## **EMu Documentation**

# How to add a TRIM resource to EMu

**Document Version 1** 

EMu version 4.3





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#### SECTION 1

## How to add a TRIM resource to the EMu Multimedia Repository

Any multimedia resource can be stored and managed in the EMu Multimedia Repository.

The URL link to a TRIM file can be added to the Multimedia Repository and then opened via TRIM Context Online.

This can be done by dragging and dropping the file directly from TRIM Desktop into a record in the Multimedia module or by selecting *Add* and then *URL* from the *Multimedia* drop down menu.

To add a non-file resource (URL and reference) to the Multimedia module using drag and drop:

Multimedia (1) - New		x
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	6	<u>∎</u> <u></u>
		564504
Resource Information		
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MIME Type:		
Identifier:	1	
Description		=1
Multimedia Details Characteristics Metadata Supplementary Transactions Note	s	Set 4
New Item 0 of 1 emu A	dmin	emu 🛛

1. Add a new record in the Multimedia module

2. Open TRIM Desktop and perform a query to find the document you wish to attach to the MMR:

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	Record Number Title	CM/0/5/1~121 How to run a Crystal Report in EMu	^										
Thesaurus Terms	File	CM/075/1: COLLECTION MANAGEMENT - POLICY & PROCEDURES - EMu User Manuals and How to Guides - 2006 to											
<b>\$</b>	Author La Jonna rothergiu Edit Status Checked In												
Saved Searches	Checked Out To												
	Revision Number	3											
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3. Drag and Drop the TRIM resource from TRIM Desktop onto the image pane in the Multimedia module.

Details display in the read-only *Identifier: (Resource Information)* field.

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4. Complete any other details and save the record.

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