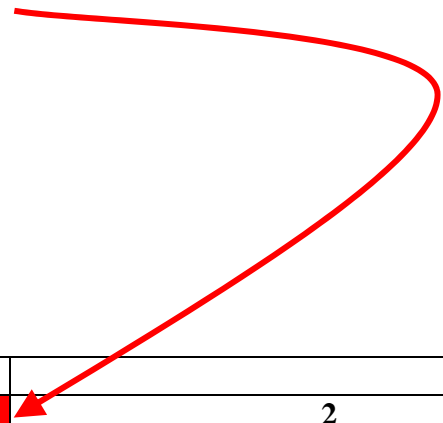
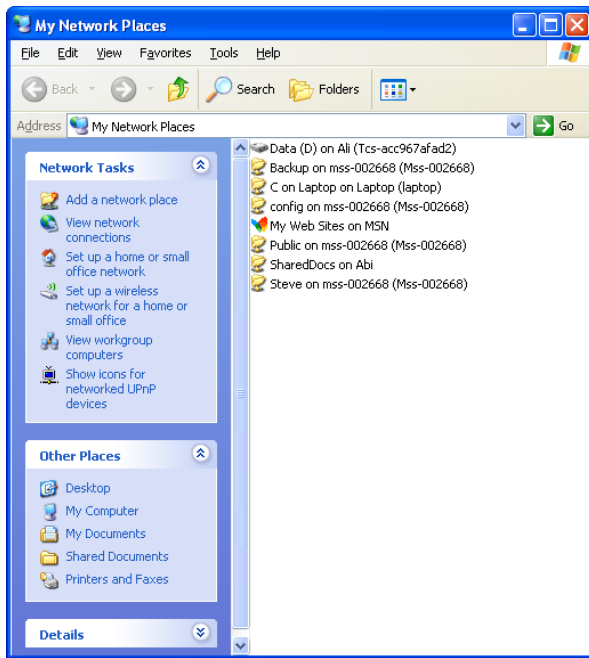


## Instructions on how to document computer settings/computer screens.


First, Open up Word to a blank document.

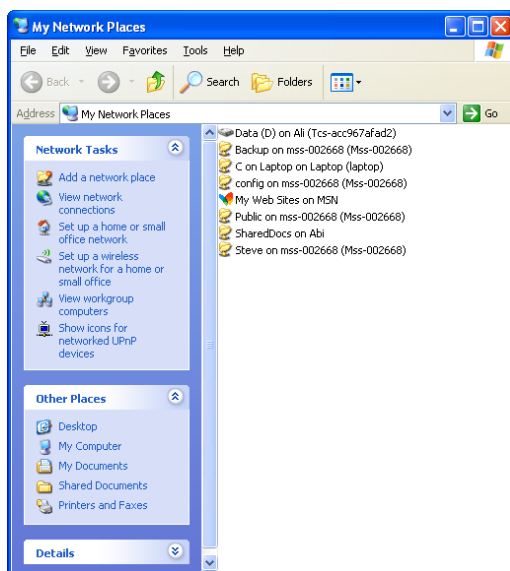
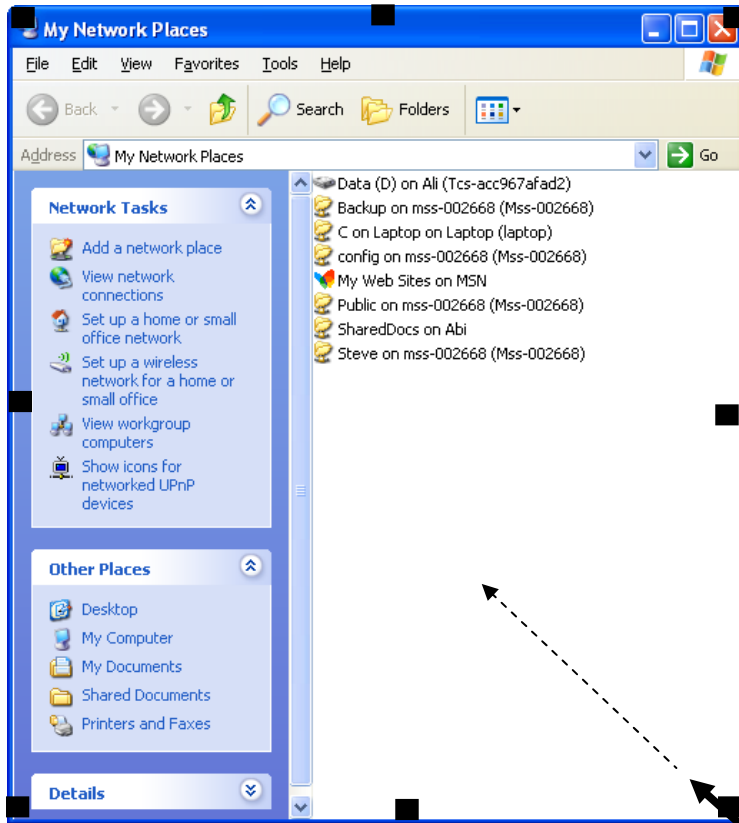
Then, “Table;” “Insert;” “Table;” two columns and four rows:


