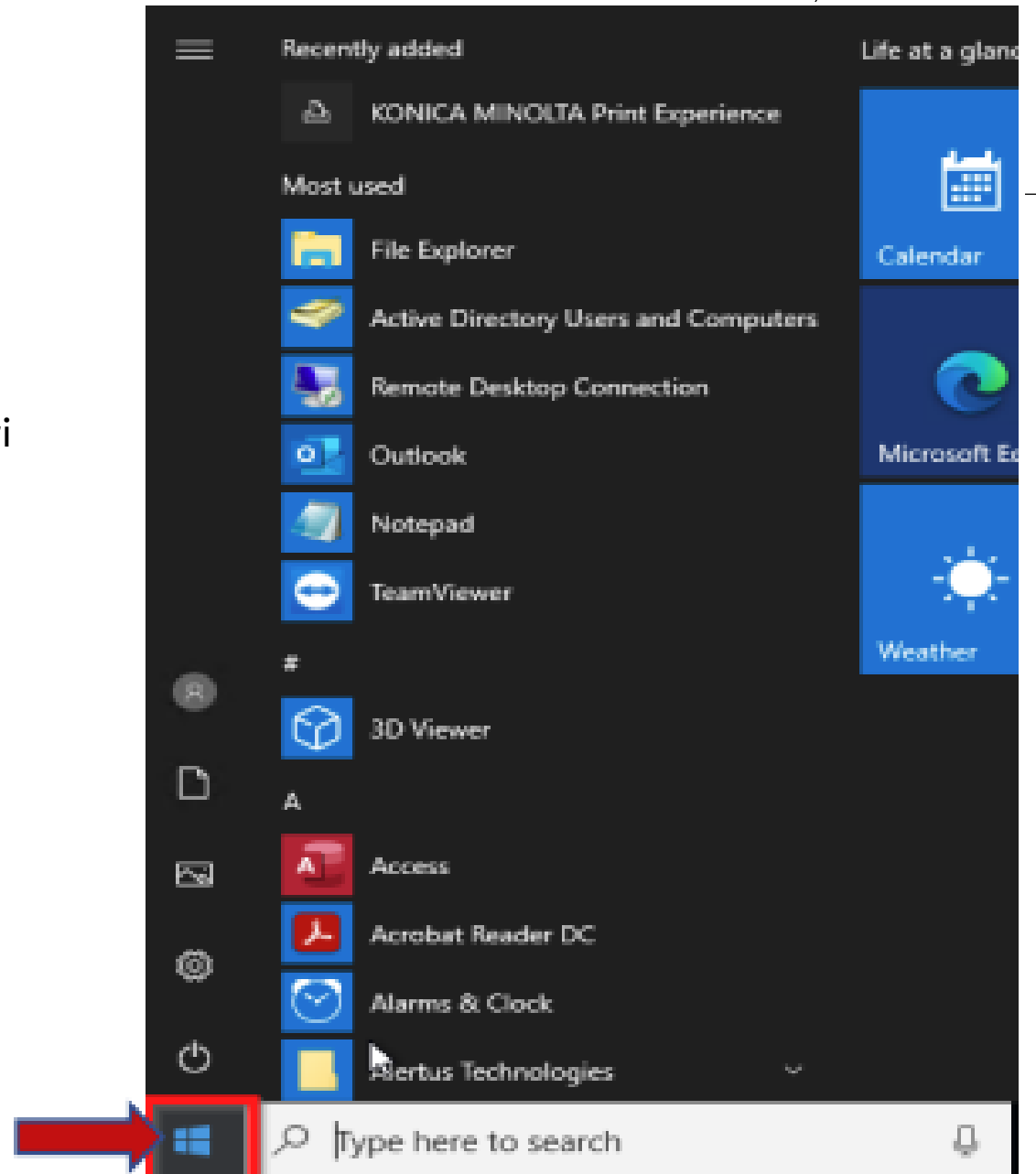
