Mac Printing – Choose Staples or Hole Punch Details
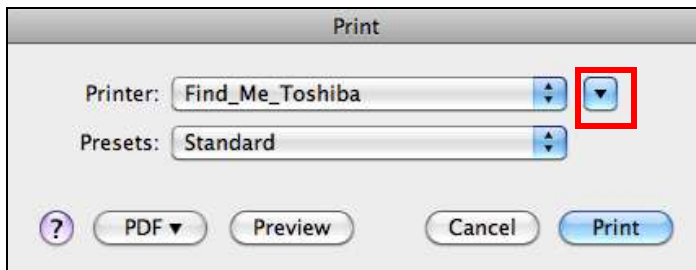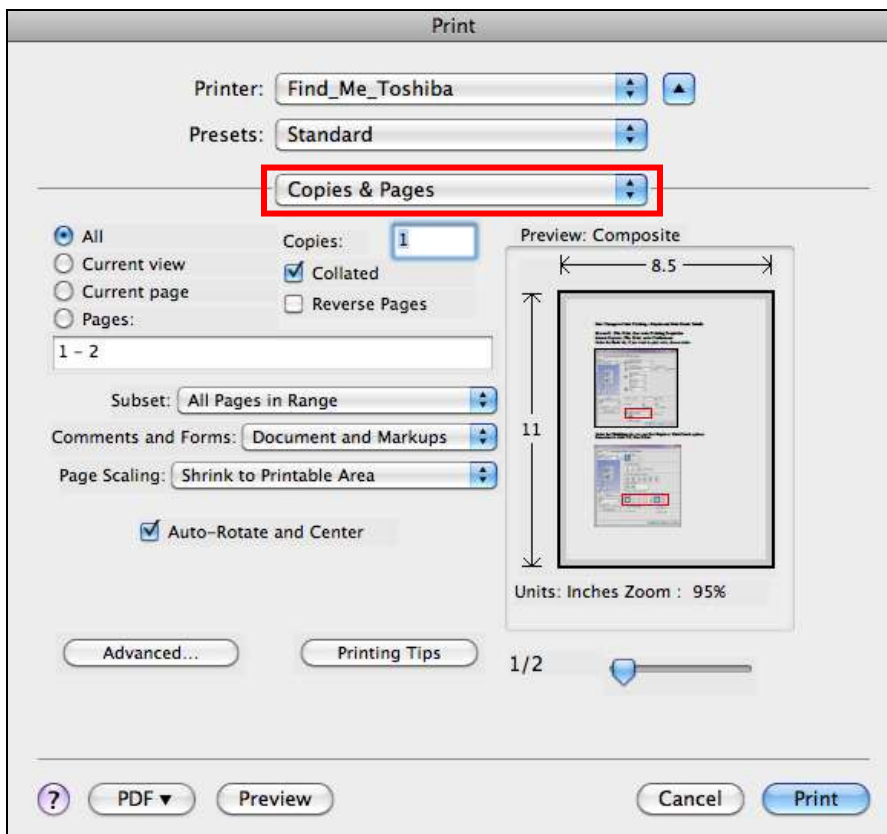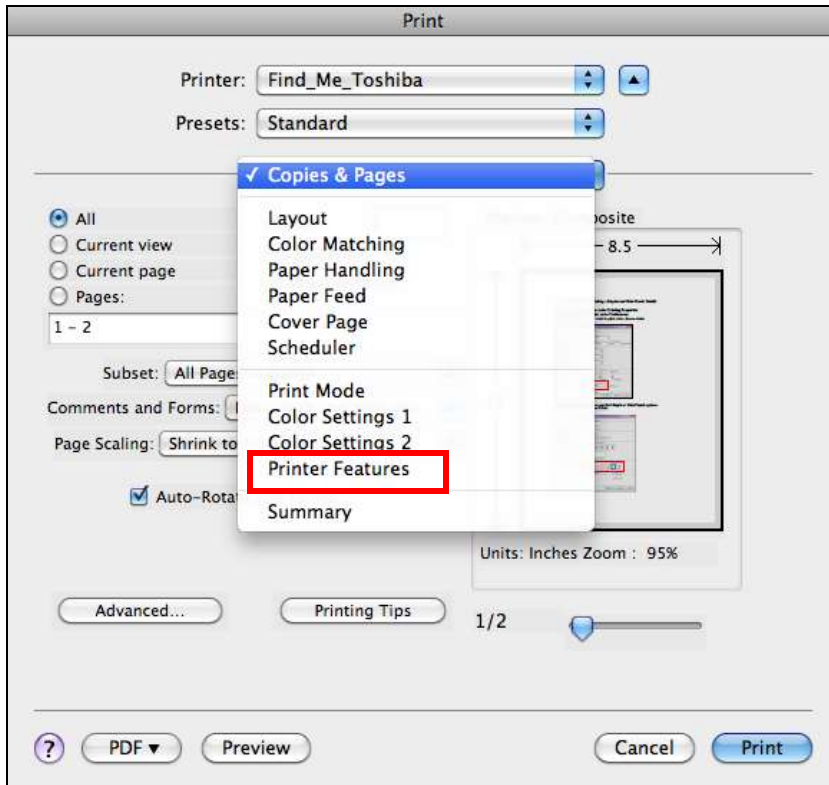
Click on **File, Print,** click on the drop down arrow beside the **Printer**:on the far right.
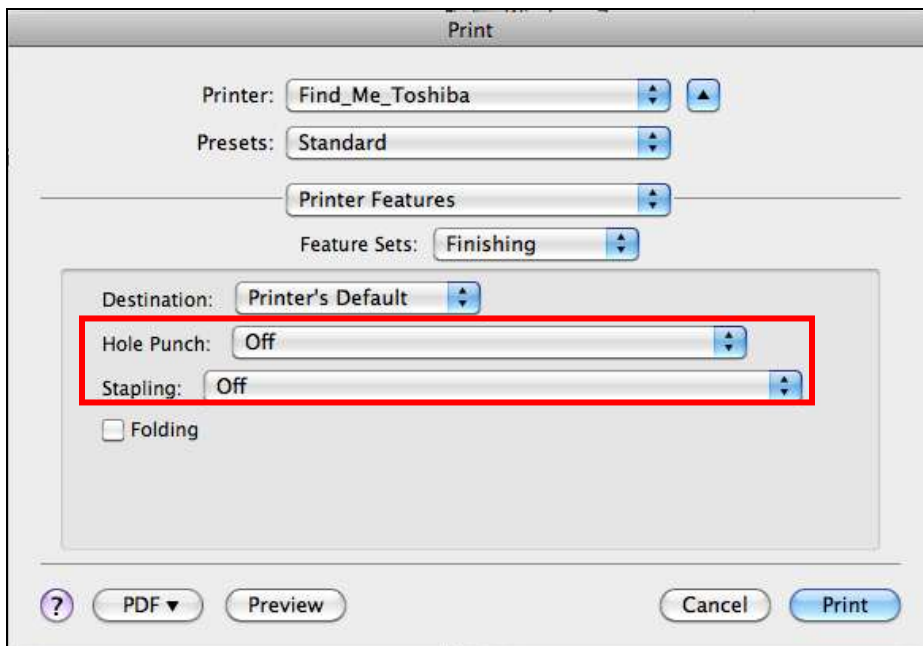

The **Print** window opens to display more items.

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

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

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