CREATE A SCREENSHOT OF YOUR CURRENT MAPPED PRINTERS

HOW TO:

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



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



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Center

Mail (Microsoft Outlook)

Mouse

b. Window 2

a. Window 1

All Control Panel Items -- × ← → × ↑ □ > Control Panel > All Control Panel Items > v D Search Control Panel D File Edit View Tools Adjust your computer's settings View by Small icons * Administrative Tools AutoPlay Backup and Restore (Windows 7) Re BitLocker Drive Encryption Color Management Configuration Manager Credential Manager Default Programs Date and Time Device Manager The Devices and Printers Case of Access Center Rach Player (12-bit) File Explorer Options P File History A Fonts A Indexing Options Infrared 1 Internet Options de Java (12-bit) Keyboard Mail Microsoft Outlook! Mouse Setwork and Sharing Center Phone and Modern Power Options Programs and Features B Region Recovery RemoteApp and Desktop Connections F Security and Maintenance & Sound Speech Recognition E Storage Spaces Sync Center System Tackbar and Navigation Troubleshooting R User Accounts Windows Defender Firewall Windows To Go Wark Folders

c. Window 3

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



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.