The default toolbars for TRIM in Outlook 2007 may be customised to suit your individual requirements. If you create links between email folders and TRIM, this is made easier with the addition of a few buttons to the main menu. This allows you quick access to functionality you require regularly without having to use drop down menus.

The default toolbar is which includes the Catalogue, Catalogue Attachment only, Catalogue Message Only, Send to Offline Record, Find and the TRIM drop down menu. This tool bar cannot be individually customised.

To customise, you add TRIM buttons into your main toolbar menu or create a new toolbar if preferred. Refer to the Outlook help file for assistance.

To customise your toolbar

1. Go to Tools and then Customise, Or Right Click on the tool bar you want to alter and select Customise. That brings up a Customise window in command view.
2. Ignore the window and leave it on the screen. (While it is open, you can customise your toolbars e.g. drag things around).

3. Go to the TRIM Menu toolbar and find the commands you want to put on the main toolbar. (Useful items for folders that are linked are: Create Links, Open Container in TRIM.., “Open record in TRIM”)

4. To alter the toolbar either:
   a. Move the item, one by one, click and drag those commands from the TRIM menu to the toolbar where you want them or,
   b. Copy by holding the Ctrl button while you drag them so you only copy the commands to the toolbar (they will show up with a little plus sign while you’re moving them).

5. Once you’ve done that, you can also right click the new toolbar buttons and select whether you want them to just show the icon or icon and text (select Default Style for icon only).

6. Close the Customise window when you have completed your customisation.

In this example TRIM buttons for Find, Create Link, Open folder in TRIM, Catalogue and Catalogue attachments in TRIM have been added to the standard toolbar.

Refer to TCS33 Manual Catalogue of Email into TRIM using Outlook 2003 – INT09/2302

Refer to TCS34 Outlook Integration with TRIM Set up - INT09/2308

Refer to TCS35 Attaching records from TRIM to an email message using Outlook 2003 – INT09/2348

Refer to TCS37 Creating links Outlook 2003 folders with TRIM folders - INT09/5694