Printing to the MFDs using Microsoft Office

File Home In	isert Page Layout References Mailings Review View
🛃 Save	Print
🔣 Save As	Copies: 1 Copies: 1
🚰 Open	Print
🚞 Close	
Info	Printer
Recent	Student Mono on STU-PRINT1.ads.qub.ac.uk For colour, choose Student Colour (20p per page)
New	Printer Properties
New	Settings Click Printer Properties for hole punching
Print	Print All Pages
Save & Send	Print the entire document
Halp	Pages: Default is Print on Both Sides –
Help	Print One Sided Only print on one side of the page can change to Print One Sided
Doptions	Collated
🔀 Exit	1,2,3 1,2,3 1,2,3
	Staples You can add staples If you need
	Portrait Orientation
	A4 21 cm x 29.7 cm
	Custom Margins -
	I Page Per Sheet You can print multiple pages on each sheet
	Page Setup