



EMu Documentation

How to add a TRIM resource to EMu

Document Version 1

EMu version 4.3

EMu
Museum
Management
System



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SECTION 1

How to add a TRIM resource to the EMu Multimedia Repository

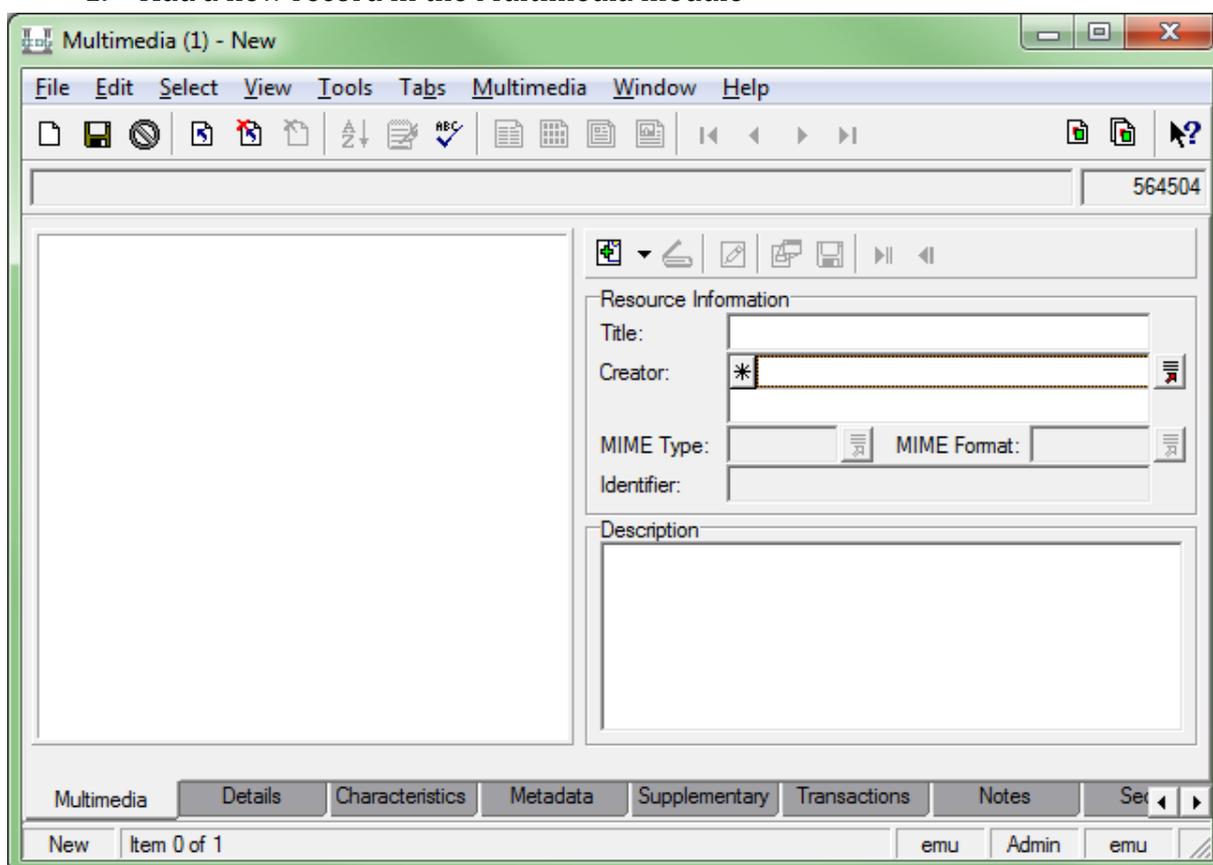
Any multimedia resource can be stored and managed in the EMu Multimedia Repository.

