

Bookmark the Short Documentum URL on a Mac

Learning Objectives

In this Job Aid, you will learn how to:

- 1 Bookmark <http://dctm.pearson.com> PAGE 3
- 2 Delete the bookmark PAGE 4

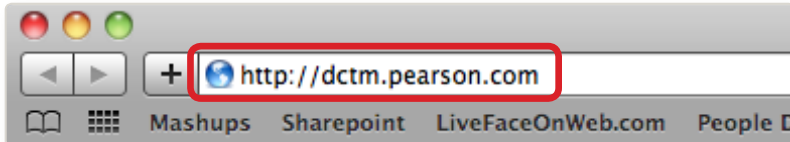
Overview

When you bookmark the Documentum URL, *always* use the short URL: **<http://dctm.pearson.com>**. Using any other variation of the Documentum URL will create connection issues and may prevent you from logging into the repository.

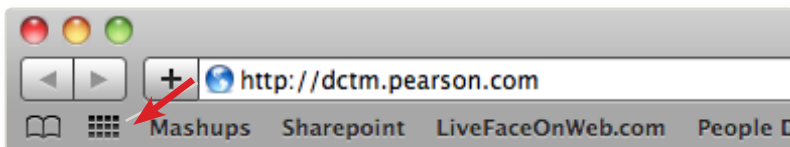
1 | Bookmark <http://dctm.pearson.com>

To create your bookmark:

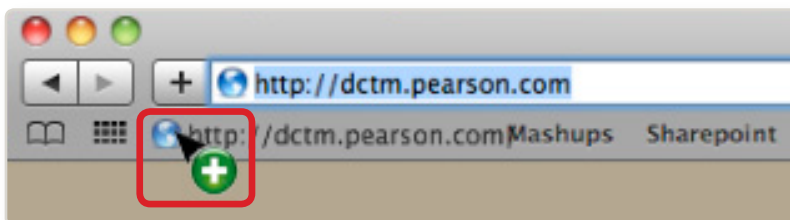
- 1 Open the Safari browser and type the Documentum URL into the address bar: <http://dctm.pearson.com>.



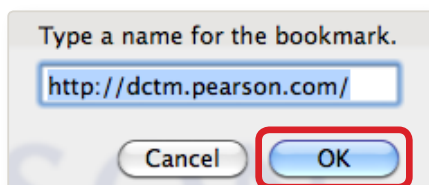
- 2 Click the blue globe icon in the address bar and drag it to the Bookmarks bar below.



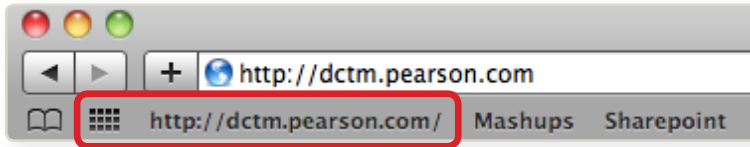
- 3 When the  icon appears, release the mouse.



- 4 A pop-up window appears. You can rename the bookmark by typing a new name in the **Type a name for the bookmark** text box. Click the **OK** button to save the bookmark.



- 5 The bookmark appears in your Bookmarks bar. Click the bookmark in the Bookmarks bar to launch the website.



NOTE To create a bookmark, you will need to make sure that your Bookmarks bar is enabled.

2 | Delete a Bookmark

- 1 To delete a bookmark, right-click on the bookmark in the Bookmarks bar and select **Delete**.

