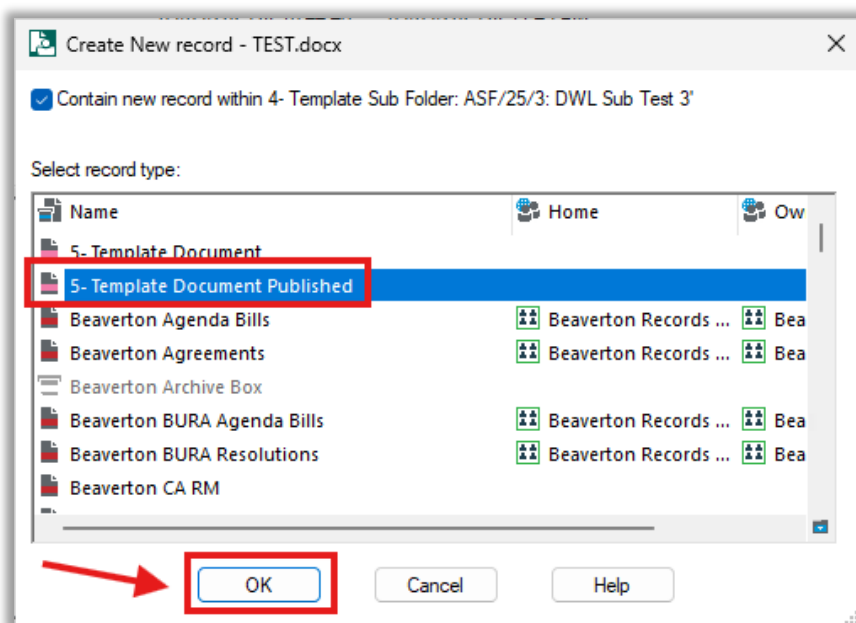


Adding Published Documents and Adding Webdrawer Code in Content Manager

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.**

(In this case, it will need to be your agency's **Published Document.**)

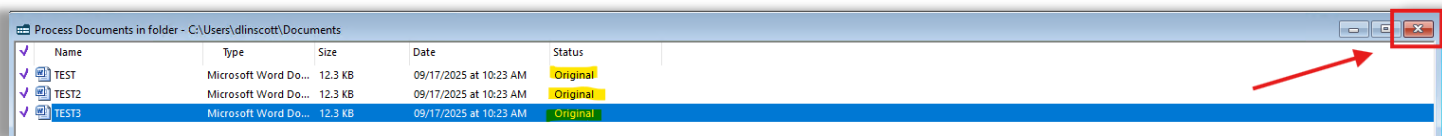
Step 7. Make sure that the option to “**CONTAIN NEW RECORD WITHIN...**” is selected, then click on the **OK** button.



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 has been added into Content Manager under the Folder that you have selected.

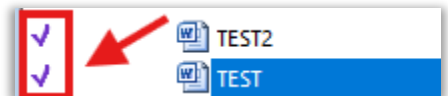


Name	Type	Size	Date	Status
✓ TEST	Microsoft Word Do...	12.3 KB	09/17/2025 at 10:23 AM	Original
✓ TEST2	Microsoft Word Do...	12.3 KB	09/17/2025 at 10:23 AM	Original
✓ TEST3	Microsoft Word Do...	12.3 KB	09/17/2025 at 10:23 AM	Original

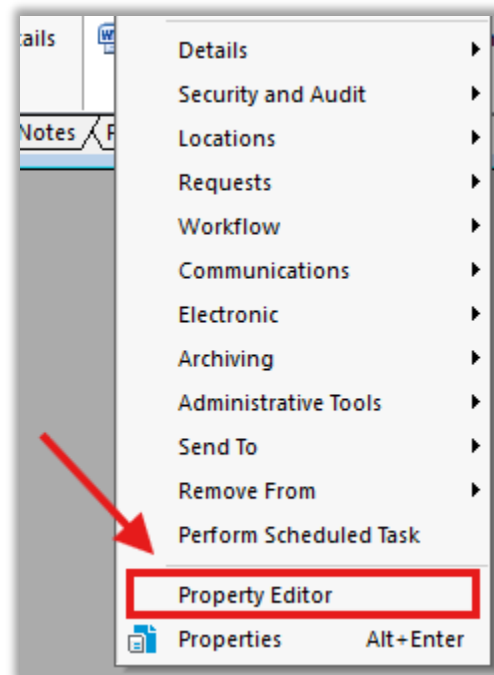
Adding Published Documents and Adding Webdrawer Code in Content Manager

