From a <u>Windows Computer</u> (not a Chromebook) how to use a Copier's Printing Options to <u>staple, hole punch, collate, etc</u>. from Google Drive

- 1. In your doc or sheet, Select Print
- 2. Select Change
- 3. Select a **Copier** from the **Local Destination** (not a blue head Google Cloud printer)
- 4. Select Print Using System Dialog...
- 5. Select the **copier** once again, then **Preferences**. Here you will find all the options.

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