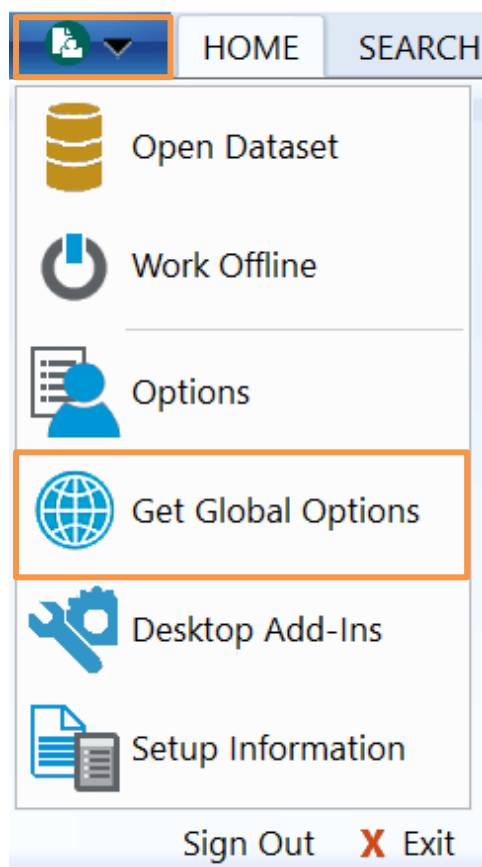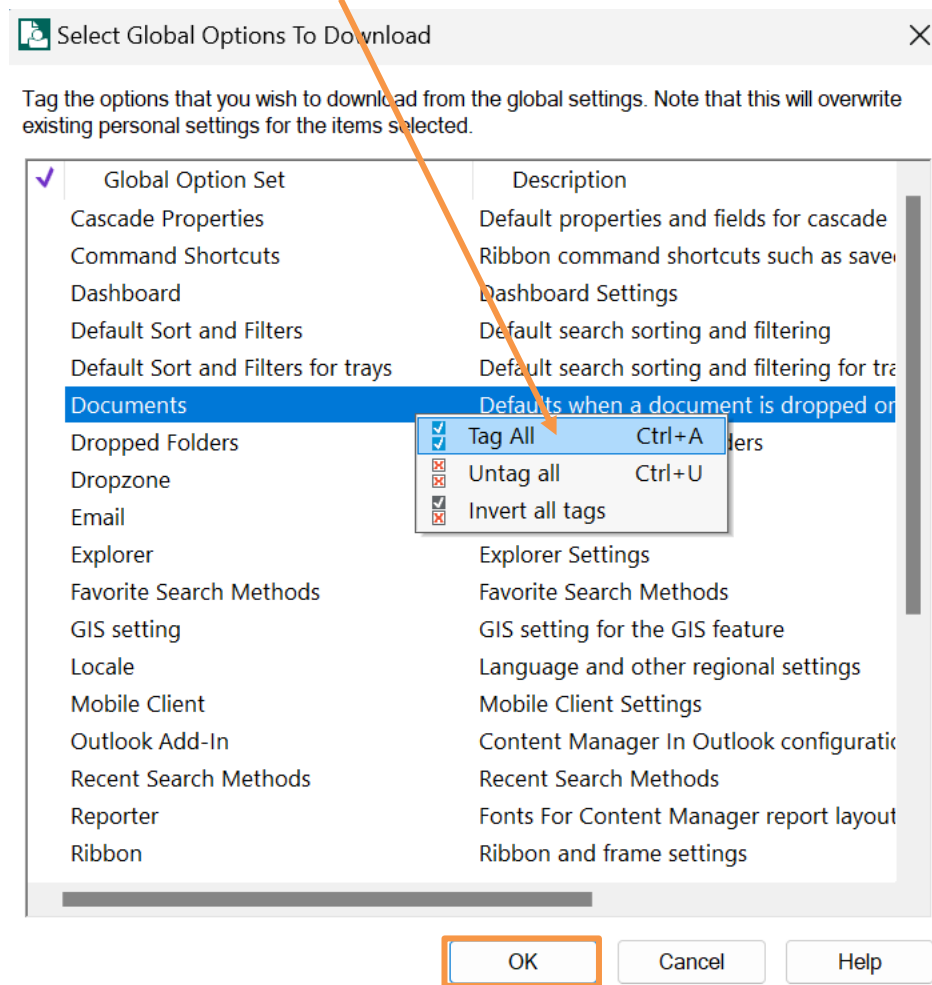## Global Settings

