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.

	FIIII	
Printer:	Find_Me_Toshiba	•
resets:	Standard	

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

	Print	
Printer: Presets:	Find_Me_Toshiba Standard	
	Copies & Pages	
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 Auto-Rotate	n Range 🔅 cument and Markups 🗘 rintable Area 🔅 and Center	11 III EXERCICLE FORMER IIIII EXERCICLE FORMER IIIII EXERCICLE FORMER IIIII EXERCICLE FORMER IIIII EXERCICLE FORMER IIII EXERCICLE FORMER IIIII EXERCICLE FORMER IIII EXERCICLE
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)
O All	Layout	osite
O Current view	Color Matching	- 8.5
O Current page	Paper Handling	
O Pages:	Paper Feed	
1 - 2	Cover Page	
	Scheduler	
Subset: All Page Comments and Forms:	Print Mode Color Settings 1	2021 Mart Martine
Page Scaling: Shrink to	Color Settings 2	
	Printer Features	
🗹 Auto-Rota	Summary	
	Units: Ir	nches Zoom : 95%
Advanced	Printing Tips 1/2	

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	ter's Default	
Stapling: ✓ Off □ Foldir Upper Middle Lower Upper Middle	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 Saddle	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.