

From: dopmannouncement

Sent: Thursday, September 28, 2017 2:19 PM

To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week -- How to staple your documents using the Kyocera

How to staple your documents using the Kyocera

Brought to you by

Andrew Whitfield

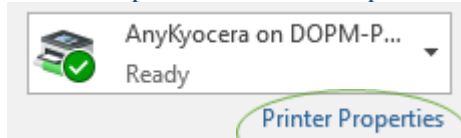
- one of the Student Techs in MT-403



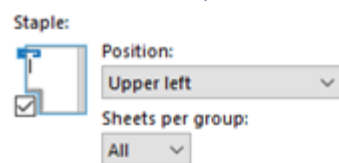
Situation:

Want to print out fully prepped documents ready for a big meeting? Here's how

1. For example, I want to print out a document from Microsoft Word that has multiple pages. Click file, then click print.
2. Under the printer selection drop down box, click printer properties.



3. Next, click the Finishing tab on the left-hand side.
4. Under this menu, look on the right side and check the box under "Staple"



5. Now, click "print".
6. When you release your document it will come out already stapled.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>