Before you start using TRIM it is recommended to get Global Settings. The Global Settings have been set for you by the Administrator and will assist in the view and expected behaviour of TRIM.
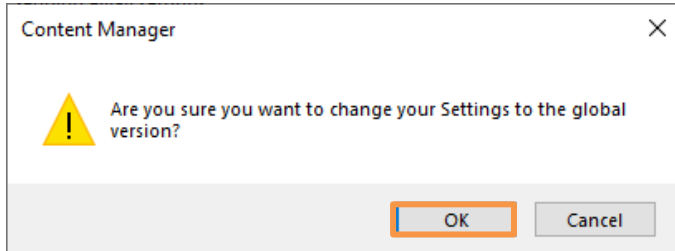
To get Global Settings:

1. Select the **FILE** button at the top left of the TRIM screen, then select **Options**.

2. The **'Select Global Options To Download'** window will appear. Right-click anywhere in this window and select **Tag All**. Then select **OK**.
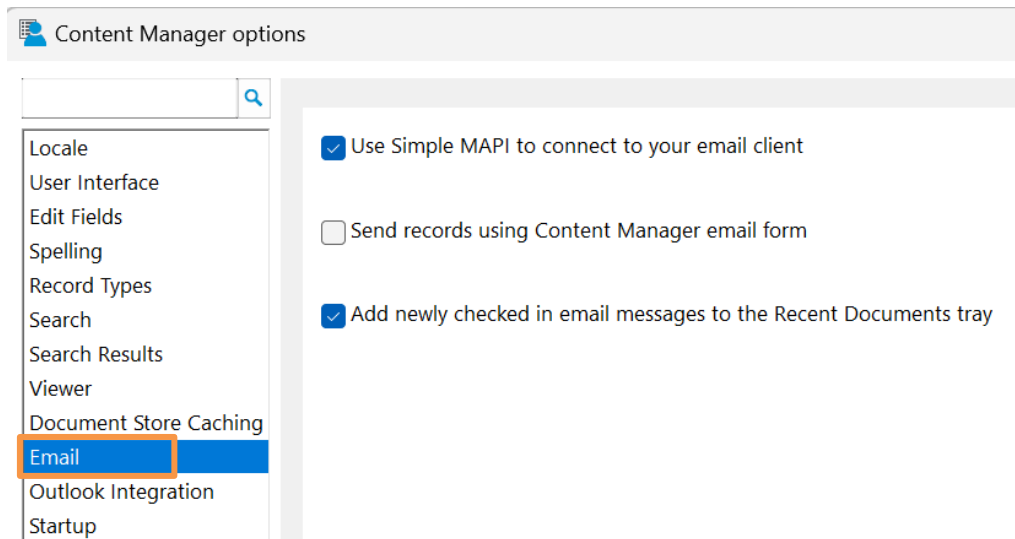
3. When the below window appears, select **OK**:

Wait about five seconds and you should notice the TRIM screen in the background briefly flicker.

