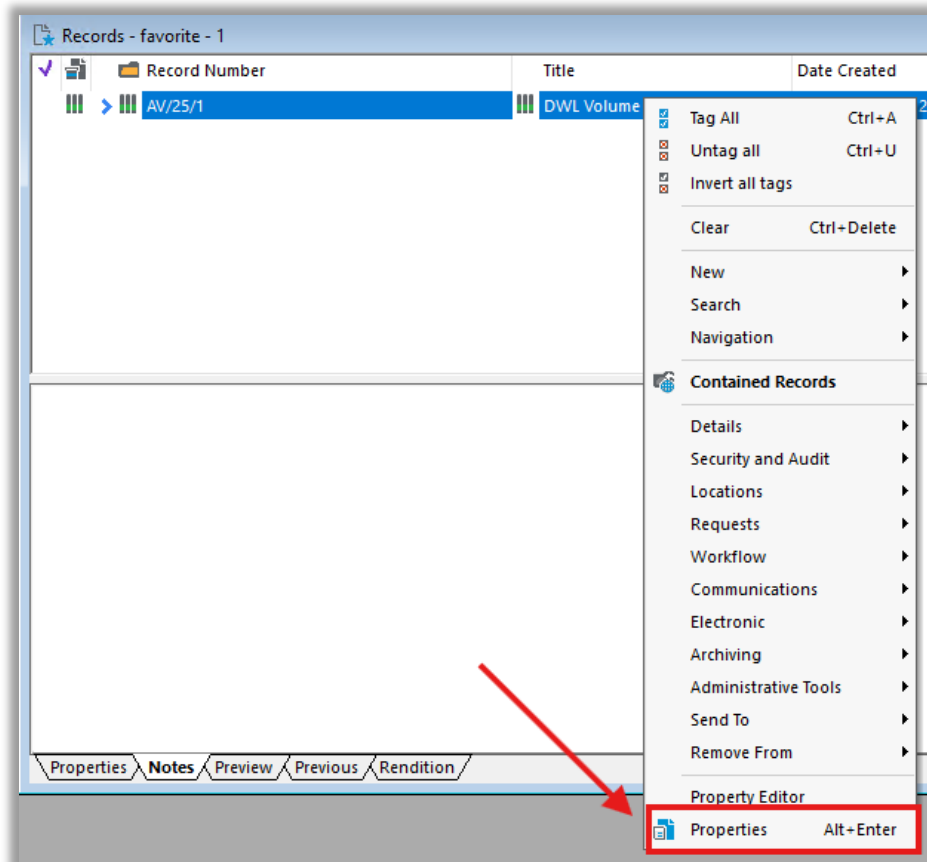


Editing Metadata in Content Manager

Step 1. RIGHT-CLICK on any record that you wish to edit.

Step 2. Click on PROPERTIES



Step 3. Proceed to edit any fields that you need.

Step 4. Click on the OK button.

