



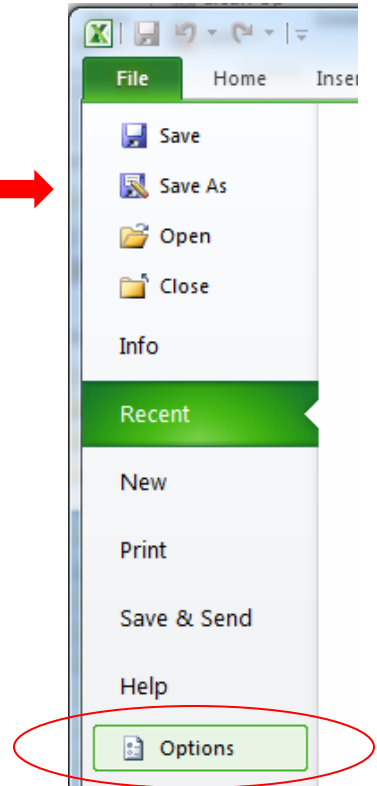
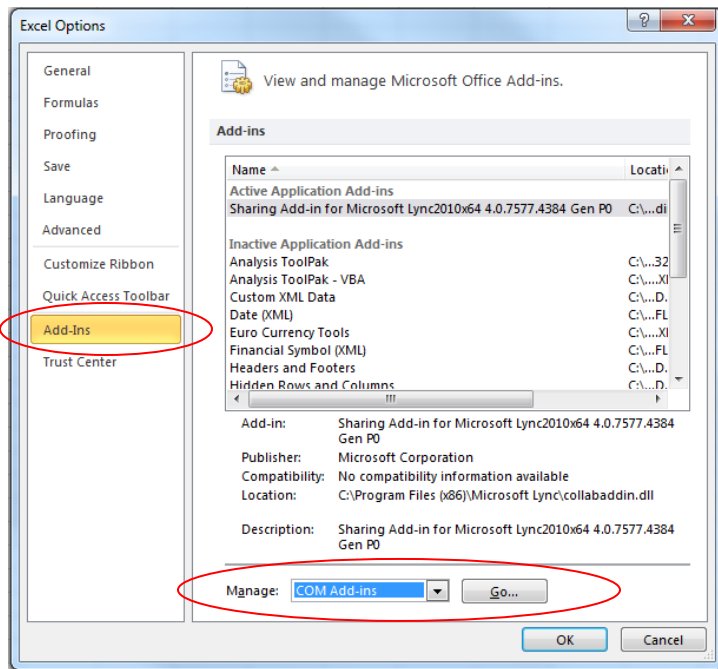
EDRMS TRIM Tip Disabling the Excel Add-In

Primary Audience: End Users

TRIM 7.2.1 is fully integrated with Microsoft Excel. If you were using the Excel Add-In to save documents into TRIM previously, you will need to disable it in order for the new integration to work

To disable the Excel Add-In:

1. Launch Microsoft Excel
2. Click on the File tab then on options 
3. In the menu on the left hand side, select Add-ins, then choose the COM Add-Ins in the manage field, click on the "GO" button at the bottom. 



4. In the Add-Ins window, uncheck the HP TRIM Add-in for Microsoft office box. Then press OK. This will disable the Add-In.
5. Close Excel. The go into TRIM and Integrate with Excel as outlined in the Quick Reference Guide in TRIM Tips.

