

# PC How To's

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# How to Take a Screenshot on PC

## Open Snipping Tool and take a screenshot

Applies to: Windows 10

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### Mouse and keyboard

- To open Snipping Tool, select the **Start** button, type **snipping tool**, and then select it in the search results.
- To choose the type of snip you want, select **Mode** (or, in older versions of Windows, the arrow next to **New**), and then choose **Free-form**, **Rectangular**, **Window**, or **Full-screen Snip**. When making free-form or rectangular snips, use your mouse to select the area that you want to capture.  
Snipping tool mode options
- To take a new screenshot using the same mode you used last, select **New**.
- Use the **Save** and **Copy** buttons at the top of the snip to save or copy it to the clipboard.

[Learn more about screenshots and the Snipping Tool.](#)

### Keyboard only

- To open Snipping Tool, press the **Start** key, type **snipping tool**, and then press **Enter**.  
(There's no keyboard shortcut to open Snipping Tool.)

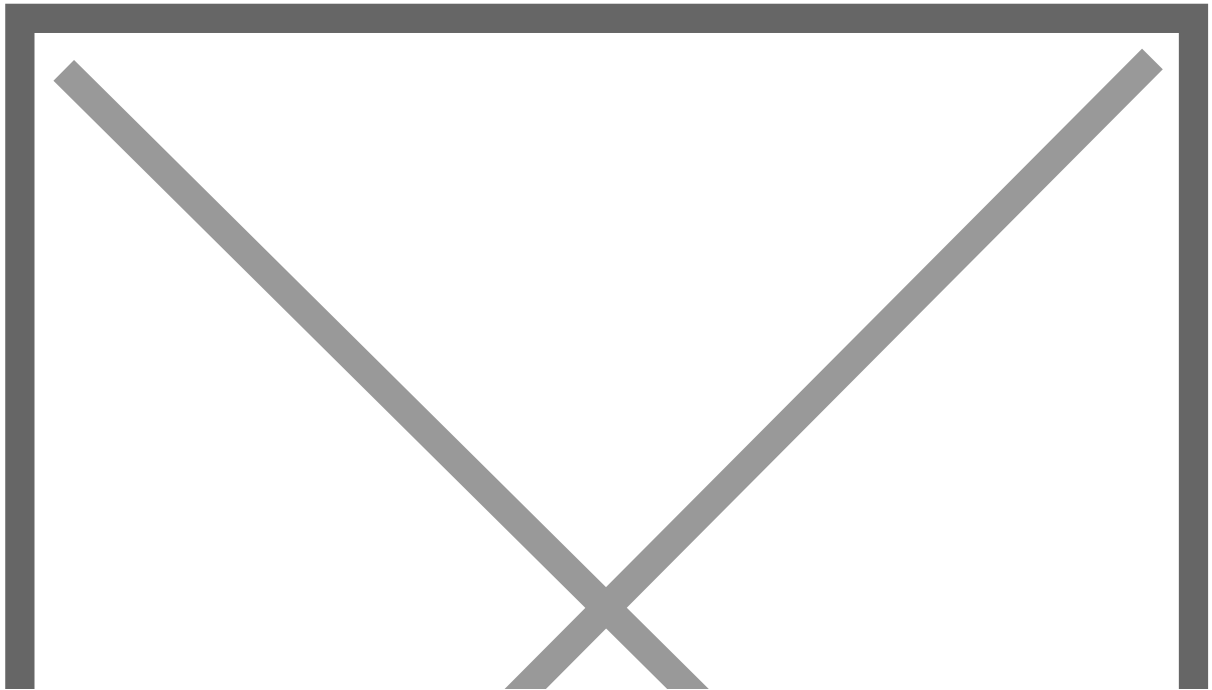
- To choose the type of snip you want, press **Alt + M** keys and then use the arrow keys to choose **Free-form**, **Rectangular**, **Window**, or **Full-screen Snip**, and then press **Enter**. (**Alt + M** is available only with the latest update to Windows 10). When making a rectangular snip, hold down **Shift** and use the arrow keys to select the area you want to snip.
- To take a new screenshot using the same mode you used last, press **Alt + N** keys.
- To save your snip, press **Ctrl + S** keys. To copy it to the clipboard, press **Ctrl + C** keys.

