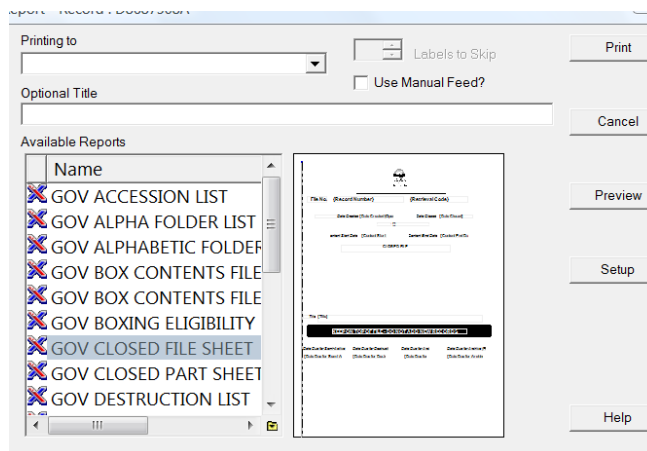


**Primary audience:** Information Workers

Use TRIM reports to create **Closed File** and **Closed Part** sheets for your physical folders.

**Closed File** Tag the recently closed file and click on **File** in the TRIM menu bar. Select **Print Report | GOV CLOSED FILE SHEET** from the list of reports. Print the report and add it as the top sheet of the closed physical folder to prevent additional material from being added.



**Closed Part** Create the new part. Tag the new part and click on **File** in the TRIM menu bar. Select **Print Report | GOV CLOSED PART SHEET** from the list of reports. Print the report and add it as the top sheet to the recently closed Part to prevent additional material from being added.

