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:

Print	
Copies: 1 1	
© [©]	
FollowYouBW on PRINTERS Error: 54 documents waiting	
Printer Properties	
Settings	
Print All Pages The whole thing	
Pages:	
Print One Sided Only print on one side of th	
Collated 1,2,3 1,2,3 1,2,3	•
No Staples	
Portrait Orientation 🗸	
Letter (8 1/2 x 11") 8.5" x 11"	
Normal Margins Top: 1" Bottom: 1" Left: 1" Ri	
1 Page Per Sheet 🗸	
Page Setup	

Printing from Chrome

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



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Best match				
ß	Printers & scanners System settings			

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

ß	FollowYo Error	uBW on PRINTER	S		
		Open queue	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.

Drafts wYouBW on PRINTERS Pri	inting Preferences	×
Basic Finishing Paper Handling	Effect Others Templates	
Print Job:	Copy Handling:	
	2-Sided Printing:	
	Details	_
	Number of pages per Sheet:	
	1 2 4 6 8 9 16	
100%	Direction of Print: Page Rotation(%):	
Letter	Draw By round Pages	
Settings	Staple: Hole Punch:	
Profile:		_
Save Profile Delete	Margins: Details	_
Rules Based Printings	Poster Print: Details	
Restore Defaults		
	OK Cancel Apply Help	