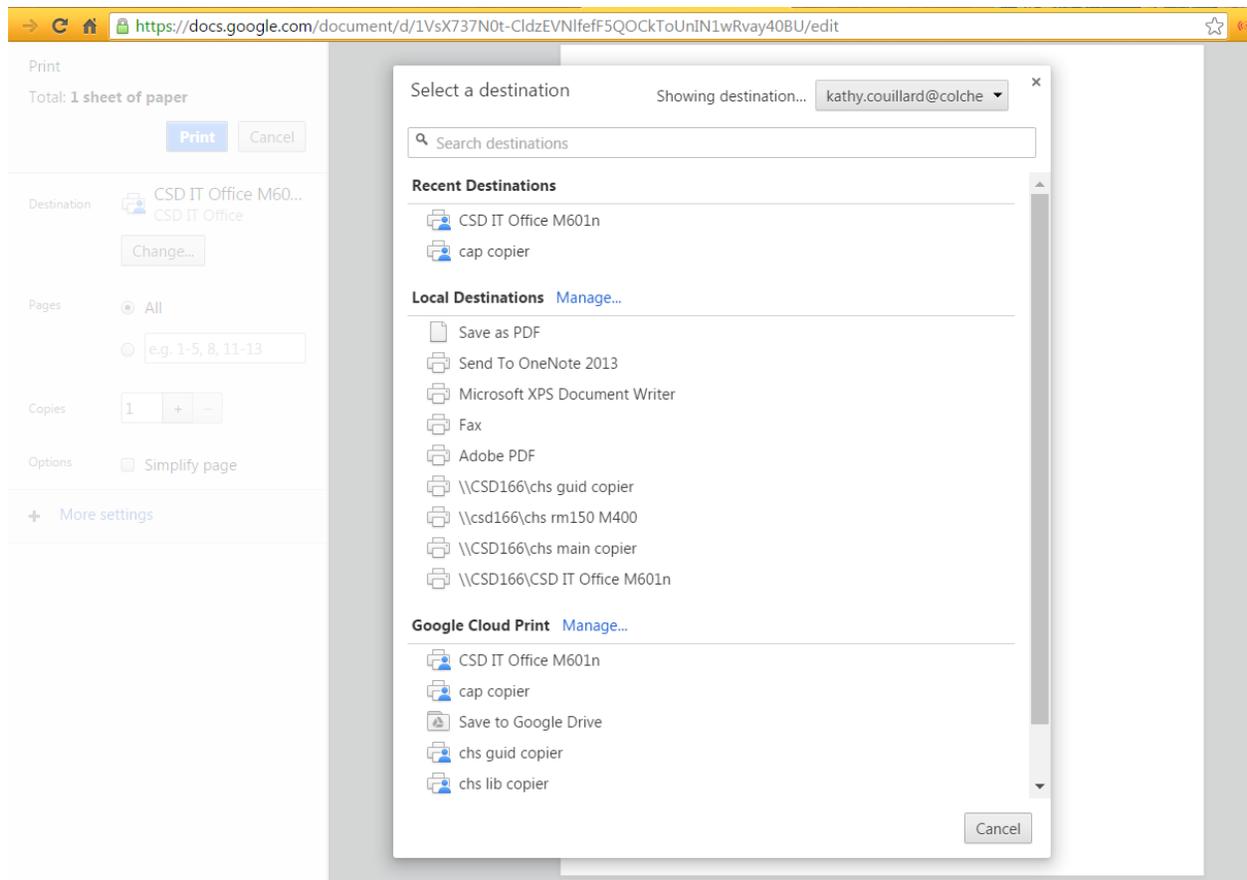


From a Windows Computer (not a Chromebook) how to use a Copier's Printing Options to staple, hole punch, collate, etc. from Google Drive

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.



Print
Total: **1 sheet of paper**

Destination  \\CSD166\chs gui...

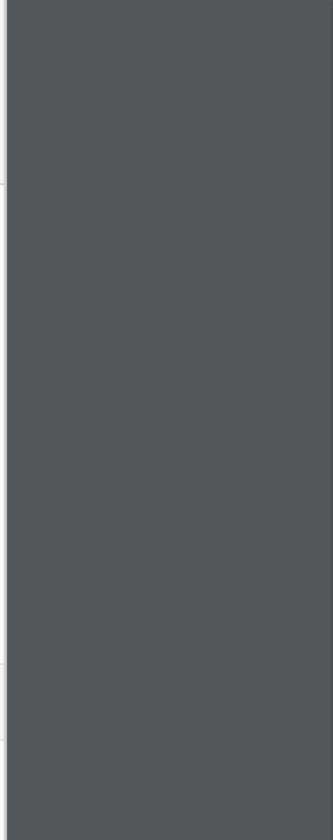
Pages All
 e.g. 1-5, 8, 11-13

Copies

Options Simplify page
 Two-sided

[+ More settings](#)

[Print using system dialog...](#)
(Ctrl+Shift+P)



Hello!! This is a test print from Kathy Couillard's

