

How to Create a PDF Rendition

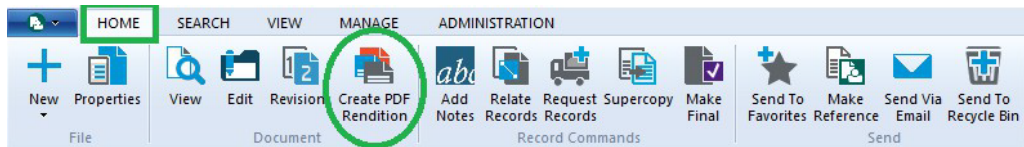
This functionality allows a user to create a PDF rendition of an existing document within TRIM. PDF is a recommended and suitable archiving and long-term preservation format for electronic documents.

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

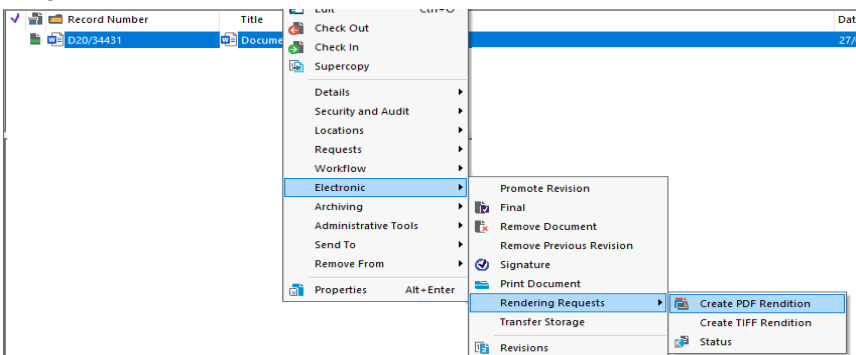
- To store a final version of a document;
- To store an authorised version of a document;
- When you do not want other users to edit a document;
- For long-term archival purposes

To create a PDF Rendition:

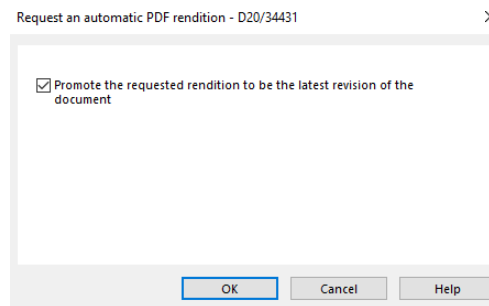
1. Locate and highlight the document in TRIM
2. Select the **Home** tab on the TRIM ribbon and click **Create PDF Rendition**



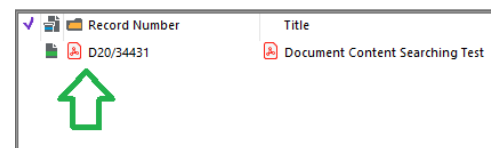
Alternatively, right-click on the document and select **Electronic > Rendering Requests > Create PDF Rendition**



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



4. The document will now convert to a PDF



Note – once a record has had a PDF rendition requested it cannot 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 > **Electronic > Promote Revision**

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

