How Change to Color Printing – Staples and Hole Punch Details

Microsoft - **File**, **Print**, then under **Properties**
Internet Explorer, **File**, **Print**, under **Preferences**
Under the **Basic** tab, if you want to print color, choose **Auto**
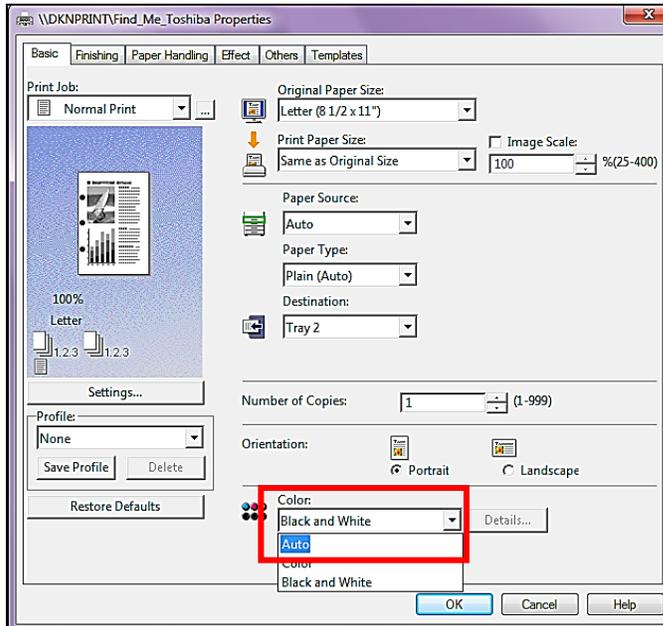
Under the **Finishing** tab, you can find **Staple** or **Hole Punch** options.
Remember to click OK, then **Print.**
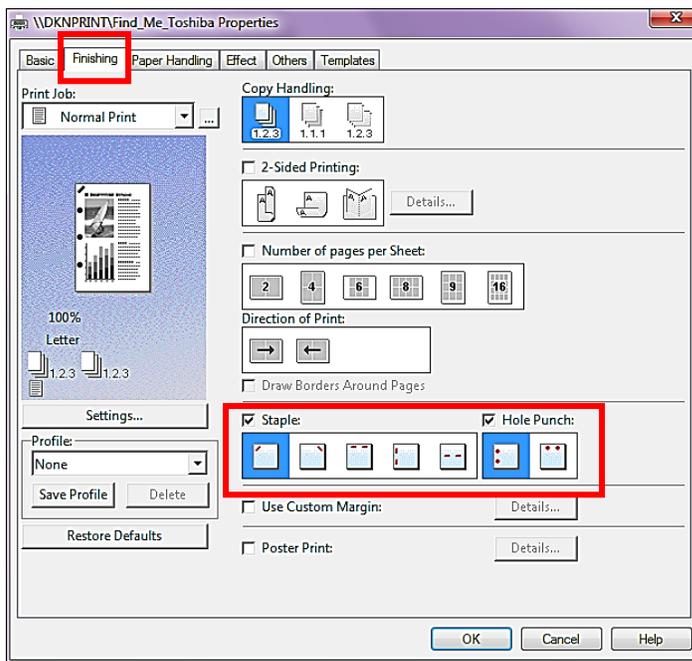
Here is screen shot of how to choose Staples under **File** then **Print** in Word.