# How to Use Dell Command Update

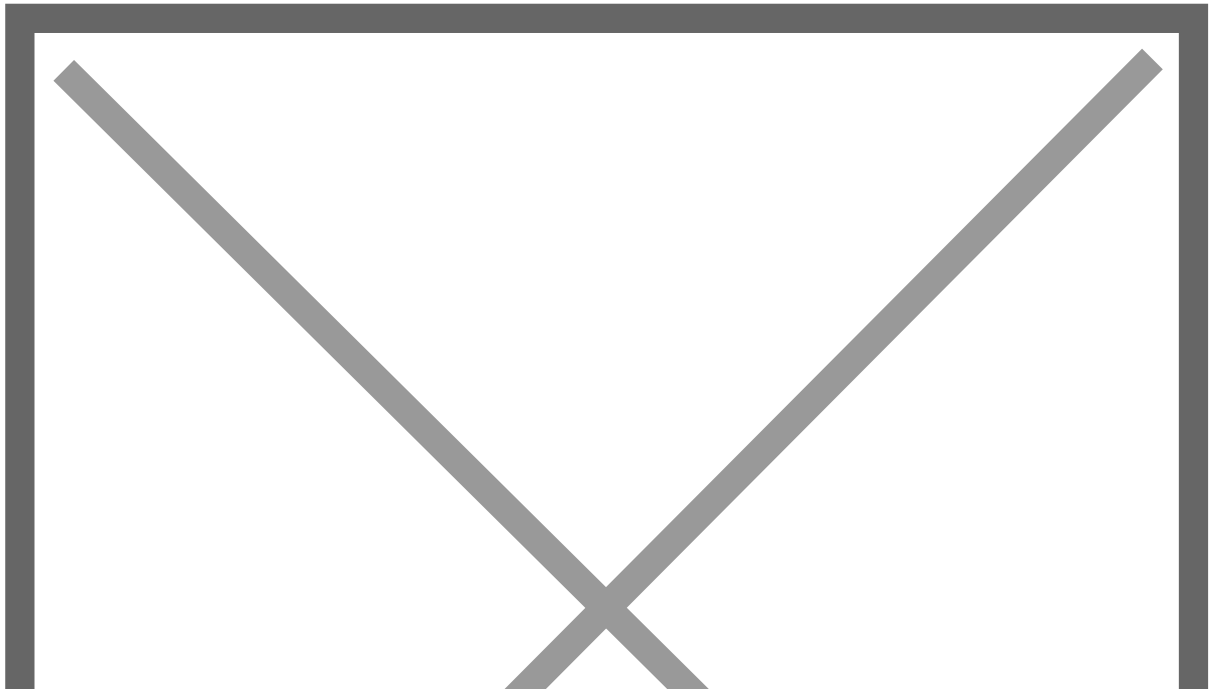
How to use Dell Command Update software in three easy steps

PLEASE MAKE SURE THAT YOU PLUG YOUR  
DEVICE UP TO POWER BEFORE STARTING THIS  
PROCESS

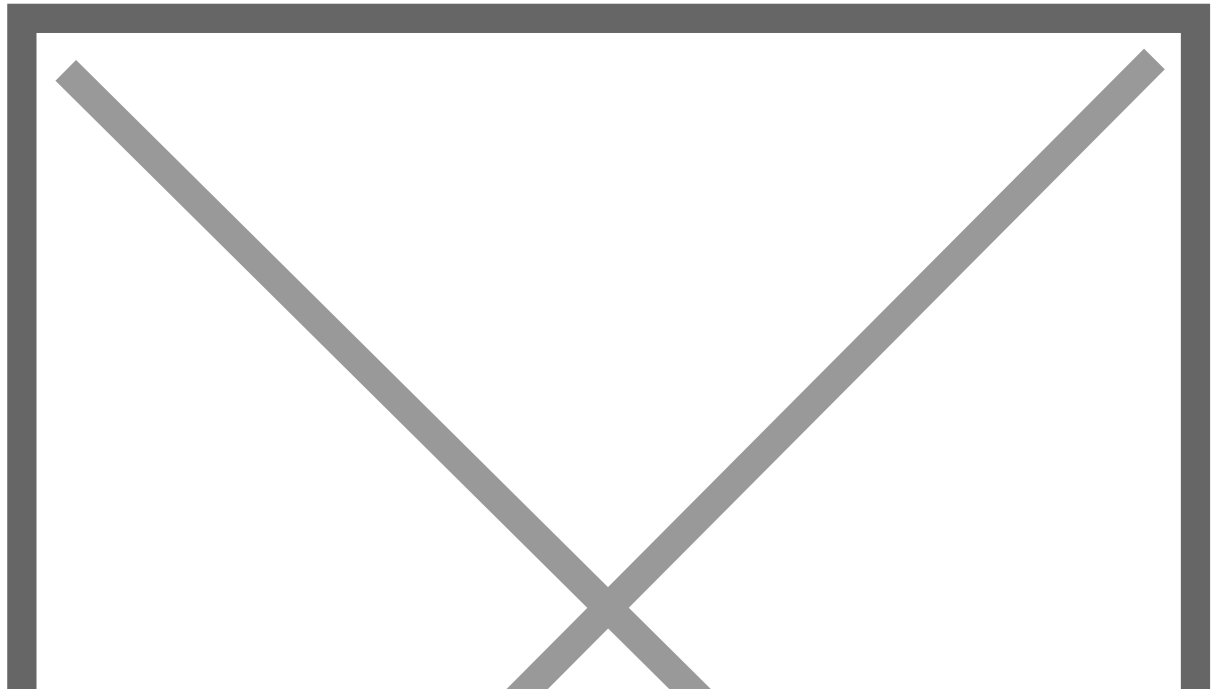
**\*\*Please repeat these 3 steps after you have completed them one time\*\***



