

EMC² | documentum

PEARSON

Create New Folders

Learning Objectives

In this Job Aid, you will learn how to:

- 1 Create a new folder

PAGE 3

Overview

Creating folders in Documentum is a way to organize and manage content. You can specify folder types according to the type of content the folders will contain, the type of metadata that will be associated with the content, and the access permissions attached to the content.

Security Info

You must have at least **VERSION** permission to create folders. However, with the extended permission of **Change Folder Links**, you can also create new folders with **BROWSE** or **READ** permission.

More Info

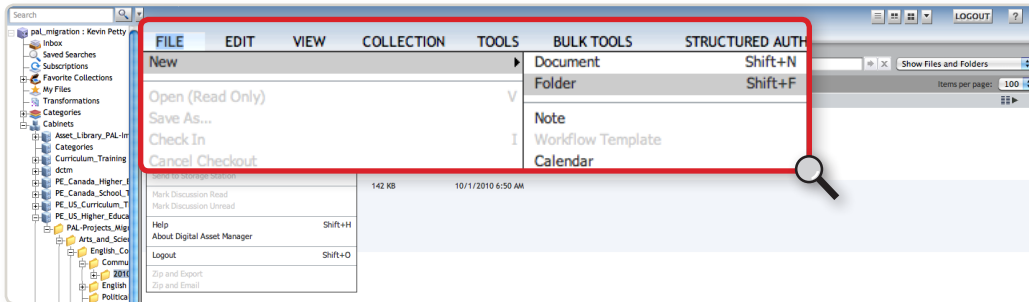
*In addition to your business unit's instructions, refer to the **Object Type Quick Reference Guide** for more information on folder types in Documentum.*

1 | Create a New Folder

- 1 To create a folder, navigate to the desired location.
- 2 Click the **FILE** menu, select **New**, and then select **Folder**.

Shortcut

Press **SHIFT** and **F** on your keyboard.



- 3 The **New Folder: Create** screen appears.
 - a In the **Name** text box, type the name of the folder.
 - b Select the appropriate folder type from the **Type** drop-down menu.
 - c Click the **Finish** button.

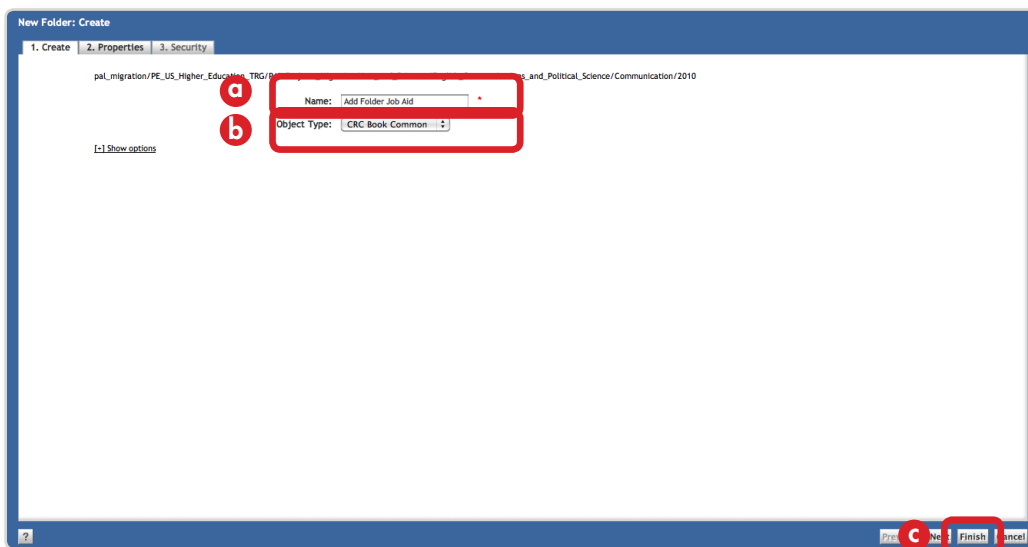
NOTE Alphanumeric characters are allowed: a-z, A-Z, 0-9. The following special characters are also allowed: ~ _ - . SPACE. Folder names must not begin or end with a SPACE, period, or hyphen. Also, it is recommended that the length of any single folder name should not exceed 31 characters.

Quick Tip

Do not use any of the following illegal characters when naming a folder:

! \ / : * ? " < > | . ? / \
 | { } [] " ' " " " ' ' ' ' , »
 « . < , > * x ÷ = + µ † ‡
 \$ ¶ ® © ¬ \$ ¥ ¤ ... £ ¢ -
 * - ° ° ° ° ^ & ^ % # @ ! ¡ `

• , & ; : ±



NOTES

- To subscribe to this folder, click the **[+] Show Options** link, and then select the **Subscribe to this folder** option.
- Click the **Properties** tab to set values for the folder's properties.
- Click the **Permissions** tab to view or modify the folder's security settings, depending upon your Documentum role.
- The fields on the **1. Create** tab cannot be modified after the folder is created. The **2. Properties** tab and **3. Security** tab can be modified after the folder is created.

- 4 The new folder appears at the desired location. A *folder created successfully* confirmation message appears in the Status bar.