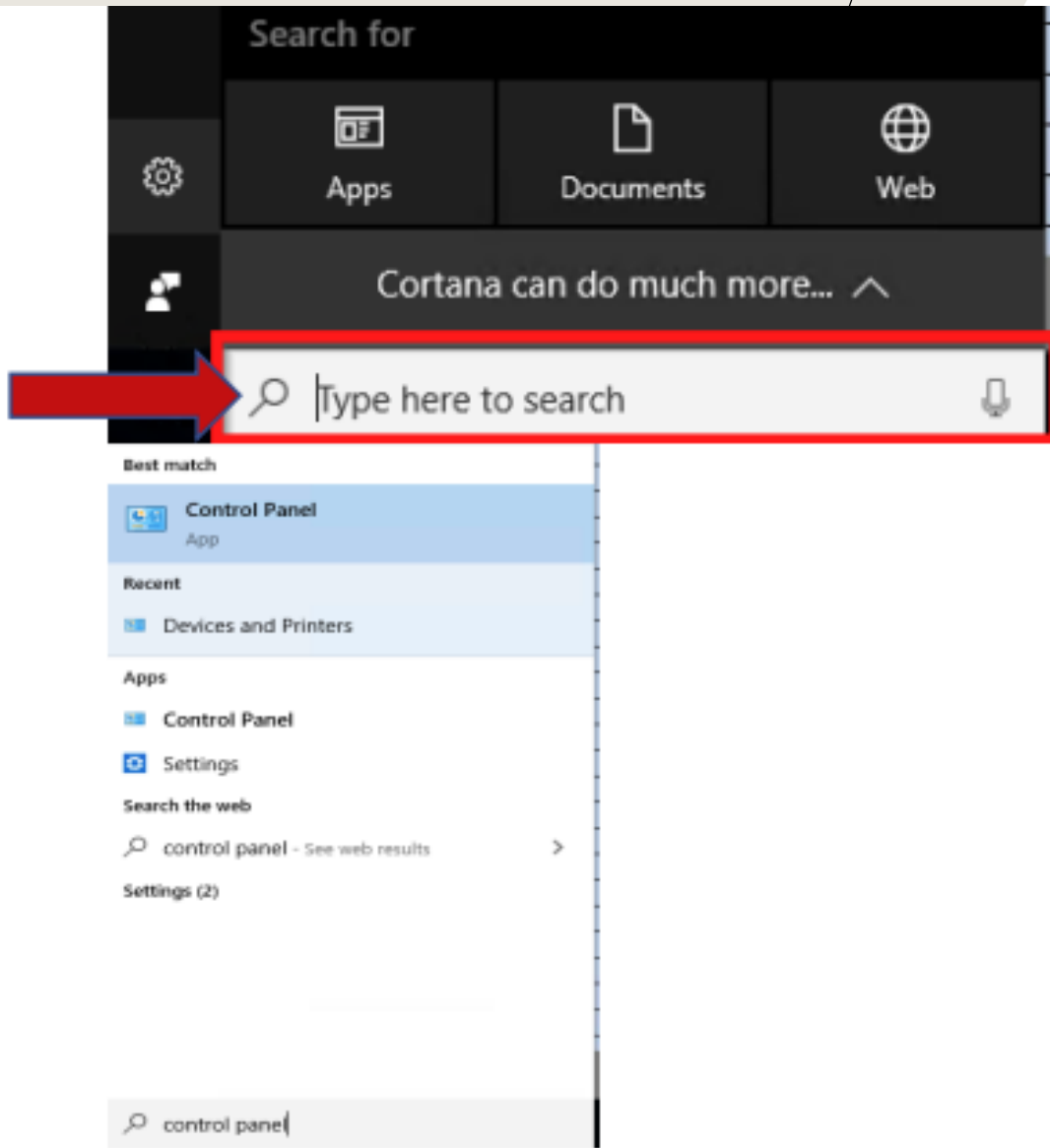


