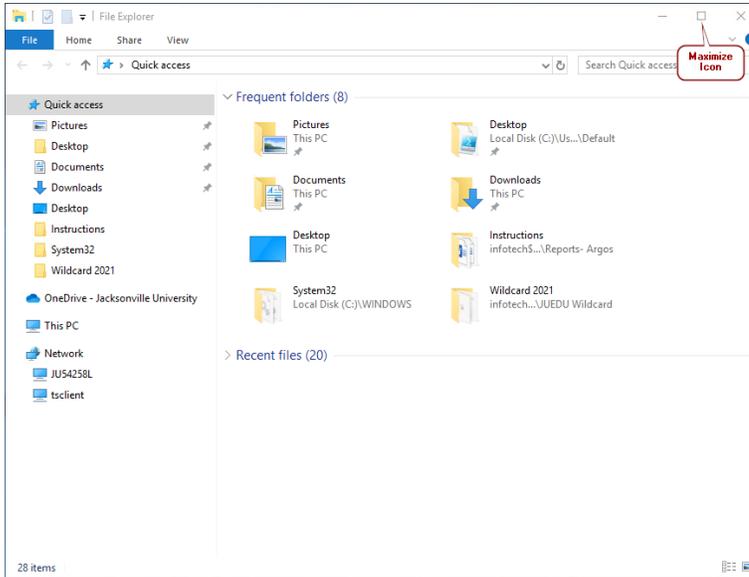## How To: Screenshot Your Network Drives

1) From your desktop click the File Explorer Icon on the Taskbar located on the bottom of the screen. ***Note:** The icons on your Taskbar may look slightly different from the icons shown in this sample screensh[...]
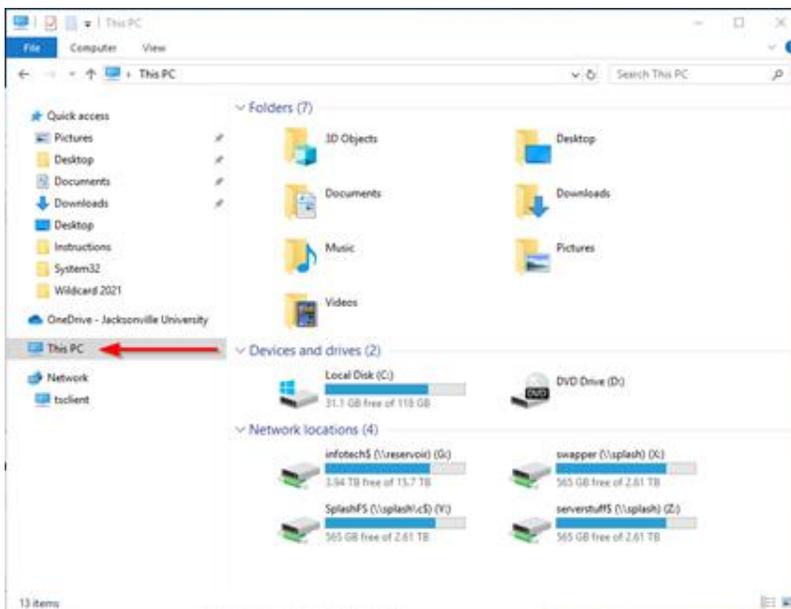
This is the File Explorer Icon

2) When the File Explorer window opens click the Window icon on the right to Maximize the window

3) On the left-hand side click This PC from the list of available options

How To: Screenshot Your Network Drives

4) 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.

5) Open a New Microsoft Word Document and paste the screenshot into the new document.
6) Save the Document to your H Drive and use the File Name of My Network Drives.