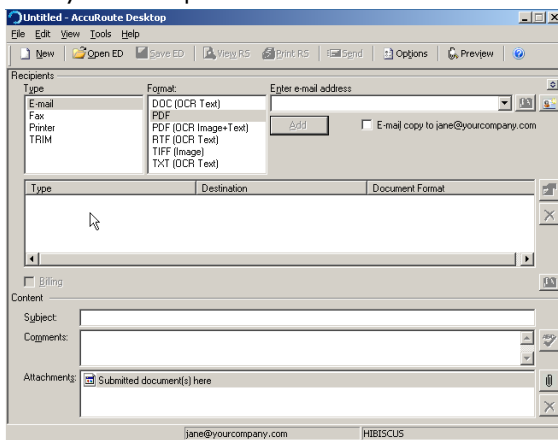# Sending a message to TRIM Context from AccuRoute Desktop

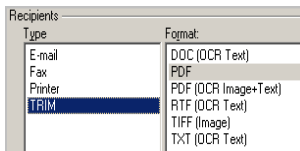For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop users guide](#).

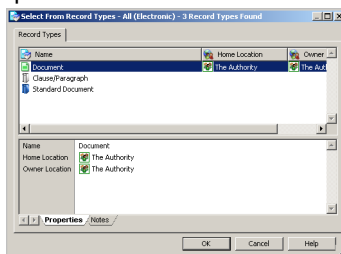**To send a message to TRIM Context using AccuRoute Desktop:**

1 Start AccuRoute Desktop. Click **START**, go to the Omtool programs group, and select **ACCUROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.

2 Select the destination type **TRIM** in the **RECIPIENTS TYPE** list and select a file format for your message in the **FORMAT** list.

3 Click **ADD**. The **Select from Record Types** page opens.

4 Select the record type and click **OK**. The **New Record** page opens.

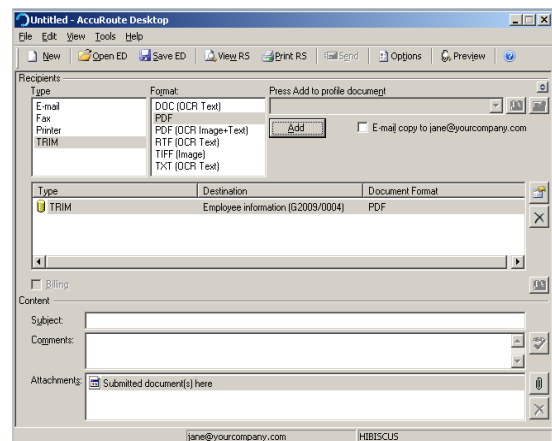**5** Enter all required and if you want optional information and click **OK**.

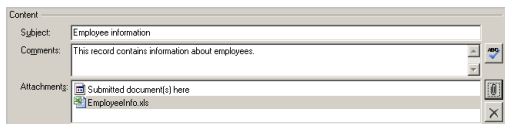The stub document is listed in AccuRoute Desktop.

6 Add content to your message.

a Locate the **CONTENT** section at the bottom and type a subject and comments.

b Add any attachments you want to send with your message.
  ‣ Your message must have at least one attachment.
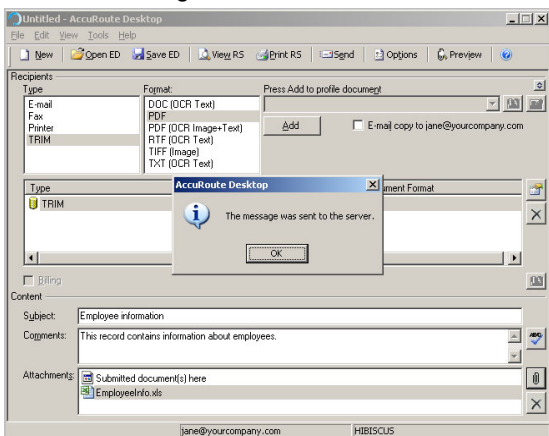
Click the paperclip icon and choose from:

- **FILE** - Select this option to attach a file that is located in your system or in your network share. Browse to the file, select it, and click **OPEN**. The file appears in the attachments list.

- **WEB DOCUMENT** - Select this option to attach a web page from the Internet. Enter the address of the web document, choose a file name for the attachment,

select a file format for this attachment (such as PDF or HTML), and click **OK**.

7   Send or save the message using one of the following methods:

- **Send the message immediately** - Click **SEND** on the toolbar. A message box indicates that your message has been sent to the server. Click **OK** to close the message.

- **Save the message as an Embedded Directive** - Click **SAVE ED** on the toolbar, type a title for the Embedded Directive, and click **SAVE**.

- **Print a Routing Sheet that can be scanned with hard copy documents** - Save the message as an Embedded Directive. Then click **VIEW RS** on the toolbar.

  AccuRoute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on your desktop. Print the Routing Sheet and include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your network administrator. (Your message can include both electronic and hard copy documents.)