Duplex, Staple, and Colour

- Open Control Panel and navigate to: Devices and Printers.
 Right-click on the printer you want to use, and select
 Printing preferences.
- 2. The Layout tab controls duplex.

3. The **Paper/Quality** tab controls **greyscale/colour** options.



🖶 WO_FindMe_Printer on woprint1 Printi	ing Preferences	×
Layout Paper/Quality		
Orientation:		
Print on Both Sides: Page Order: Front to Back Page Format Pages per Sheet 1 v	Side 1 Side 2	
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	Ad <u>v</u> anced	
	OK Cancel App	y



4. The **Advanced** button allows you to enable **stapling** functionality where available.

Not all printers have the staple function. Please see the list of printers that do at: algonquincollege.com/student-print/ employees.

