

From: Gilinson, Randi D <rgilinson@uabmc.edu>

Sent: Thursday, May 9, 2019 12:02 PM

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

Subject: Computer Tip of the Week -- How to staple or hole-punch your documents using a Kyocera

How to staple or hole-punch your documents using a Kyocera

This is an **encore** Tip of the Week.
Re-sending it because it's potentially so useful to so many.

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and
Computer Tech in MT-403



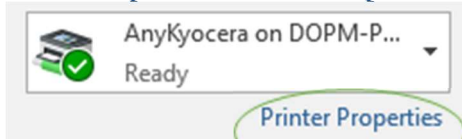
(Brought to you originally by prior Student Tech
Andrew Whitfield)

Situation:

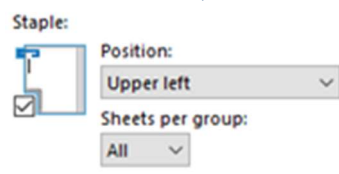
I want to print out fully prepared documents, including stapled and/or with hole punches.
For example, I want to staple together each copy of a multiple-page Word document.

Solution:

1. 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.

And/or you can also do hole punches, by indicating what you want (2 or 3 hole) under the "Punch" section.

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>