HOW TO:

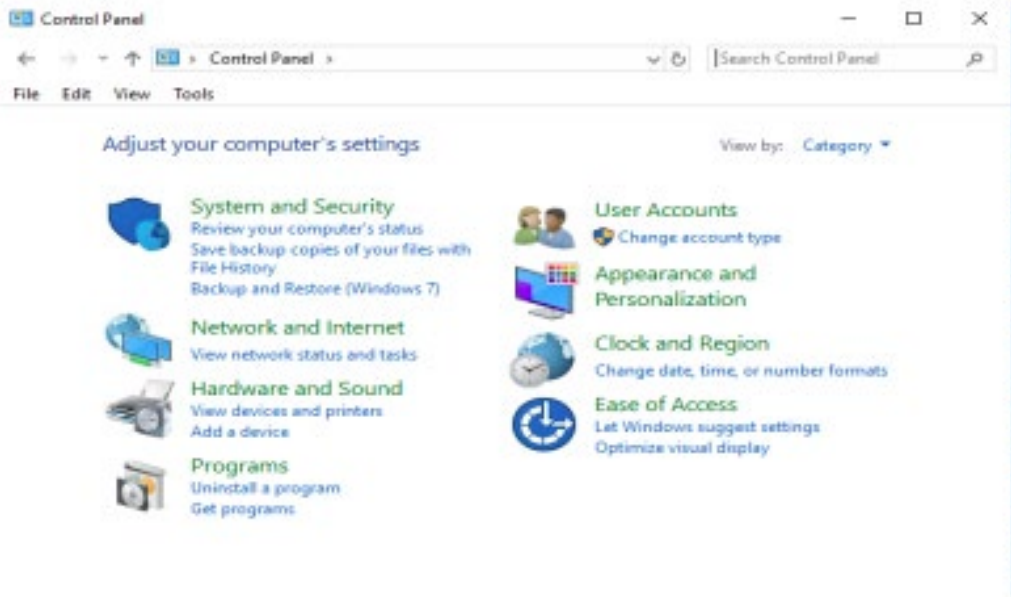
CREATE A SCREENSHOT OF YOUR
CURRENT MAPPED PRINTERS

1) From your Desktop, click on the Start Menu Icon to bring up the Start Menu



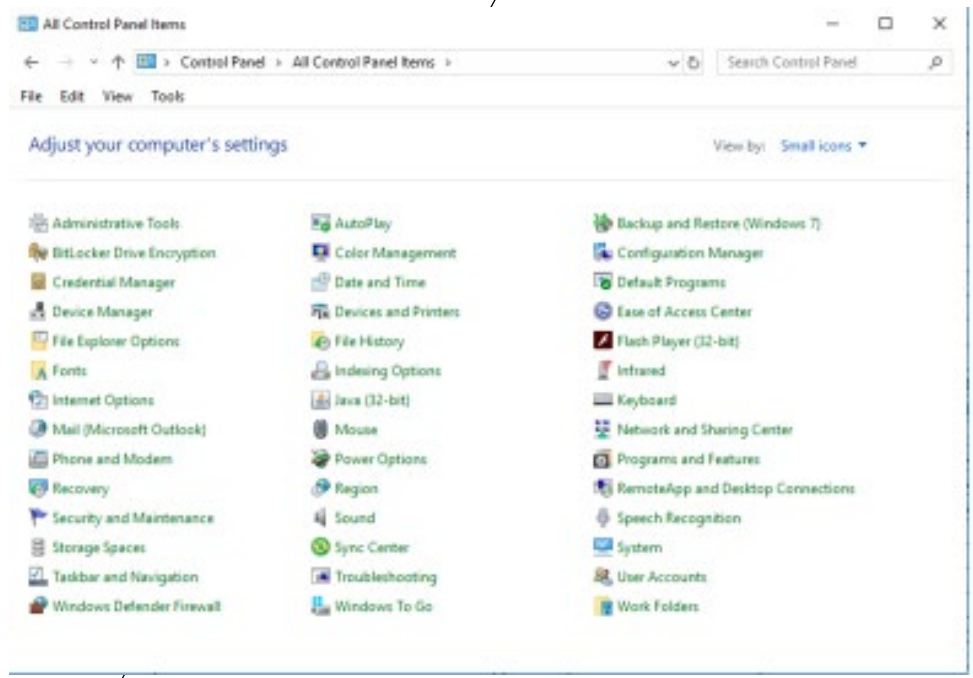


2) In the Search Box. Type Control Panel and press the Enter key on your keyboard

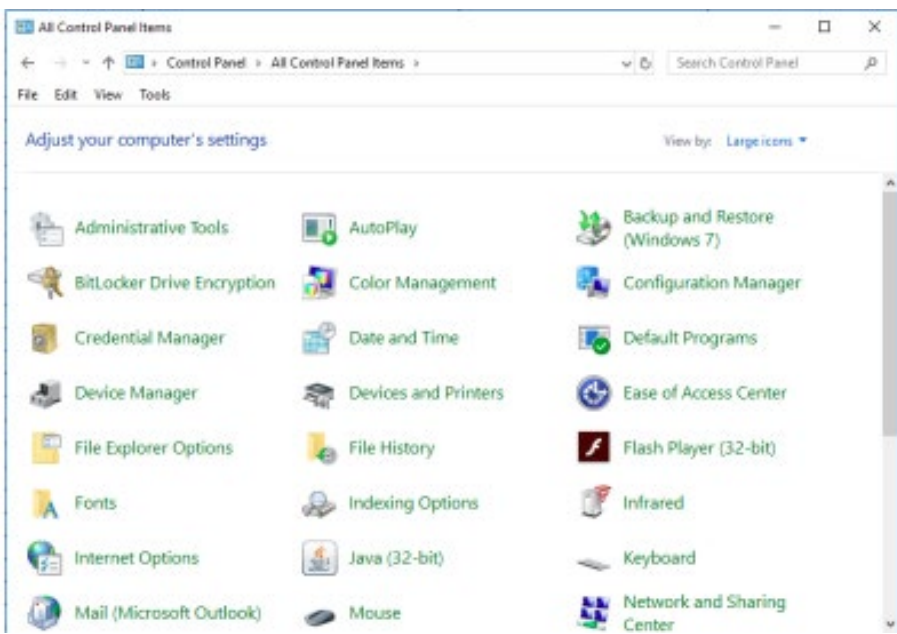


3) When the Control Panel window opens your window will look like one of the 3 images below:

