



TRIM: Moving a Document to a Different File

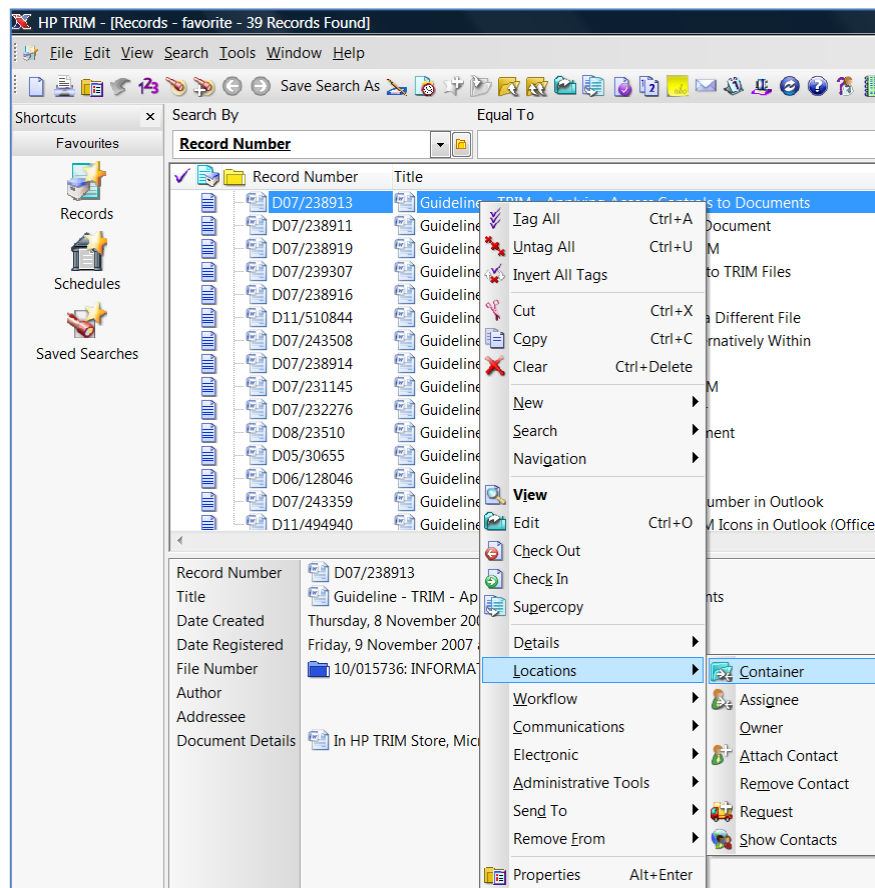
The following guideline will take you through the steps to move a document previously saved to TRIM, from one file to another.

Search for the record that is to be moved

Highlight the record

Right click on it

Select:
Locations
>
Container



The **Set Container To** field shows current (incorrect) file number.

Enter the correct file number.

Click:
OK

The document will be moved to its new location (file).

Note: You can also drag and drop a document from one file to another.

