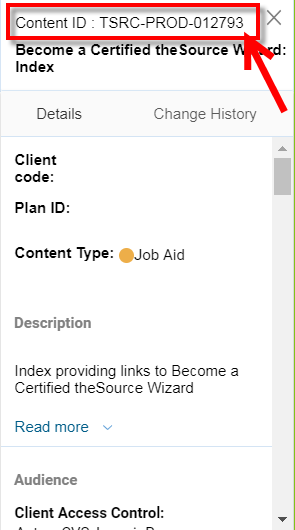


## Topic: Document Content IDs

There may be times you will be asked to provide a document’s Content ID, such as when discussing a document with a colleague, and you want to share the ID so they can view the specific document. Or, perhaps on the off chance you need to contact the IT Service Center with a document issue. Providing the Content ID for the specific document(s) you are having trouble with can help IT more quickly research the issue.

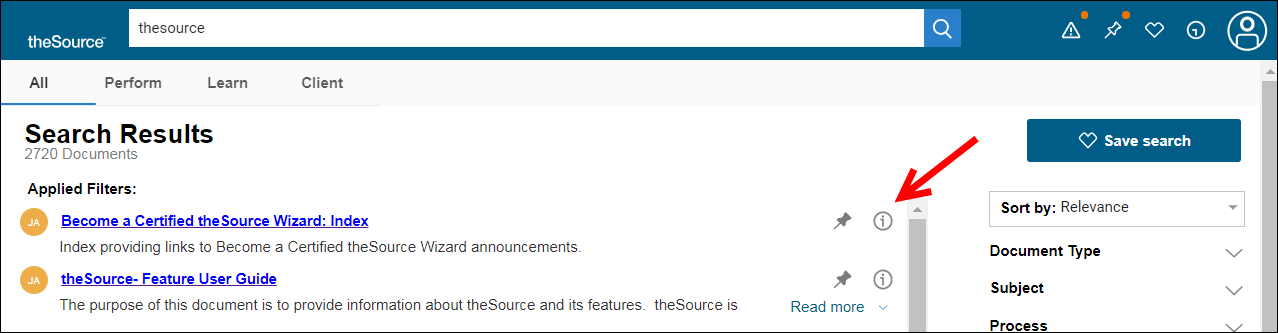
Every document loaded in theSource has a unique Content ID. The Content ID is located within the Information icon. 



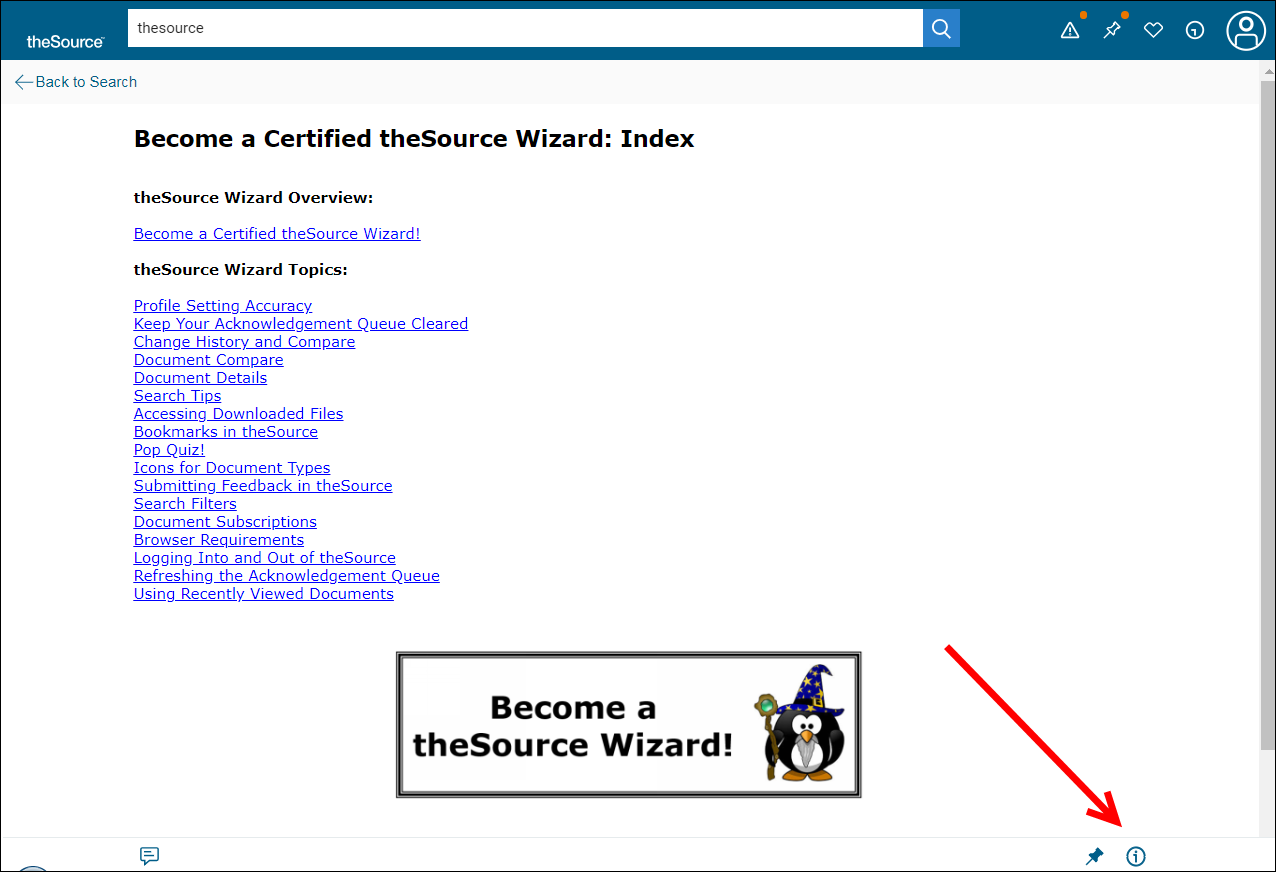
**Bonus!** The Information icon also provides information about the document, such as Description, Audience, Classifications, and Change History.

**The Information icon can be accessed from 2 locations:**

* From Search Results page, located to the far right of a document title.



* From inside a document, at the bottom right of the page.



**** Your next challenge on the quest to becoming a Certified theSource Wizard is to access the Information icon to locate a document’s Content ID the next time you need to share information about a specific document.

Additional resources:

* [Become a Certified theSource Wizard: Index](file:///C:\Users\NChristian\Downloads\TSRC-PROD-012793)

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