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PEARSON

Safari Browser Bookmarks on a Mac

Learning Objectives

**In this Job Aid, you will learn how to:**

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Overview

Bookmarks provide a direct link to content in the Documentum repository. Adding a bookmark to your Safari browser is a quick and easy way to access files and folders without searching for them each time you need them.
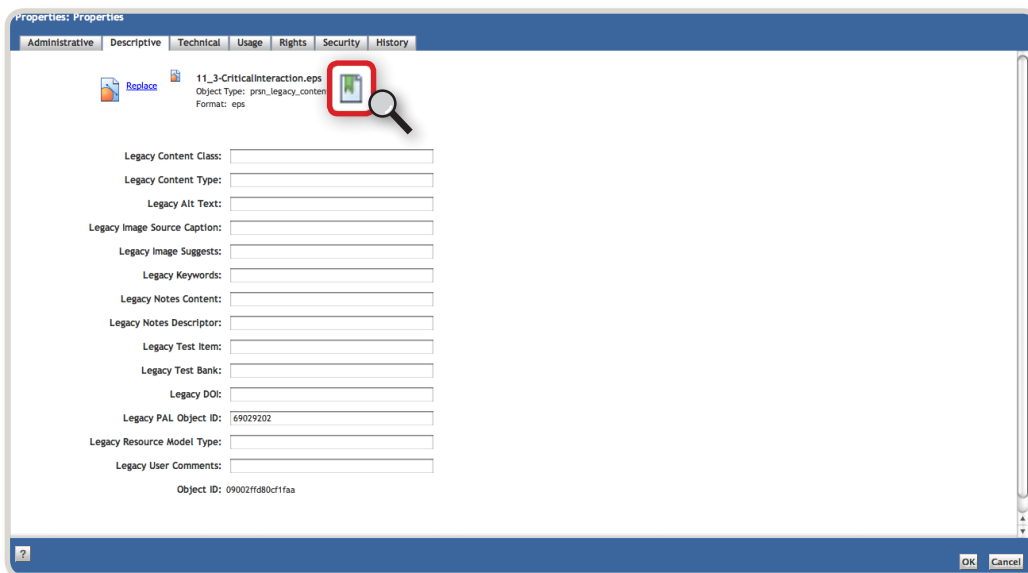
1 | Create a Bookmark

