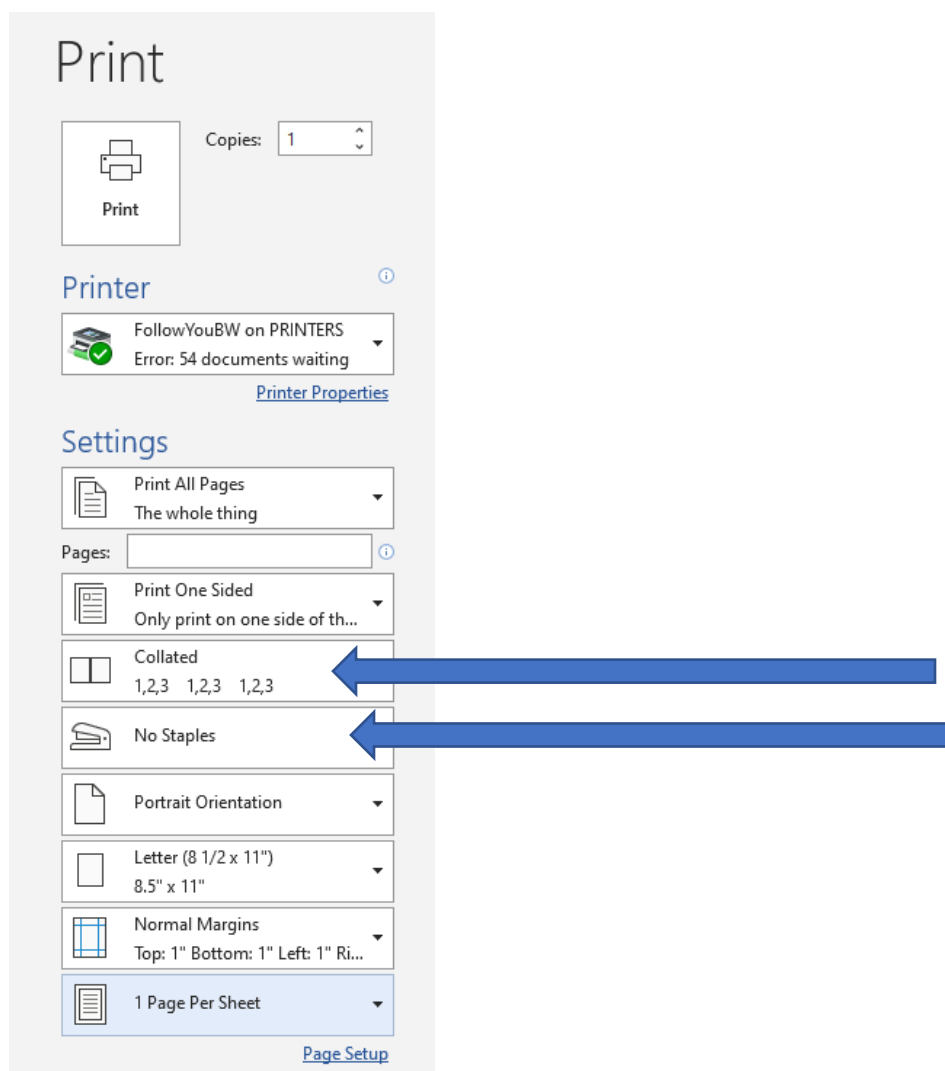


Printing Options on new printers (2021)

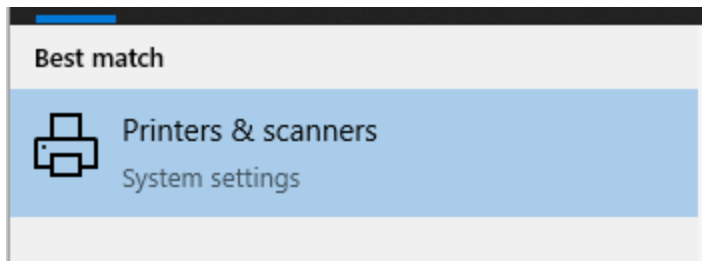
When printing from anything other than Chrome, choose your preferences for Collated/Stapled in the Settings when you choose Print:



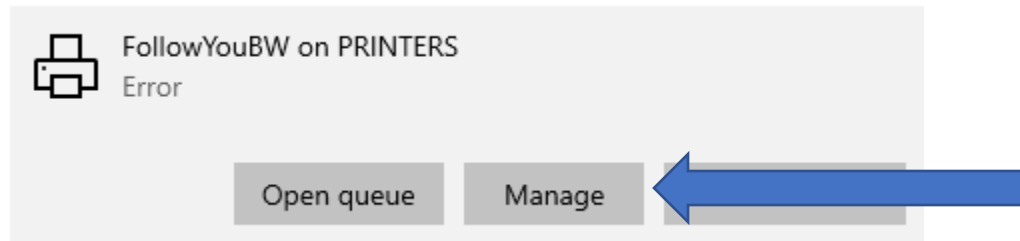
Printing from Chrome

When printing from Chrome, if you want to have Collated/Staples, you have to do it through printer preferences.

1. Go to **Windows**  and type **printers**.



2. Find the printer (FollowYouBW) click on it and choose **Manage**



3. In the **Finishing Tab**, you will find the options for **Copy Handling** (aka collate), **Staples**. We do **NOT** have the **Hole Punch** option.

