



TRIM

Saving a Document – Right Click > Send to TRIM

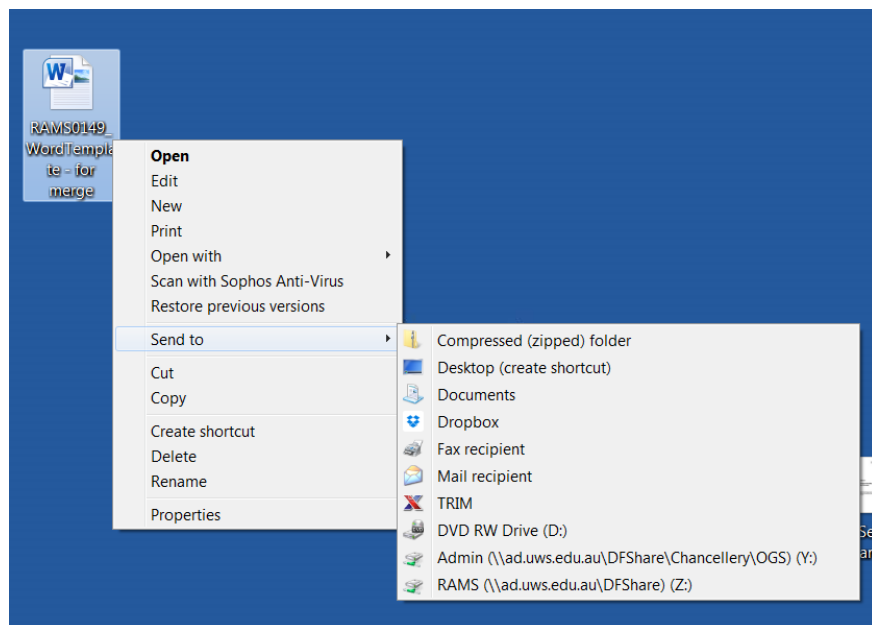
An alternative to dragging and dropping documents into TRIM is to *right click* and *send to* from a network drive or desktop. You will need to know the number of the TRIM file you want to save the document to.

Locate your document on your desktop or network drive

Right click on the document

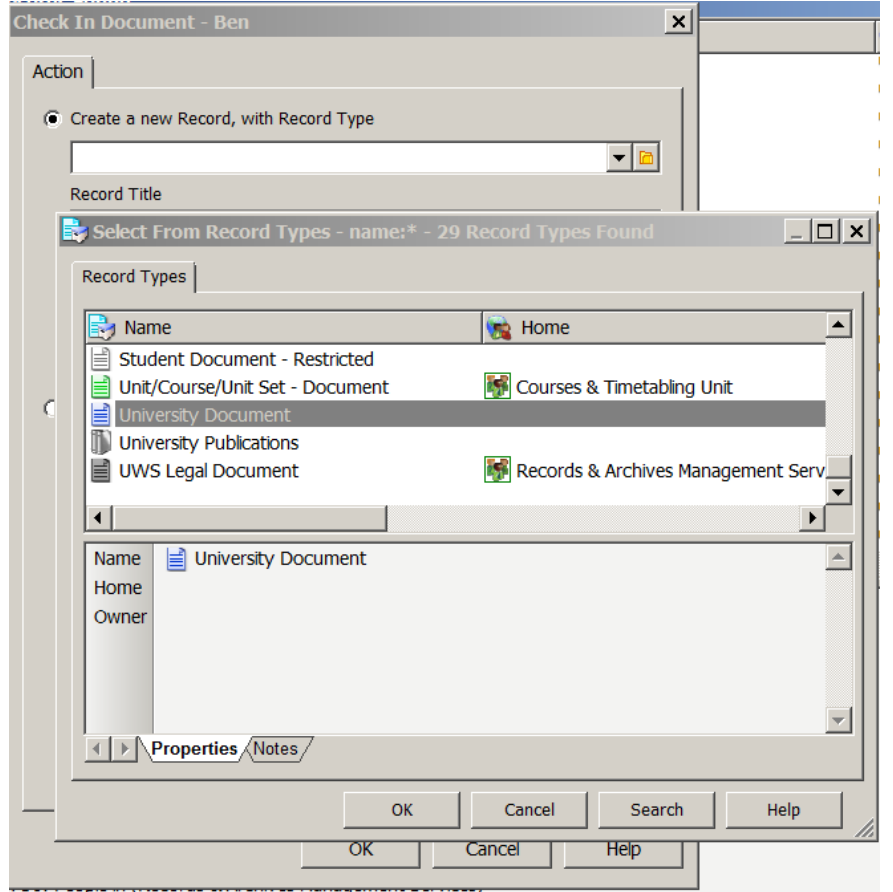
Select:
Send To >
TRIM

Note: If the option to send to TRIM does not appear follow the instructions at the end of this document to restore the option.



Select the appropriate Record Type

Click:
OK



Complete the record entry form as usual.

