## 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

Ima \\DKNPRINT\Find_Me_Toshiba Properties		
Basic Finishing Paper Handling Effect Others Templates		
Print Job:	Original Paper Size:	
	Print Paper Size:         □ Image Scale:           □         Same as Original Size         □           □         100         →	
	Paper Source: Auto Paper Type: Plain (Auto)	
100% Letter 1.2.3 1.2.3	Destination: Tray 2	
Settings	Number of Copies: 1 (1-999)	
None  Save Profile Delete	Orientation:	
Restore Defaults	Color: Black and White  Details Auto Color	
	Black and White OK Cancel Help	

Under the **Finishing** tab, you can find **Staple** or **Hole Punch** options. Remember to click OK, then **Print.** 

\/DKNPRINT\Find_Me_Toshiba Properties		
Basic Finishing Paper Handling Effect Others Templates		
Print Job:	Copy Handling:	
	2-Sided Printing:	
	Number of pages per Sheet:	
	2 4 6 8 9 16	
100% Letter 1.2.3 1.2.3	Direction of Print:	
Settings Profile:	Image: Staple:     Image: Hole Punch:       Image: Staple:     Image: Staple: Staple:	
Save Profile Delete	Use Custom Margin: Details	
Restore Defaults	Poster Print: Details	
OK Cancel Help		



Here is screen shot of how to choose Staples under File then Print in Word.