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

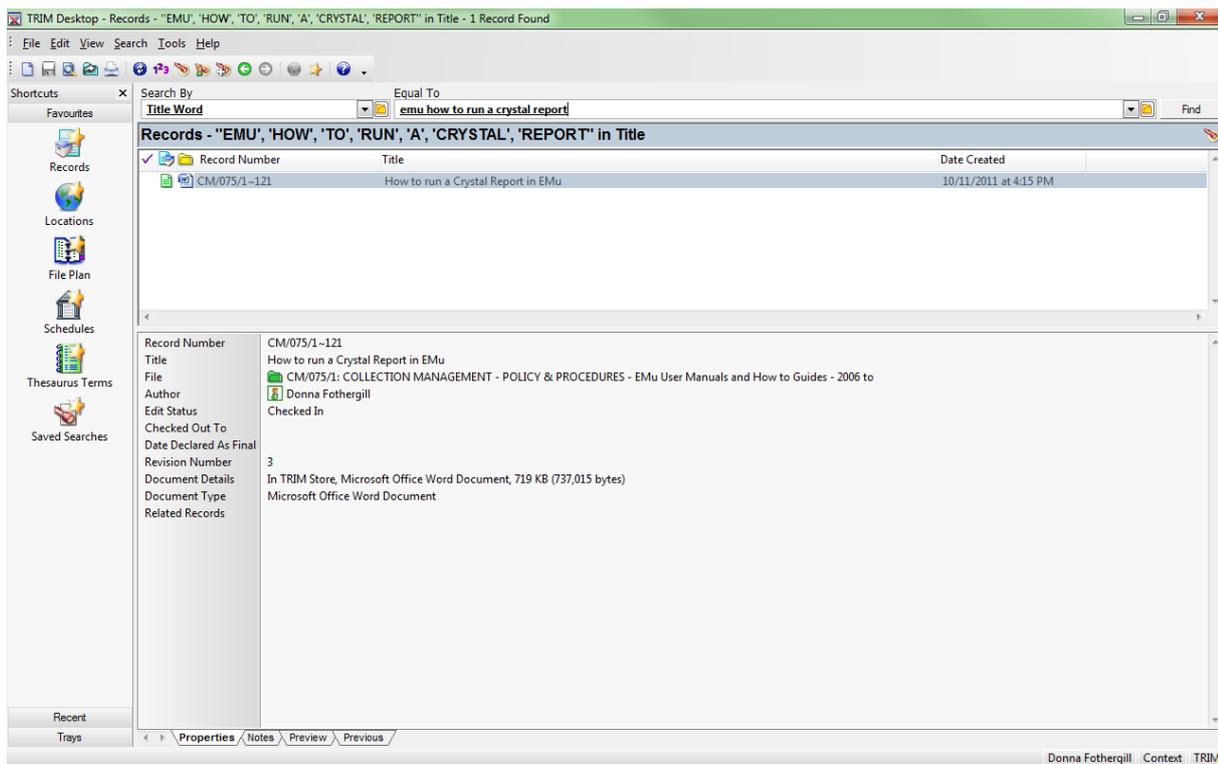
This can be done by dragging and dropping the file directly from TRIM Desktop into a record in the Multimedia module or by selecting *Add* and then *URL* from the *Multimedia* drop down menu.

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

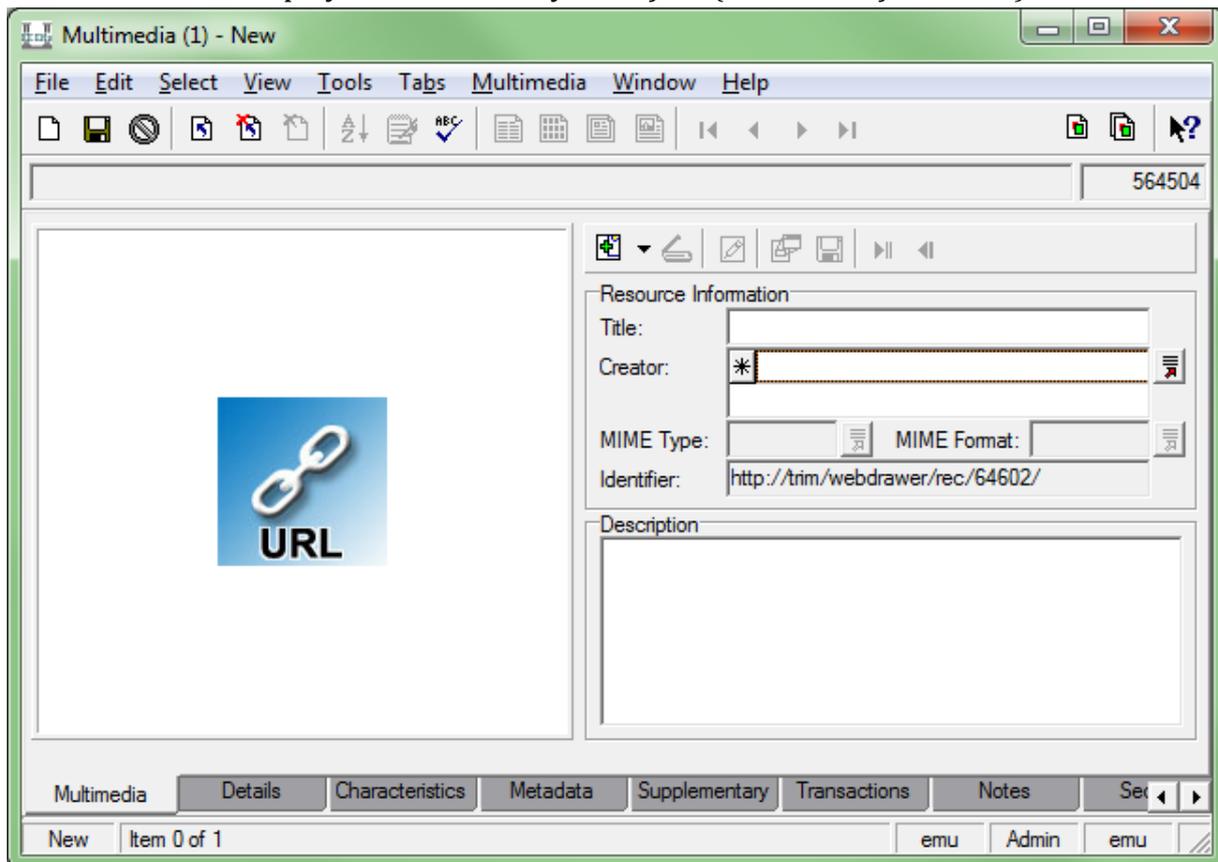
1. Add a new record in the Multimedia module



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



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.



4. Complete any other details and save the record.



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