Step 1. Type Dell or Dell Command in the search to find the software.

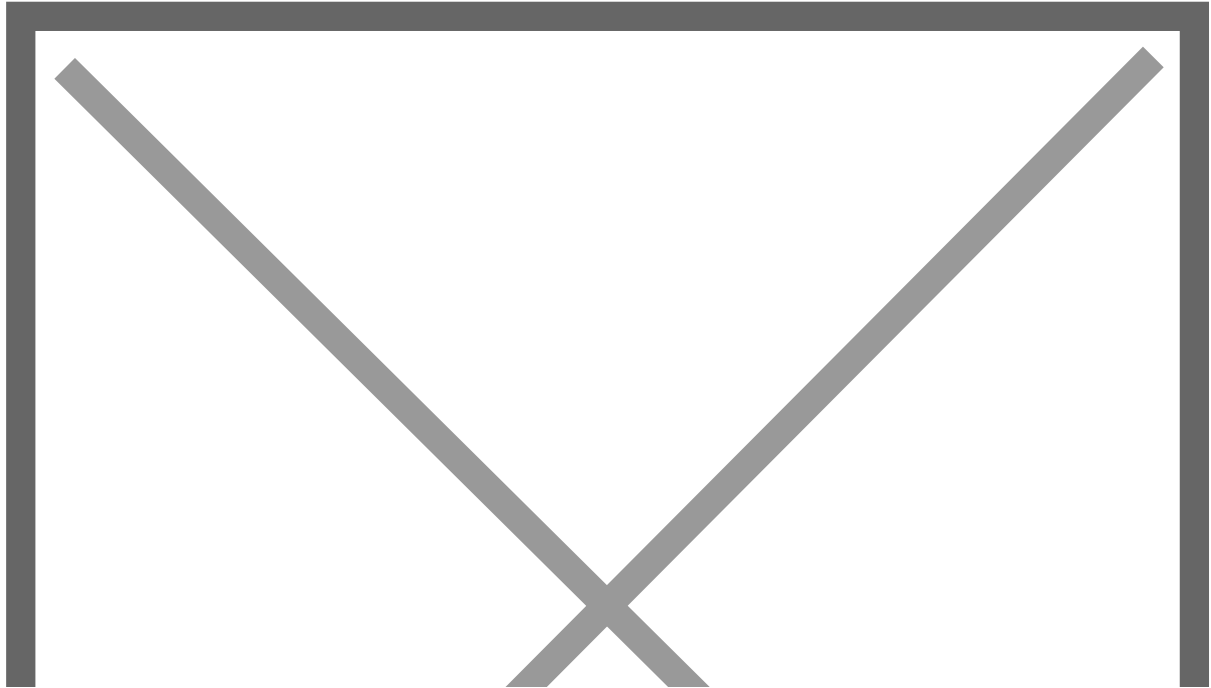


Step 2. Click on Check



Step 3. Click Install

This will install any necessary driver or firmware updates, you may see a message to restart after the install has completed.

