

How do I move more than one content item to a different state in the workflow in CMS, in the same process?

(Note: To use this process, the content items you want to move should be in the same workflow and be the same content type.)

1. Click once on the first content item you want to move to a different state to select it.
2. Hold down your control key (PC or Mac) and select the next item you want to move. (If the content items you want to move are listed consecutively, you can also hold down the shift key and click on the last item of the group to select a range of content items.)
3. Repeat step 2 until you have all items selected.
4. Right click (PC) to display the menu. The menu will automatically display on the Mac.
5. Choose 'Workflow', then the new state where you want all items moved.

Content Title	Checkout status	State	Content Type
CIO: TSC: File: WSFTP ...		Public	CIO File
CIO: TSC: HelpFile: Test1		OffLine	CIO Help File
CIO: TSC: Home Page: ...		Public	CIO Generic Home Page
CIO: TSC: Home: Self H...		Public	CIO Generic Home Page
CIO: TSC: Image: Black ...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Public	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image
CIO: TSC: Image: Phon...		Draft	CIO Image