Adding Webdrawer Code to Multiple Documents:

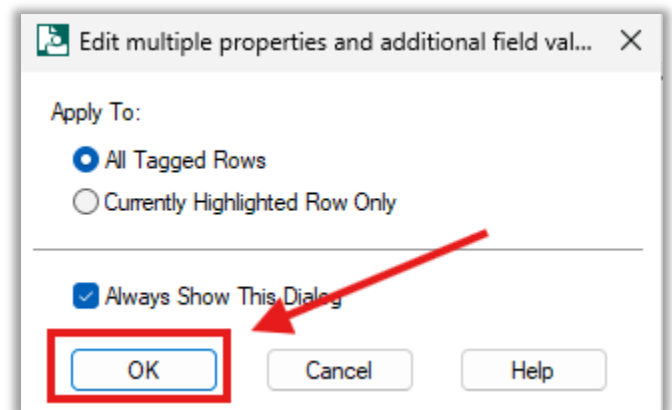
Step 1. Located your Documents, then click to the left of them to create a **PURPLE CHECKMARK**. ✓



Step 2. RIGHT-CLICK on one of your selected Documents, then click on **PROPERTY EDITOR**.



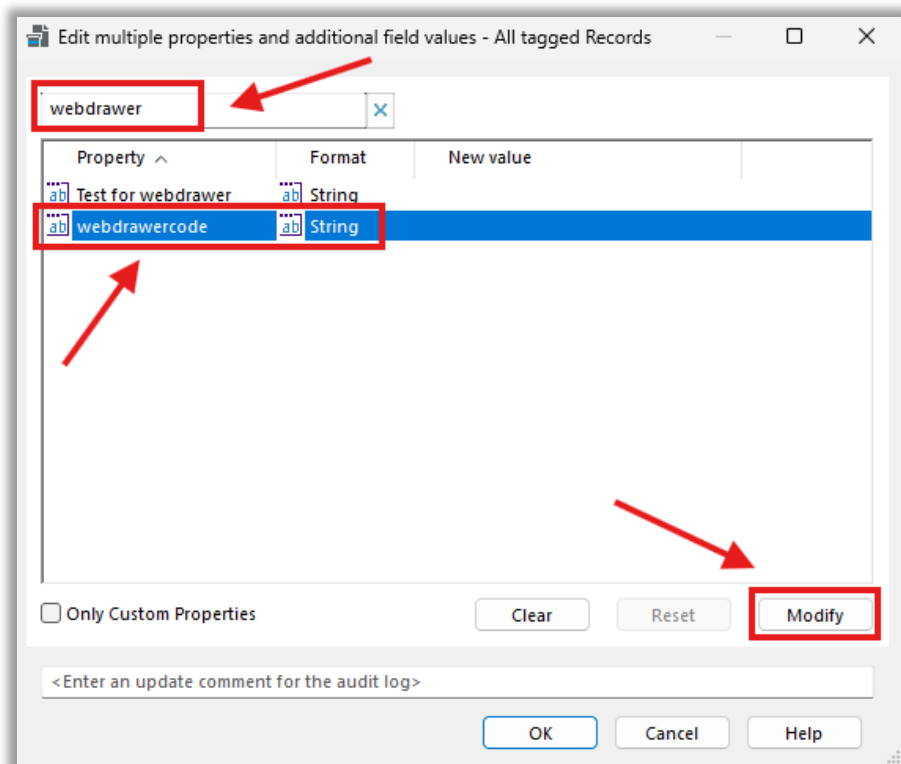
Step 3. On the pop-up window, click on the **OK** button.