Then, go to whatever screen you want to make a copy of, place your mouse cursor on it and click just once. Then, press “Alt” + “Print Scrn keys.” Then paste wherever you want it to go. I paste the screen into the table in the sequence shown below. Here’s an example:

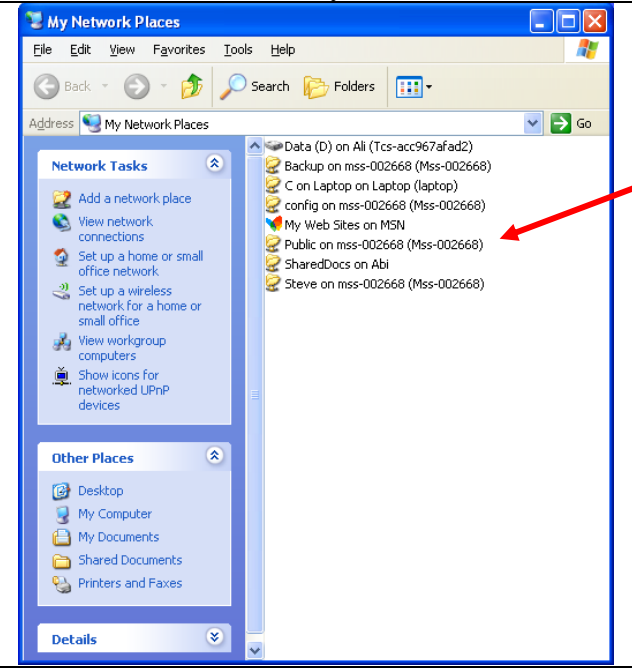
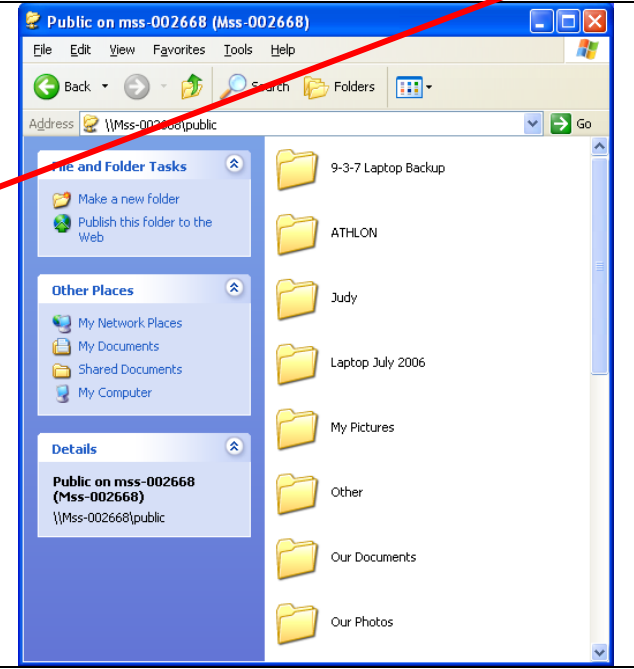


1	2
3	4

When you initially paste the screen image, it will be too large. Click on the image. Then, click on one of the small squares in a corner. Move your cursor around until this symbol appears:  Then, hold the mouse button down and move your cursor/corner toward the center of the image and it will grow smaller.



Then, I use the first cells to record how I got there:

Click on "Start" and "My Network Places"	Double click on "Public on mss-..."
	
3	4