Watermark FS Documentation

Resolving Issues with Opening Files via Hyperlinks on a Mac Computer

There is an issue with accessing files using hyperlinks on a Mac computer. We are working with Watermark FS to resolve this issue. Until the problem is fixed, one work-around is to run the report as a PDF. A second work-around is to copy-and-paste the URL of the file into a browser window to open the file directly.

A third work-around is to open the Departmental or Summative Portfolio Review report using the TextEdit application rather than Microsoft Word for Mac and setting Google Chrome as the default browser. The following steps explain this process.
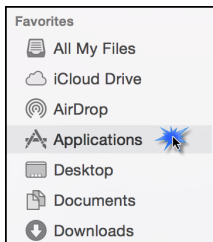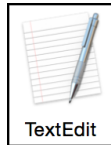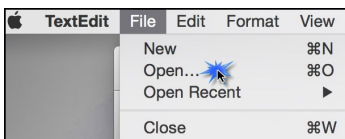

Figure 1

Figure 2

Figure 3

Figure 4

How to Open the Departmental or Summative Portfolio Review Report using the TextEdit Application

1. Open Finder by clicking the Finder icon located in the Dock area at the bottom of the desktop (see Figure 1).

2. The Finder window opens. Select **Applications** from the FAVORITES menu on the left side of the window (see Figure 2).

3. Double-click the **TextEdit** icon to open the TextEdit application (see Figure 3).

4. From the TextEdit main menu, click **File** and **Open** to open the Departmental or Summative Portfolio Review report (see Figure 4).
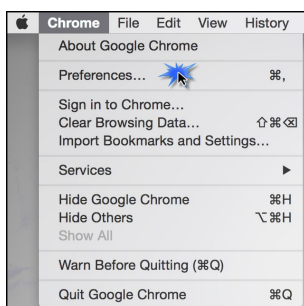

Figure 1

Figure 2

How to Set Google Chrome as Your Default Browser

The Google Chrome browser must be on your computer in order to select it as your default browser. If you need help installing Chrome, please contact the IT Services Help Desk at 303-352-7548.

1. Open Google Chrome by clicking the Google Chrome icon located in the Dock area at the bottom of the desktop (See Figure 1).

2. From the Chrome application menu at the top of the screen, click **Chrome** and **Preferences** (see Figure 2).
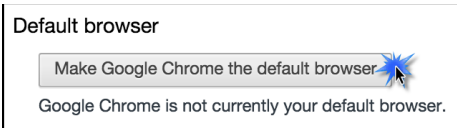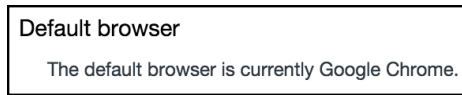
Figure 3

Figure 4

3. The Settings window opens. Scroll to the bottom of the Settings window and click **Make Google Chrome the default browser** (see Figure 3).

4. Check to make sure the window now indicates that Google Chrome is the default browser (see Figure 4).