Picasso-like. Any time you change the network layout, update the diagram. Also include a detailed description of the change, the date that the change was made, and the reason for the change.

You can diagram very small networks on the back of a napkin, but if the network has more than a few computers, you'll want to use a drawing program to help you create the diagram. You can use a professional drawing program such as Microsoft Visio, but you can also find simpler and less expensive online drawing tools to help you document your network. Figure 5-4 shows a network diagram drawn with an inexpensive online tool called Lucidchart (www.lucidchart.com).

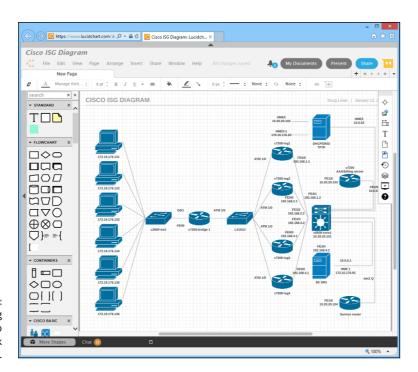


FIGURE 5-4: Using Lucidchart to draw a network diagram.