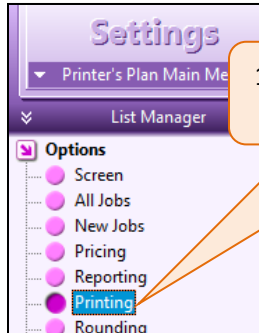




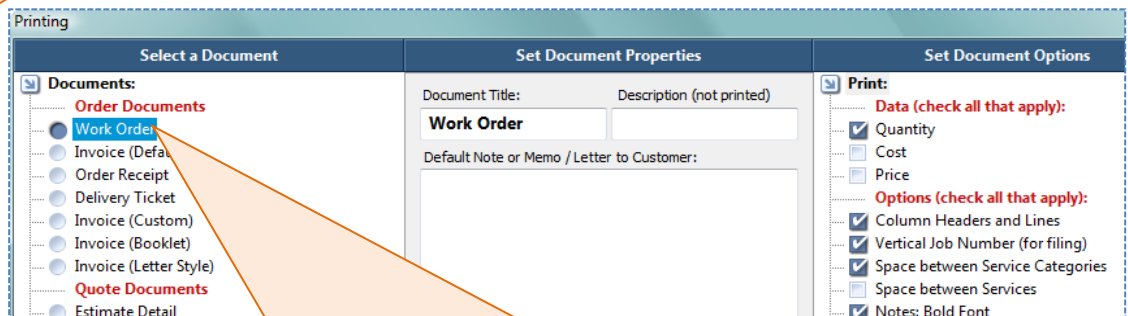
## PRINTER'S PLAN 2011

### To Do *Before* You Upgrade

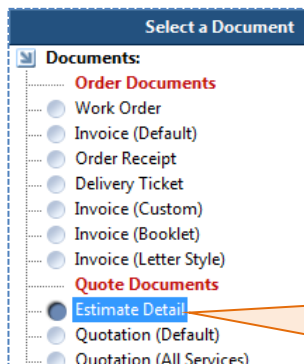
In the **Settings** section, capture screenshots of the default printing options for Work Orders, Estimate Details, and Quotations. You'll need to re-set these options in V2011, and these screenshots will be a helpful reference.



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.