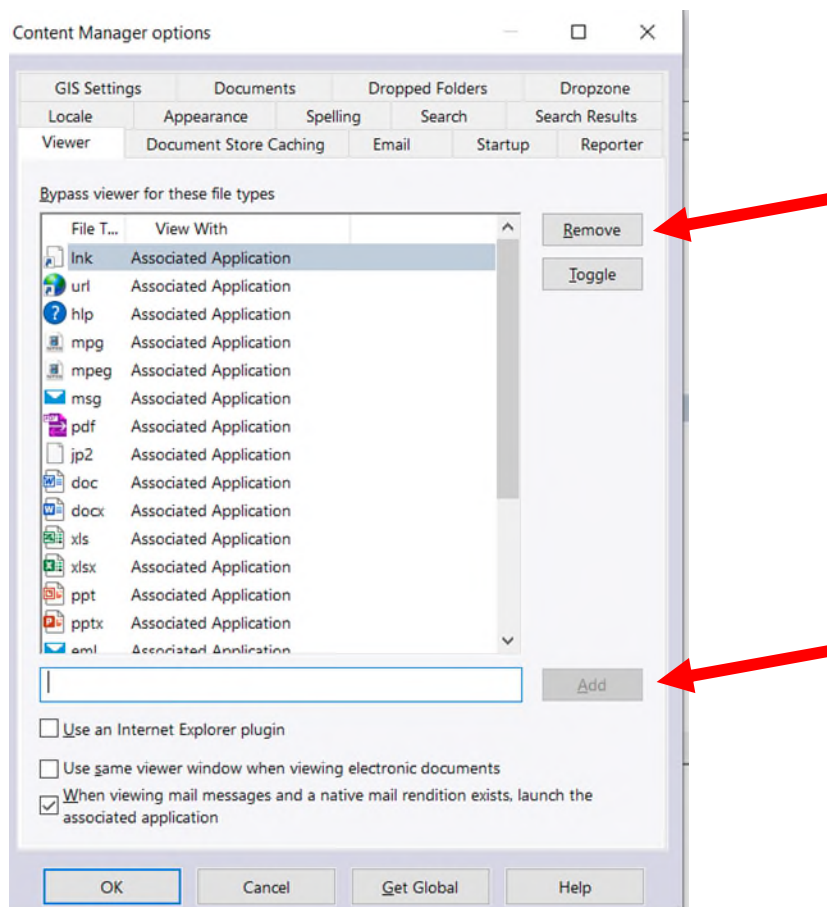




Changing viewer settings for specific file extensions

Content Manager can be set up to either use the built-in viewer for records, or to associate them with the native program (such as Word, Excel, etc.) for opening. By listing the file extensions in the options menu, it will tell Content Manager to use a desktop program instead of the built-in viewer. To customize these options, follow the below instructions.

1. Under the **File** menu (top left) select **Options**.
2. Click the **Viewer** tab in the **Options** window- you will see a list of file extensions that have been entered. To add new file types, type the file extension (such as .jpg, .doc, etc.) one at a time in the box below the list and click **Add**. To remove file extensions, click on them in the list and hit the **Remove** button on the side. When done, click **OK**.



3. After removing an association for a file extension, Content Manager will use the built-in viewer, preventing users from editing records or responding to emails they have opened.



Additional questions? Contact ORMS Support at
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