The following fields are mandatory:

- Title
- File
- Date Created

New Record University Document

General | Access | Contacts | Notes | Provenance

Title (Free Text Part) RecordKeeping

Author

Addressee

Date Created 15/9/2015 10:40:13 AM

File Number

External ID

Contains 'personal information'

Commercial-in-Confidence

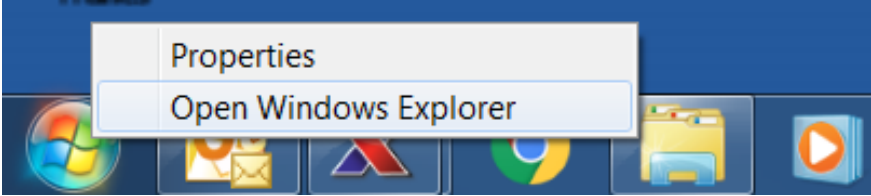
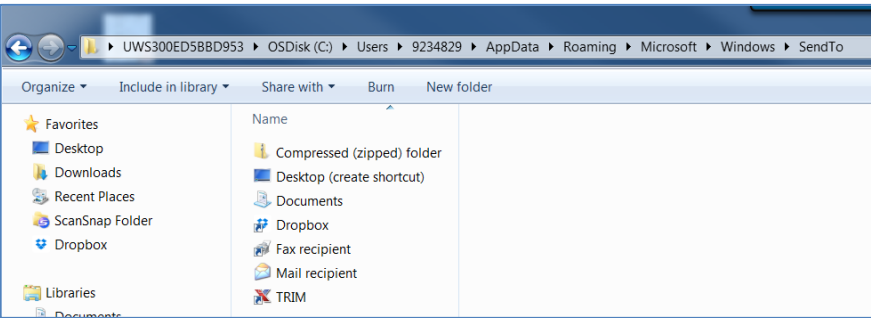
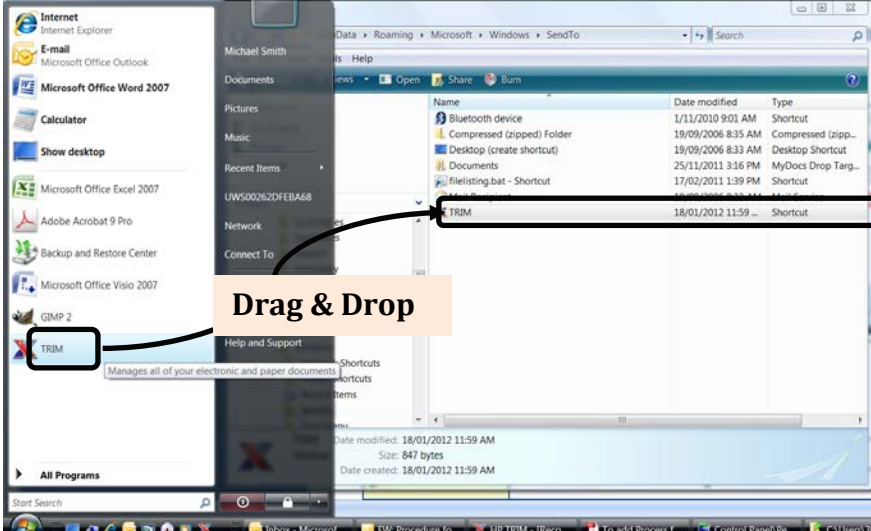
Vital Record?

Enclosed?

OK Cancel Help

Restore TRIM to *Right-Click > Send To* Menu

The following instructions show how to restore the option in Windows to right-click on a document and ***Send To > TRIM***. This should normally be available when you load TRIM on your PC but can fall off on rare occasions.

<p>Right Click on the Windows Start Button - Open Windows Explorer</p>	 A screenshot of the Windows Start button context menu. The menu is open, showing options like 'Properties' and 'Open Windows Explorer' highlighted.
<p>Copy the following address:</p>	<p>%APPDATA%\Microsoft\Windows\SendTo</p>
<p>Paste the address into the address bar in <i>Windows Explorer</i></p> <p>Hit: Enter</p>	 A screenshot of a Windows Explorer window. The address bar shows the path: %APPDATA%\Microsoft\Windows\SendTo. The main pane shows a list of items, including 'Compressed (zipped) folder', 'Desktop (create shortcut)', 'Documents', 'Dropbox', 'Fax recipient', 'Mail recipient', and 'TRIM'.
<p>Click on the <i>Windows Start</i> button.</p> <p>Drag the TRIM icon into the folder in <i>Windows Explorer</i>.</p>	 A screenshot showing the Windows Start button context menu open. The 'TRIM' icon is being dragged from the Start menu into the 'SendTo' folder in a Windows Explorer window. A callout box with the text 'Drag & Drop' is overlaid on the image, with arrows pointing to the TRIM icon in the Start menu and the TRIM icon in the Explorer window.

Note: If TRIM is not showing in the above screen, the icon can be found in the following folder:

Start
> All Programs
> TRIM

