# Content Manager (CM)

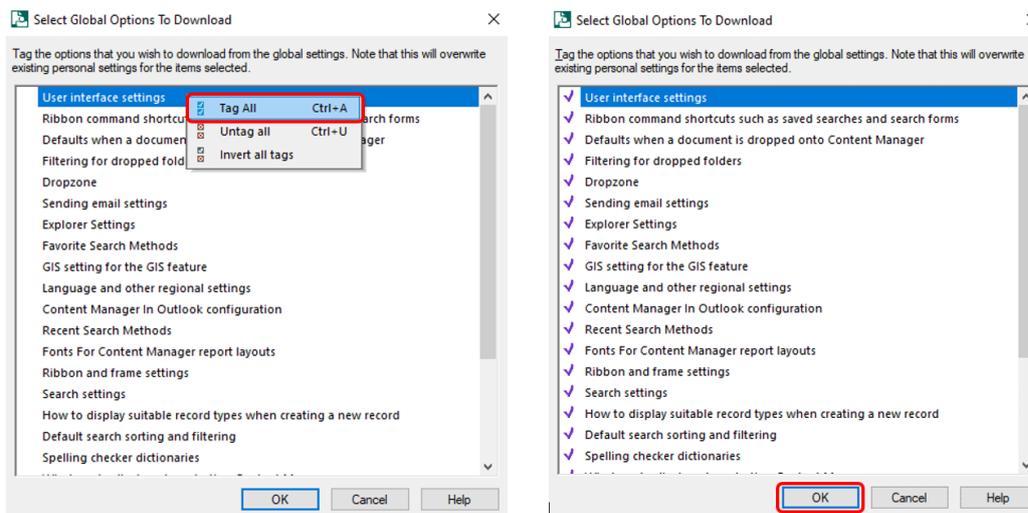## Global Settings

1. Introduction

The toolbars and settings in Content Manager (CM) have been customised specifically for the University of Adelaide. If, for some reason, it is necessary to reinstate the customised University of Adelaide settings, a **Get Global** process will need to be undertaken.

2. Procedure

1. In Content Manager, go to the Tools menu in the top left of screen, then select **Get Global Options**.
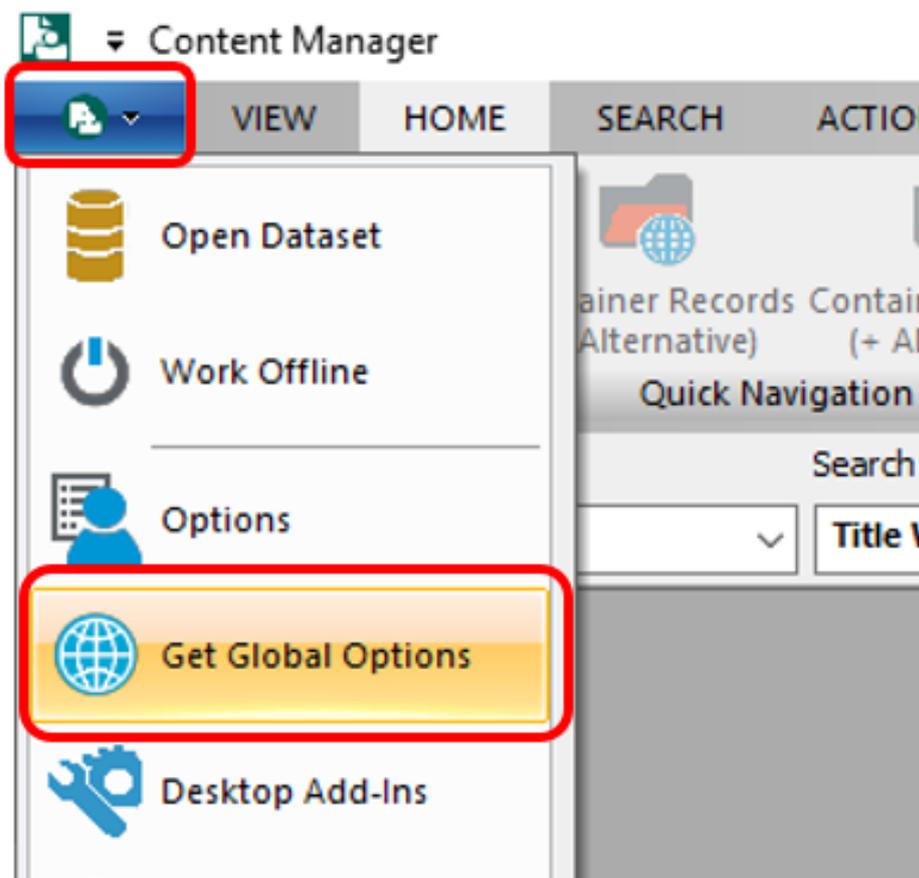
2. In the pop-up window that appears, **right click** on a list item, then choose **Tag All** (or use keyboard shortcut CTRL + A), so that a tick appears next to each item, then click **OK.**

3. In the prompt window, confirm you want to load the Global settings by Clicking **OK**. Your toolbars and settings should now load.
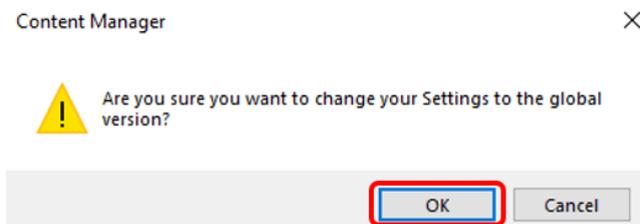
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For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au