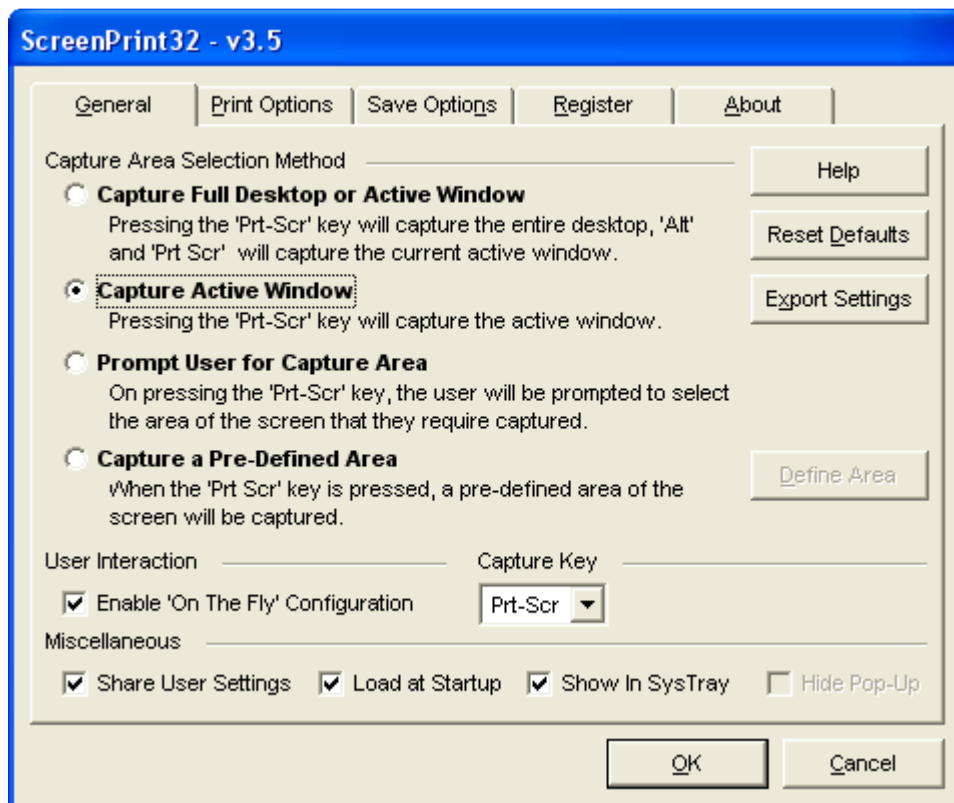


How to Enable and Use ScreenPrint32

ScreenPrint32 should already be installed on your PC. If it's not running in your System Tray (bottom right corner of the screen) then it is under **Start>All Programs>ScreenPrint32>ScreenPrint32**. If it is not under the All Programs menu, then call the Help Desk at 1895. We can install it remotely and it only takes 5 minutes to install.

To configure ScreenPrint32, follow the instructions below.

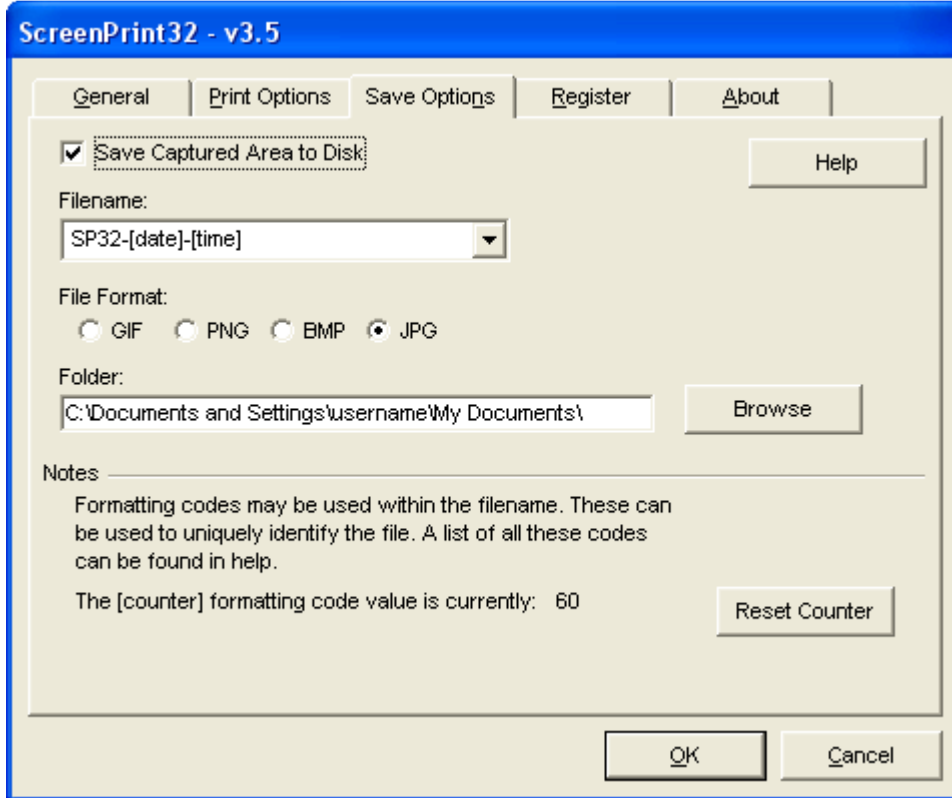
1. Click on Start
2. Click on All Programs
3. Click on the ScreenPrint32 folder
4. Click ScreenPrint32
5. On the General tab, make sure the following options are selected:



(Capture Active Window, Enable 'On the Fly' Configuration, Share User Settings, Load at Startup and Show in SysTray)

6. On the Print tab, **uncheck** the 'Enable Printing' option

7. On the Save Options tab, make sure the following options are set:



(Save Captured Area to Disk, under Filename choose SP32-[date]-[time], under file format select JPG and under Folder click the Browse button to navigate to a folder of your choosing – usually a folder under 'My Documents'. Choosing this folder indicates your default save location.)

8. Click 'OK'
9. Click 'OK' to the error message that pops up (it is not applicable – everything is OK!)

Now you are ready to take screen captures of error messages. When an error message pops up, simply press the 'Print Screen/SysRq' button in upper right corner of your keyboard. When prompted, save the screen capture to your hard drive (default save location). If you need to email the screen capture via GroupWise, just attach the new file to your email composition.

If you have questions, please call the Help Desk at 1895 or email us at helpdesk@blueridge.edu.