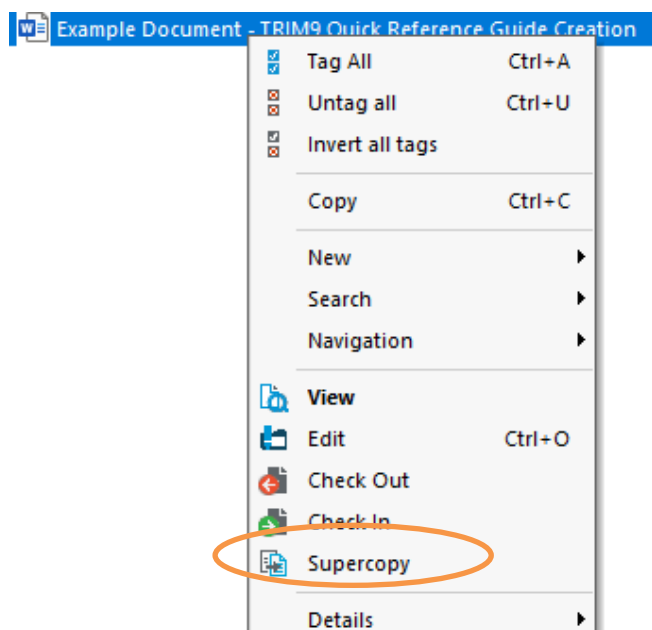


## Supercopying

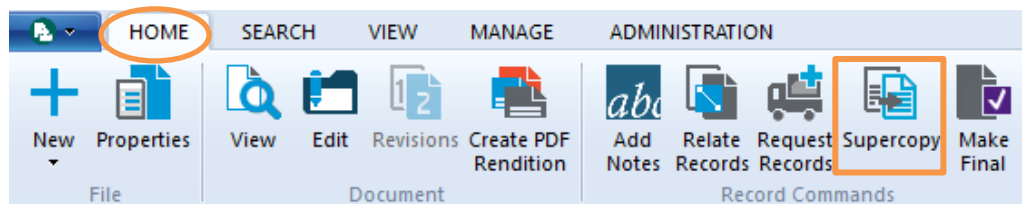
A supercopy is a copy of a record which exists in TRIM9. Creating a supercopy does not affect the original record in TRIM9.

To make a supercopy of a TRIM9 record:

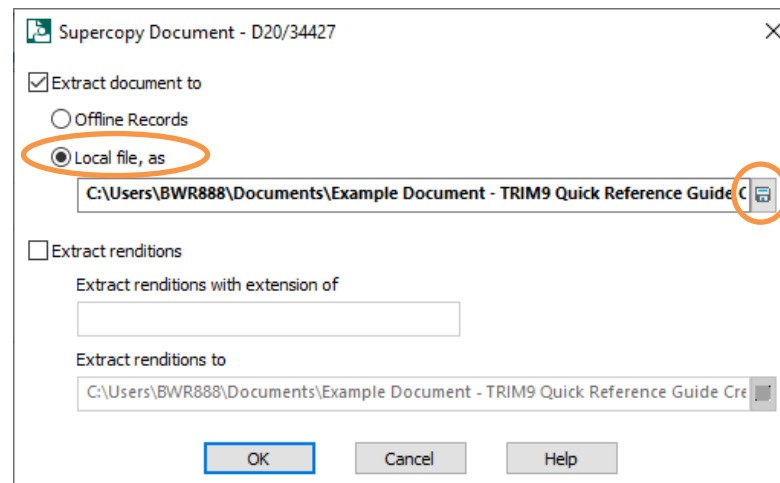
1. Locate the record which you want to supercopy.
2. Right-click on the record and select **Supercopy**:



**Hint:** An alternative method if you prefer, is to instead select the **HOME** tab, then select the **Supercopy** button:

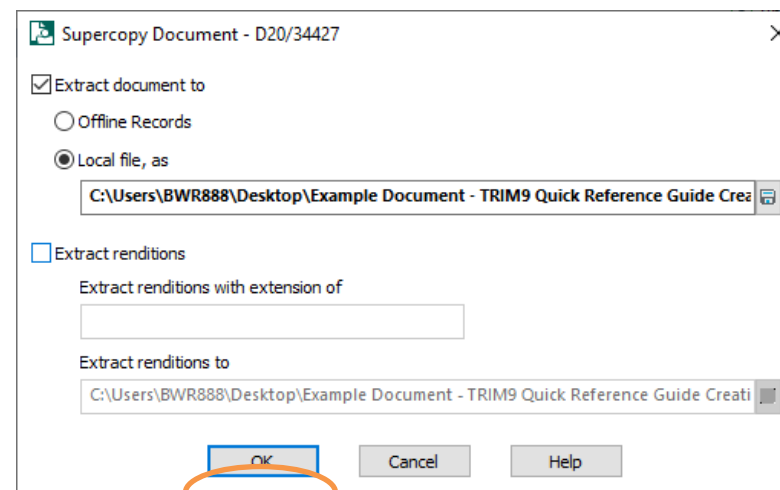


3. The 'Supercopy Document' window will appear. Ensure 'Local file, as' is selected, then click on the **Save** icon to open Windows File Explorer in order to navigate to and select the location on your computer (e.g. Desktop) you would like to save the copy of the record to:



**Hint:** TRIM9 will remember the location you select to save the copy of the record to, meaning the next time you supercopy a record the 'Local file, as' field will already be populated with your preferred location.

4. Click **OK**, and the record will then be supercopied to the location selected:



**Hint:** It is possible to supercopy multiple records at once:

1. Tag the records you want to supercopy by clicking to the left of them:

<input type="checkbox"/>	Record Number	Title
<input type="checkbox"/>	20/516	INFORMATION MANAGEMENT - IMPLEMENTATION - TRIM9 Upgrade
<input checked="" type="checkbox"/>	D20/34651	Test Document - TRIM9 Upgrade
<input checked="" type="checkbox"/>	D20/34427	Example Document - Update to Title - TRIM9 Quick Reference Guide Creation
<input checked="" type="checkbox"/>	D20/32417	Example Email - TRIM9 Quick Reference Guide Creation

2. Ensure the 'Local file, as' field is populated with the location that you want to copy the records to, then click **OK**:

Supercopy Document - All tagged Records

☒ Extract document to
 

☐ Offline Records
 

☒ Local file, as
 

C:\Users\BWR888\Desktop

☐ Extract renditions
 

Extract renditions with extension of
 
 Extract renditions to
 

C:\Users\BWR888\Desktop

OK

Cancel

Help

3. Select **Yes to All**, and the records will then be supercopied to the location selected:

Supercopy Document - All tagged Records

D20/34773

Example Document - How to Drag and Drop

Yes

Yes to All

No

Cancel

Help

Make a supercopy of the electronic document for Record 'D20/34773'?