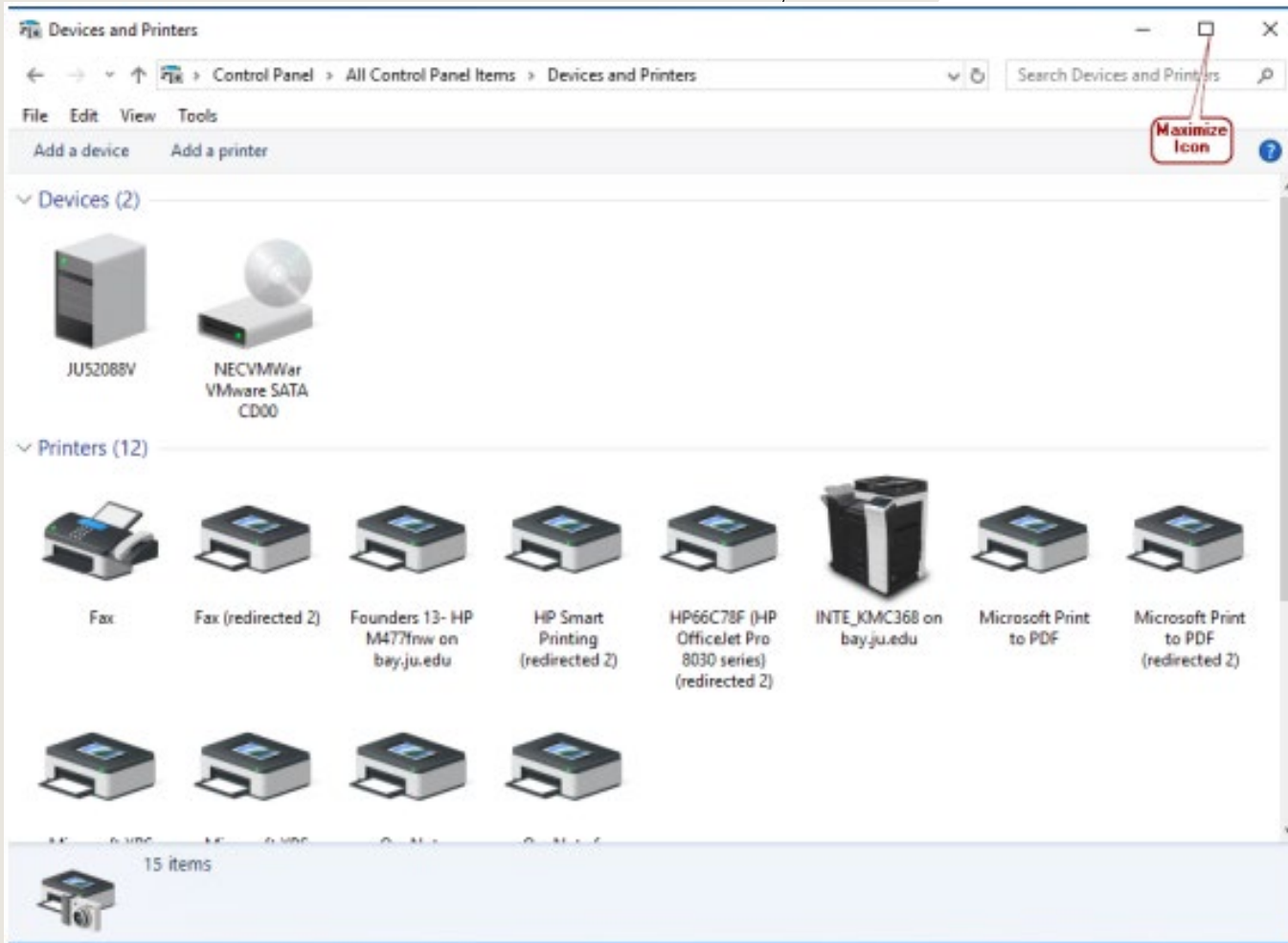
a. Window 1



c. Window 3



b. Window 2



4) On the list click on Devices and Printers

5) When the Devices and Printers window opens click the Window icon on the upper right to Maximize the window. It is important to maximize the window to ensure that all mapped printers appear before taking the screenshot.

5) Using your keyboard press the CTRL key and PRINT SCRN key together at the same time to take the screenshot of the drives showing. *Note: The keys on your keyboard may look slightly different then the keys on the provide screenshot.



6) Open a New Microsoft Word Document and paste the screenshot into the new document.

7) Save the Document to your H Drive and use the File Name of My Network Drives.