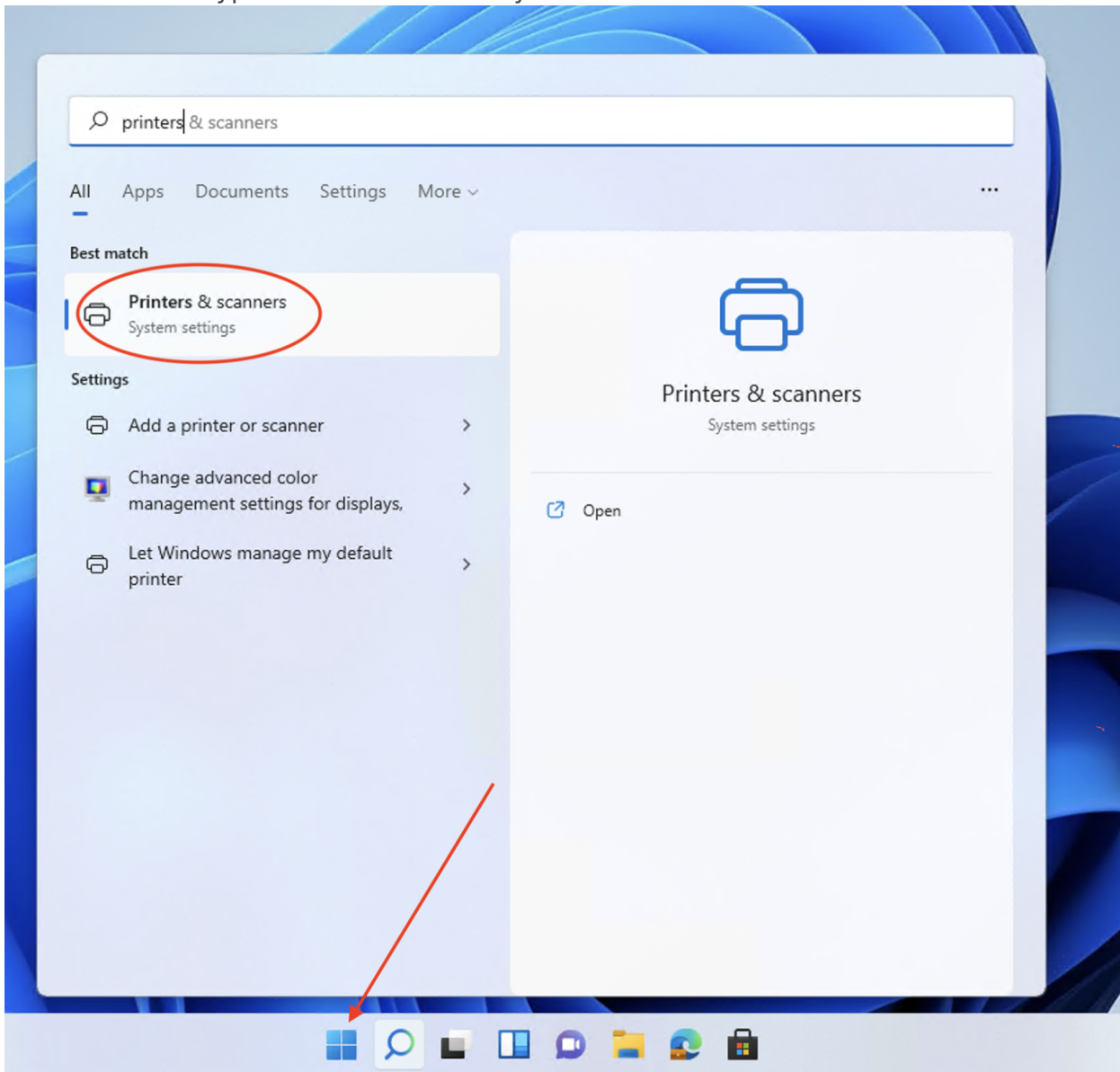


Please repeat steps 1-3 once you have restarted your laptop to see if there are any pending installs/restarts, if you fail to do this your issues may not be resolved.

