

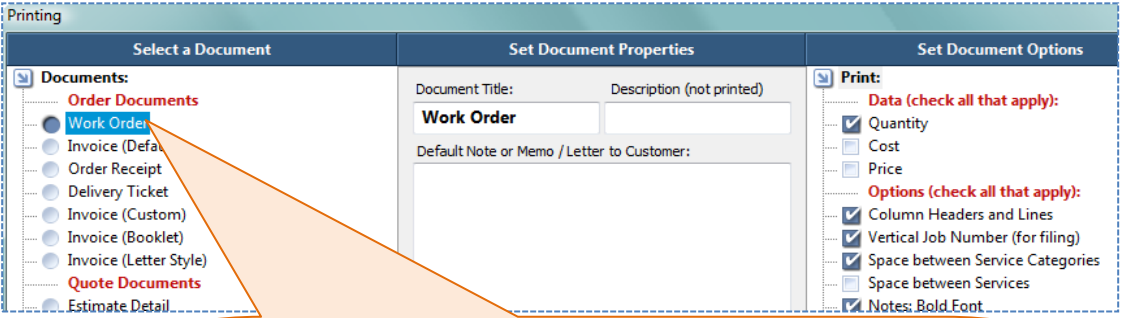
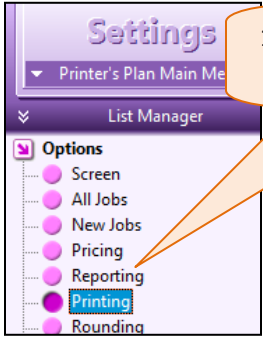


PRINTER'S PLAN 2014

To Do *Before* You Upgrade

In the **Settings** section, capture screenshots of the default printing options for Work Orders, Estimate Details, and Quotations. You'll need to re-set these options in the new version, and these screenshots will be a helpful reference.

1. In the List Manager, open **Options > Printing**.

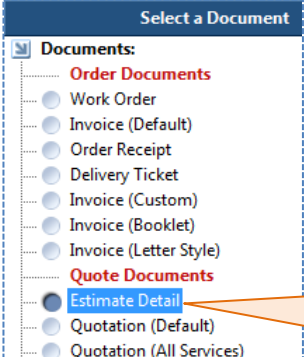


2. In the Printing window, select **Work Order** to display your default options for Work Orders.

3. Capture the active window by pressing **ALT+PRINT SCREEN** on your keyboard.

Note: If your keyboard doesn't have a Print Screen key or uses another keyboard combination for screen capture, check the information that came with your computer or the manufacturer's website for more information.

4. Paste the screen capture into an MS Word document, Paint, or other file.



5. Go back to the printing options window in Printer's Plan and repeat steps 2-4 for **Estimate Detail**.

6. Save or print out the document/s to which you pasted the screen captures.