This is guidance for how to review search results and open records in Content Manager. Refer to separate job aids for guidance on how to perform searches.

**Review Search results:**

1. The **number** of records in the search results
2. The **list** of all records in the search results
3. The **metadata or details** about the highlighted records
4. A **preview or image** of the record

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To Open One Record:

1. **Double click** on a record in Content Manager
2. It will **open in its native format** with its native application

To Export Multiple Records:

1. Click in the white space to the left of each record to place a **purple check mark** next to all records to be exported
2. **Right click** on any of the checked records
3. Select **Supercopy**

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4. Select **All Tagged Rows**

5. Click **OK**

6. **Choose a folder** to export to

7. Click **OK**