1   Select a file, folder, or cabinet to bookmark in the Content pane.

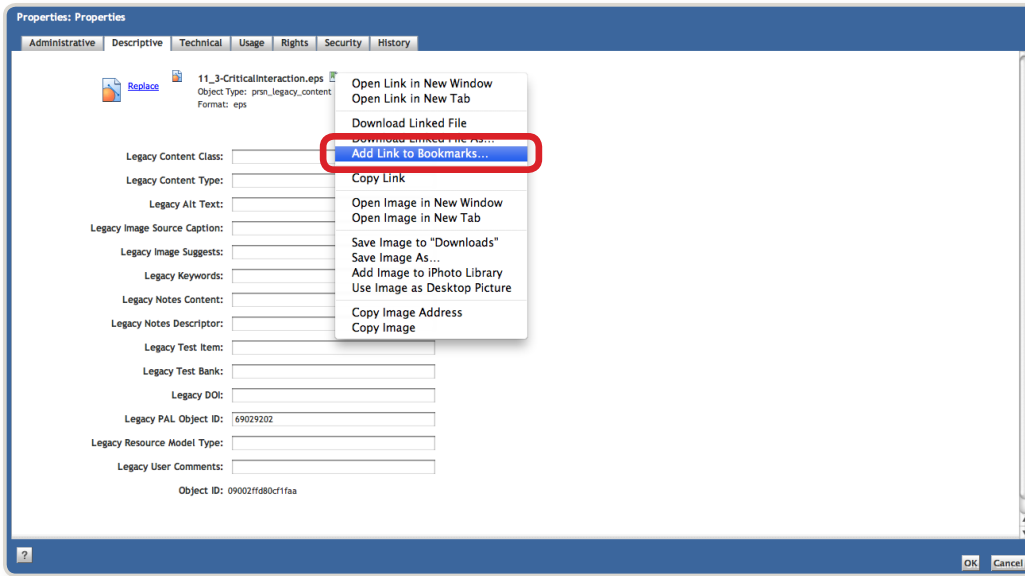2   Click the **VIEW** menu, and then click **Properties**.
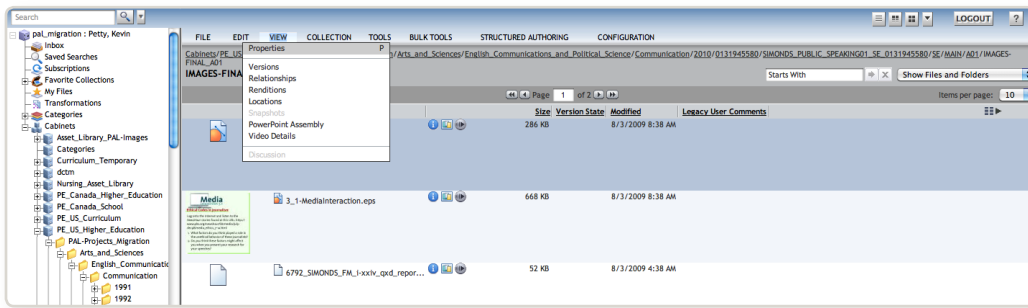
3   The **Properties** screen appears. Right-click the **Bookmark** icon that appears next to the file, folder, or cabinet name.
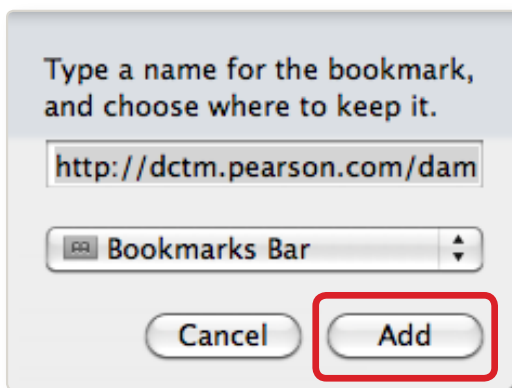
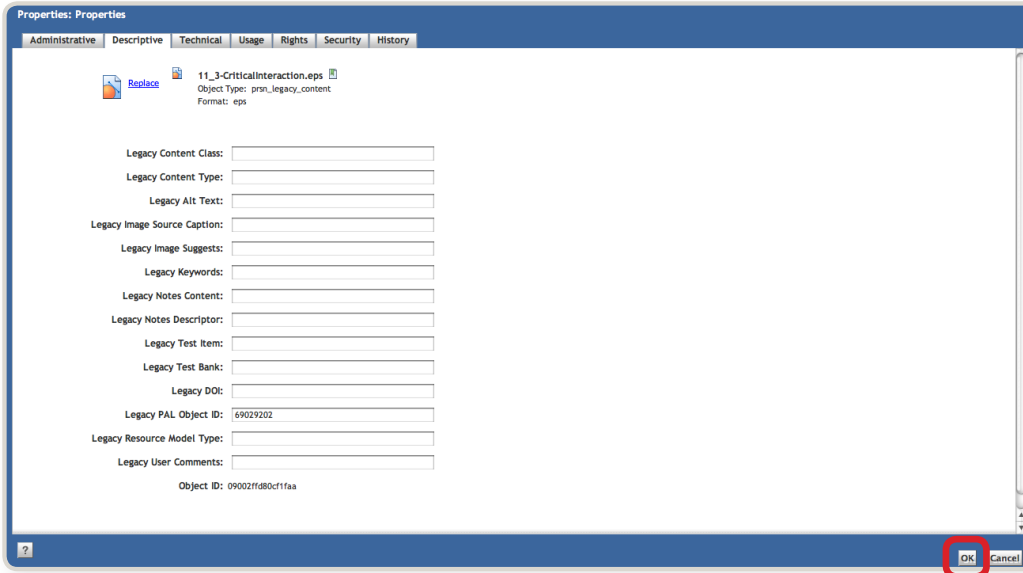**4** At the pop-up menu, select **Add Link to Bookmarks**.

5 The **Bookmarks Bar** dialog box appears. At the **Bookmarks Bar** drop-down menu, select a location to save the bookmark, and then click the **Add** button.

Quick Tip
If desired, rename the bookmark before saving.

6 Click the **OK** button to exit the **Properties** screen.

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2 | Open a Bookmark

1 To open a bookmark you created for a Documentum object, click the **Bookmarks** menu in Safari, and then select the bookmark.
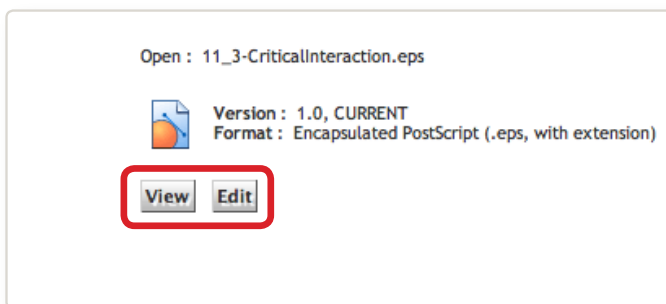
> **NOTE** If you are not logged into the repository, you will be redirected to the **Login** screen. Log in to Documentum.

2 If the link is for a single file, the **Open** screen appears.

- To open a read-only version, click the **View** button.
- To check out and edit the file, click the **Edit** button.

> **NOTE** If the link is for a folder or cabinet, the folder's or cabinet's contents appear in the Content pane.

Open : 11_3-CriticalInteraction.eps

Version : 1.0, CURRENT
Format : Encapsulated PostScript (.eps, with extension)

View   Edit

> **NOTE** If the link is to an older version of a file, the **Open current version** option displays. Select the option to choose the CURRENT version rather than the version attached to the bookmark.

Quick Tips

- You must have at least **READ** permission for the file to view a read-only version.
- You must have at least **VERSION** permission for the file to check out and edit the file.
- If you do not have proper permissions for the file and you click the **View** button or **Edit** button, a warning message appears.