4. Once you have seen this, navigate back to the **FILE** button at the top left of the TRIM screen, then select **Options**. Click on the Email option on the left of the window and ensure that the first and third boxes are checked as shown below:
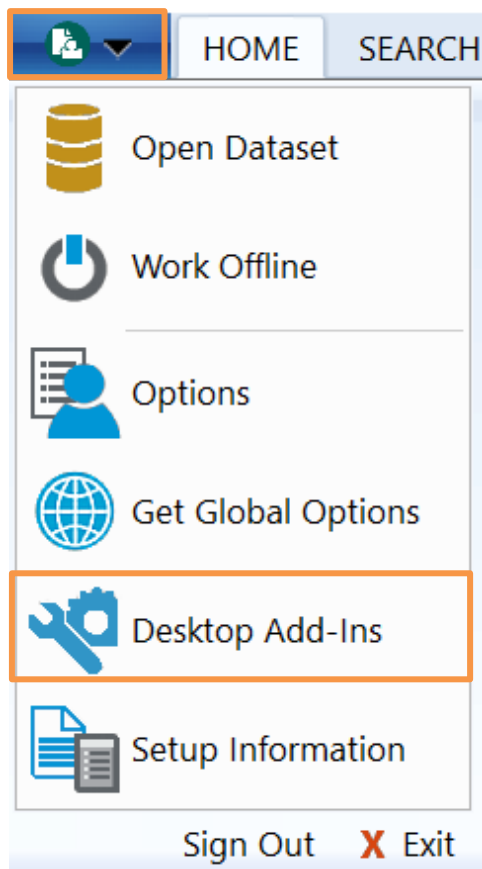

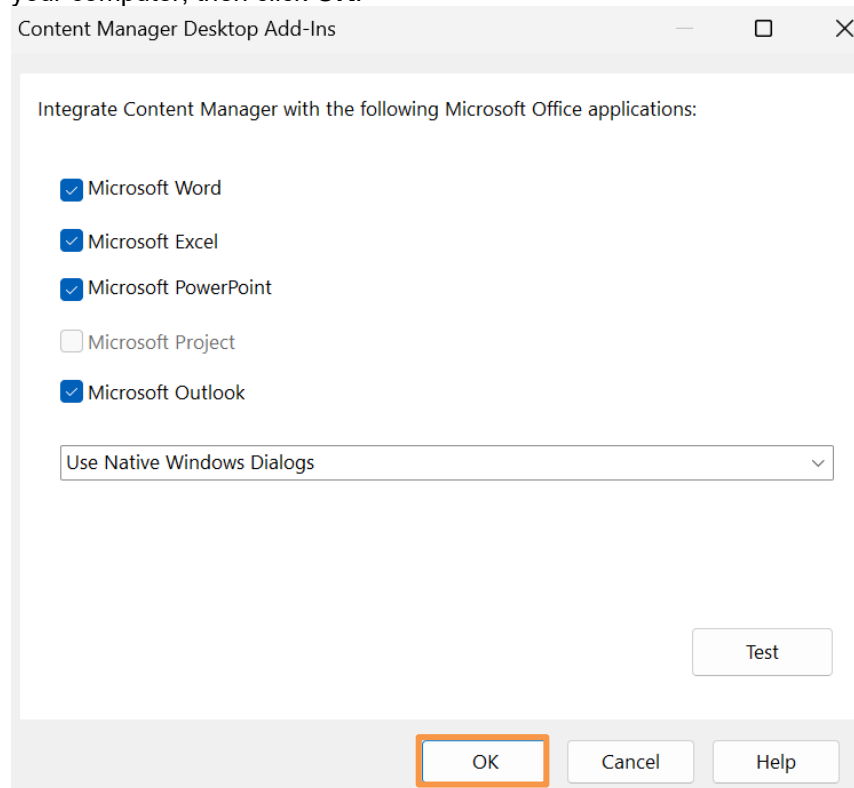5. Select **OK** to save your changes and close the **'Content Manager options'** window:

Desktop Add-In Settings

TRIM can integrate with Microsoft Applications to allow you to save direct to TRIM from the Microsoft Application itself. To check your Microsoft Office Integration is turned on:

1. Select the **File** button at the top left of the TRIM screen, then select **Desktop Add-Ins**:

2. Ensure boxes are checked for every application which you have installed on your computer, then click **OK**:

Note: If an application is not installed on your computer, it will be greyed out.