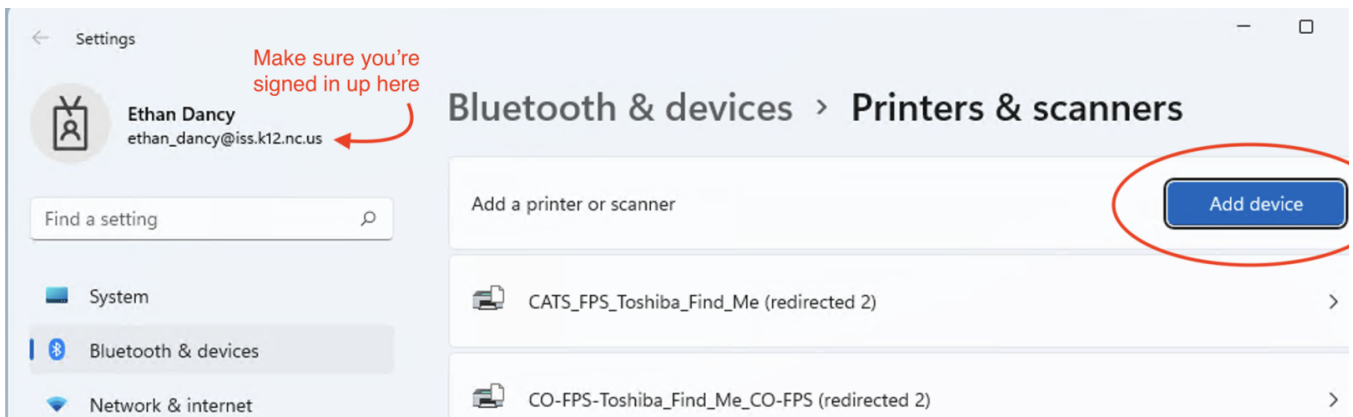


# How to Add A Cloud Printer to Windows

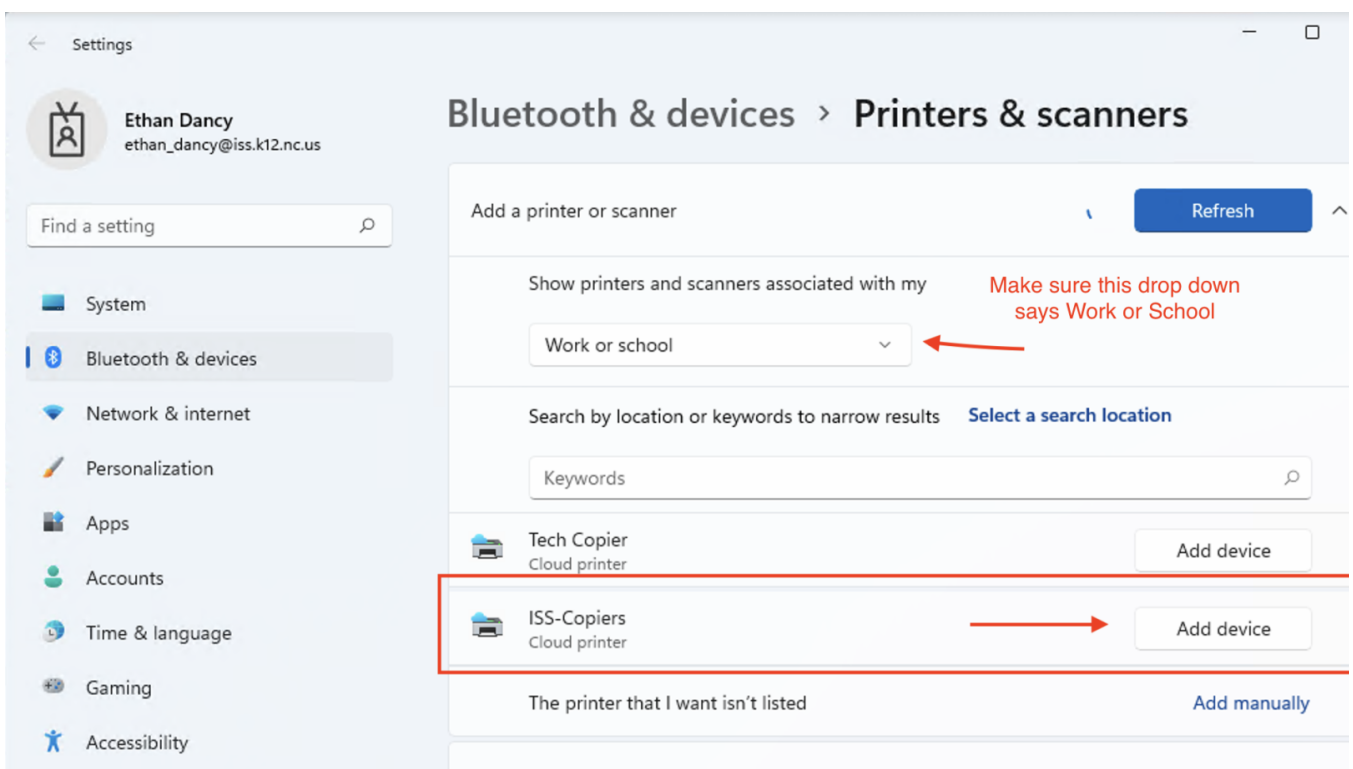
1. Go to Start and type Printers - and then you should locate Printers & Scanners



2. Make sure you are signed in in the top left, and then click **Add Device**



3. Make sure to change the drop down to **Work or School**, it will then will show you a few options for Cloud Printers. Click Add Device beside **ISS-Copiers**.



4. Now, if you print to this printer called ISS-Copier, you can retrieve it on any copier with your timekeeper number.