

SETTINGS for STAPLING and HOLE PUNCHING - for STUDENTS

1

Choose stapling

Follow Print Advanced Document Properties

Paper/Quality Finishing Color Effects Job/Log Advanced

Document Options

Print on Both Sides(D): Long Edge

Pages per Sheet(G): 1

Booklet Binding Edge(K): On Left Edge

Pages per Sheet Layout(L): Right then Down

Draw Border(B)

Output Tray

Destination: Printer Default

Print Job

Staple: Off (dropdown menu open)

Punch: Off

Help(H) OK Cancel

2

The stapling will be done in this way

Choose hole punch

Follow Print Advanced Document Properties

Paper/Quality Finishing Color Effects Job/Log Advanced

Document Options

Print on Both Sides(D): Long Edge

Pages per Sheet(G): 1

Booklet Binding Edge(K): On Left Edge

Pages per Sheet Layout(L): Right then Down

Draw Border(B)

Output Tray

Destination: Printer Default

Print Job

Staple: Top left

Punch: Off (dropdown menu open)

Help(H) OK Cancel

3

The holes will be punched in this way

Follow Print Advanced Document Properties

Paper/Quality Finishing Color Effects Job/Log Advanced

Document Options

Print on Both Sides(D): Long Edge

Pages per Sheet(G): 1

Booklet Binding Edge(K): On Left Edge

Pages per Sheet Layout(L): Right then Down

Draw Border(B)

Output Tray

Destination: Printer Default

Print Job

Staple: Top left

Punch: 4 at left

Help(H) OK Cancel