Adding Published Documents and Adding Webdrawer Code in Content Manager

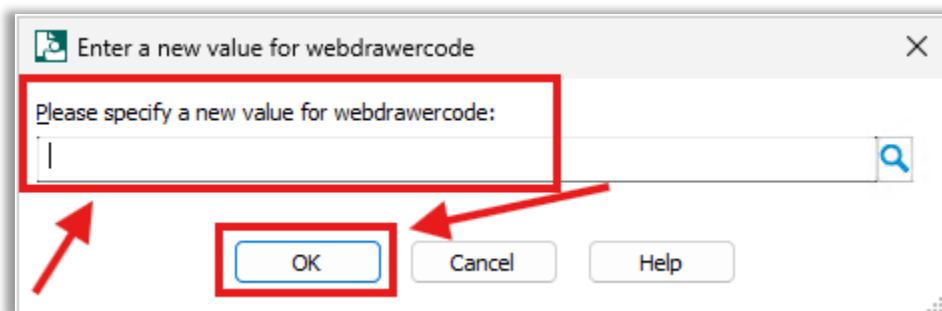
Step 4. Start typing “webdrawer” in the empty **SEARCH FIELD** and you will see **WEBDRAWERCODE** pop up.

Step 5. Select the **WEBDRAWERCODE** property then click on the **MODIFY** button.



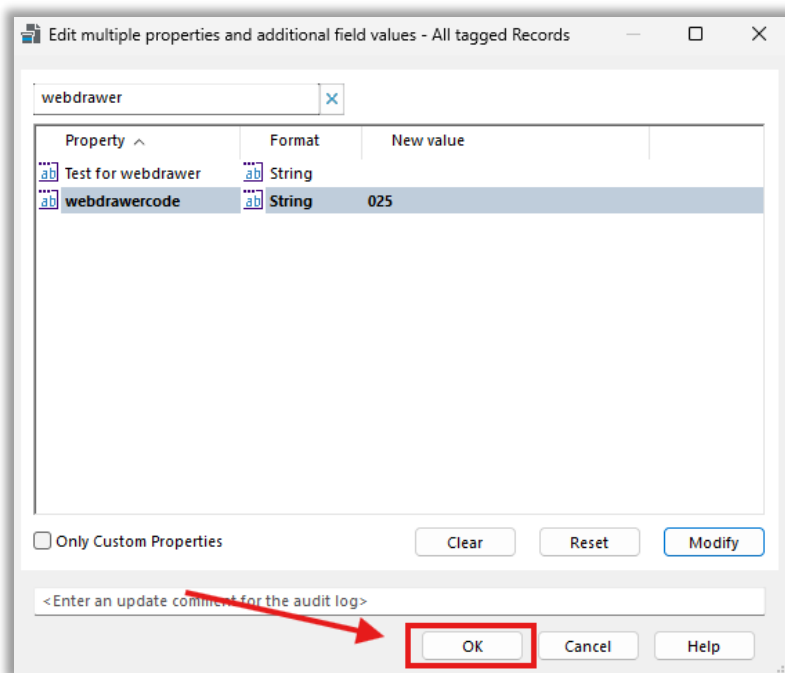
Property	Format	New value
Test for webdrawer	String	
webdrawercode	String	

Step 6. Enter your **Agency's Code** into the empty field, then click on the **OK** button.

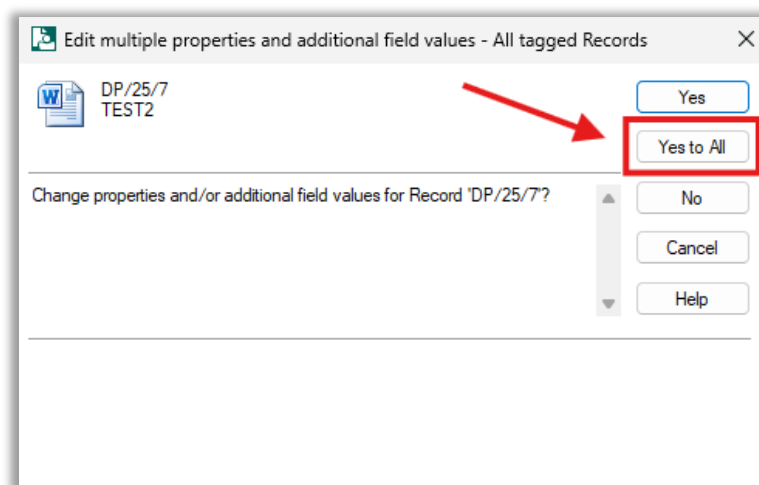


Adding Published Documents and Adding Webdrawer Code in Content Manager

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



Step 8. Click on the **YES TO ALL** button.



The webdrawer code has been applied to all selected documents.