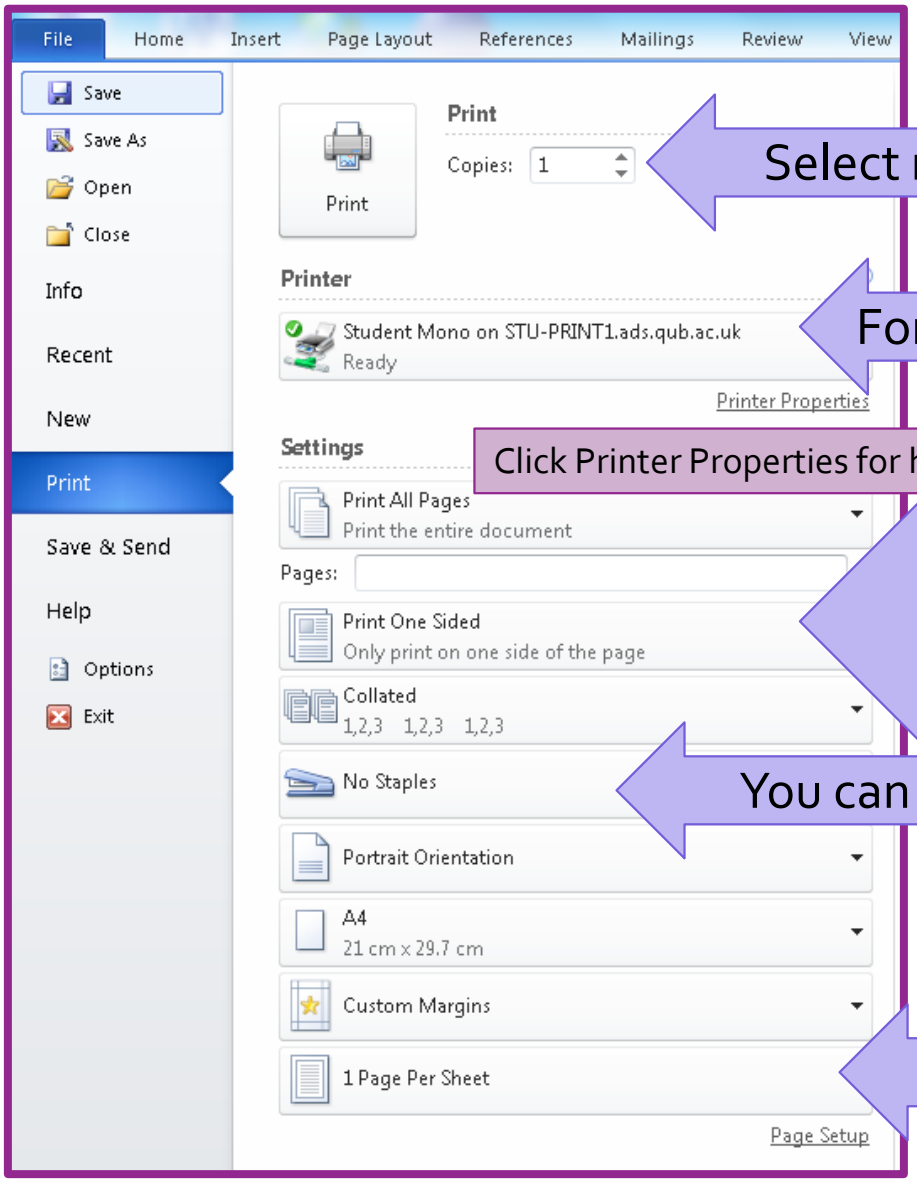
Printing to the MFDs using Microsoft Office



Select number of copies

For colour, choose Student Colour (20p per page)

Click Printer Properties for hole punching

Default is Print on Both Sides –
can change to Print One Sided

You can add staples

If you need help, just ask a Computer Assistant

You can print multiple pages on each sheet

ITQUB