Assigning an Author to a Custom Author Role

Created On: April 16, 2024

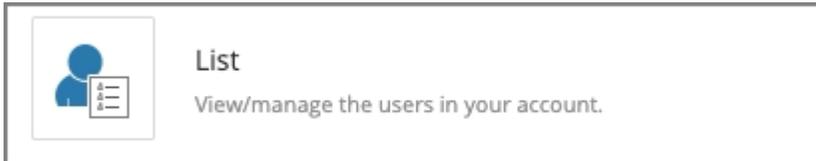Created with:

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https://www.dominknow.com

1. Select the **Application Menu**

2. Select **Users**

   Users

3. Select **List**

   List
   View/manage the users in your account.

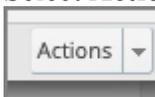4. To focus the list on just uthors, deselect the check box for **Administrators**.

5. And deselect the check box for **Reviewers**.

6. Select the Author you wish to assign to a new role.

   Chris VW

7. Select **Actions**

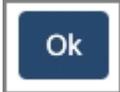   Actions

8.   Select **Assign Roles**

Assign Roles

9.   Authors can be assigned to more than one Role. In this example we'll assign this Author to just the Author Theme role.
Deselect the check box for **Default**.

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10. Select the check box for **Author Theme**

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11. Select **Ok**

Ok

12. In the Details panel this author now has an Additional Role of Author Theme.