## Mac Printing – Choose Staples or Hole Punch Details

Click on **File**, **Print**, click on the drop down arrow beside the **Printer**:on the far right.

	Print	
Printer:	Find_Me_Toshiba	•
resets:	Standard	•

The **Print** window opens to display more items.

	Print	
Printer: Presets:	Find_Me_Toshiba Standard	
	Copies & Pages	<b></b>
All Current view Current page Pages:	Copies: 1 Collated Reverse Pages	Preview: Composite   K 8.5
1 - 2 Subset: All Pages i Comments and Forms: Do Page Scaling: Shrink to P I Auto-Rotate	rintable Area	
Advanced	Printing Tips	1/2
? PDF • Pre	view	Cancel Print

Click on drop down arrow under **Copies & Pages**; choose **Printer Features** as shown on the next screen shot.

	Print	
Printer:	Find_Me_Toshiba	
Presets:	Standard	
	Copies & Pages	
All	Layout	osite
O Current view	Color Matching	- 8.5 ———————————————————————————————————
O Current page	Paper Handling	
O Pages:	Paper Feed	
1 - 2	Cover Page	and the second s
10 - 2014	Scheduler	
Subset: All Page Comments and Forms:	Print Mode Color Settings 1	
Page Scaling: Shrink to	Color Settings 2	
	Printer Features	
Auto-Rota	Summary	
	Units	: Inches Zoom : 95%
Advanced	Printing Tips 1/2	<b></b>
?) (PDF v) (Prev	view	Cancel Print

The **Printer Features** display which is where you will find **Hole Punch** and **Stapling**.

	Print
Printer:	Find_Me_Toshiba
Presets:	Standard
1 <u>.</u>	Printer Features
	Feature Sets: Finishing
Destination: Prin	ter's Default 🔹
Hole Punch: Off Stapling: Off	•
Folding	
(?) (PDF •) (Prev	view) (Cancel) (Print)

	Print	
Printer: Presets:	Find_Me_Toshiba	
	Printer Features	
Destination: Prin Hole Punch: Off	iter's Default	
Lower Upper	Left (Portrait) / Upper Right (Landscape) Left (Portrait) / Middle Top (Landscape) Left (Portrait) / Upper Left (Landscape) Right (Portrait) / Lower Right (Landscape) Right (Portrait) / Middle Bottom (Landscape)	).
PDF Middle	Right (Portrait) / Lower Left (Landscape) Top (Portrait) / Middle Right (Landscape) Bottom (Portrait) / Middle Left (Landscape) Stitch (Portrait) / Saddle Stitch (Landscape)	Print

The Hole Punch and Stapling drop down arrows will give you various ways to do both.