

How to Create a PDF Rendition

This functionality allows a user to create a PDF rendition of an existing document within TRIM9. PDF is a recommended and suitable archiving and long-term preservation format for electronic documents.

A user would likely create a PDF Rendition of a document:

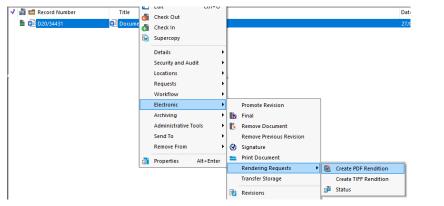
- To store a final version of a document;
- To store an authorised version of a document;
- When you do not want other users to edit a document;
- For long-term archival purposes

To create a PDF Rendition:

- 1. Locate and highlight the document in TRIM9
- 2. Select the Home tab on the TRIM9 ribbon and click Create PDF Rendition

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File	Docume	nt	Record Commands	Send

Alternatively, right-click on the document and select **Electronic** \rightarrow **Rendering Requests** \rightarrow **Create PDF Rendition**



3. Tick the **Promote the requested rendition to be the latest revision of the document** if required (recommended), click **OK**

Request an automatic PDF rendition - D20/34431	×
Promote the requested rendition to be the latest revision of the document	
OK Cancel H	elp

4. The document will now convert into a PDF



Note – once a record has had a PDF rendition requested it can not be reversed. However, the system will create the PDF as a new revision. To access the original version of the document: Right click on the document \rightarrow **Electronic** \rightarrow **Promote Revision**

Select the original record from the list of revisions and click **OK**.

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Promote Previous Revision - L	220/24421	Electronic			Promote Revision
Promote Previous Revision - L	Archiving	Archiving		Final	
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