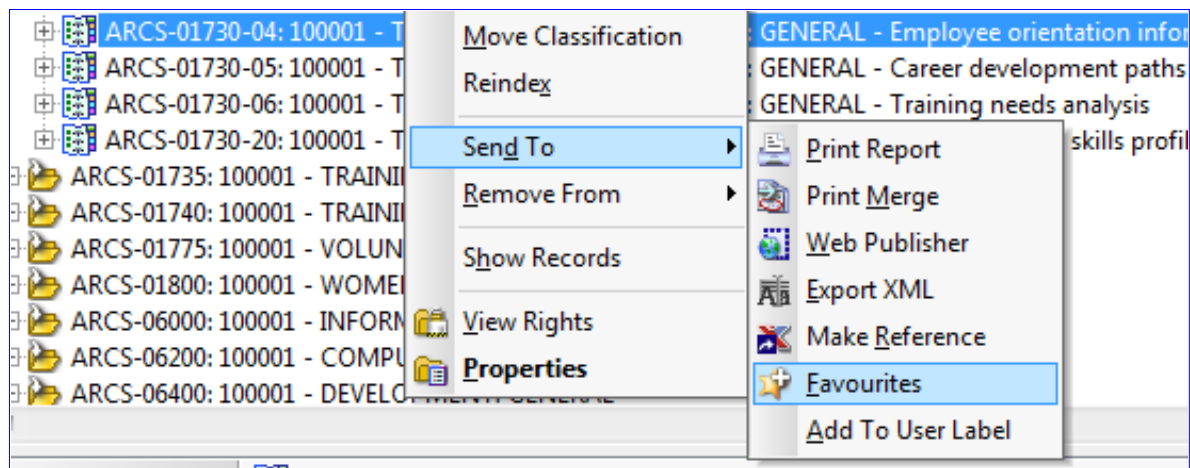


**Primary Audience:** All Users

To add commonly-used classifications to your favourites on the TRIM shortcut bar:

1. Find the classification that you want to add. See the TRIM Tip on how to browse classifications.
2. Right-click on the classification and select **Send To | Favourites**.



3. If you add a primary classification to your favourites, all associated secondaries will be included.