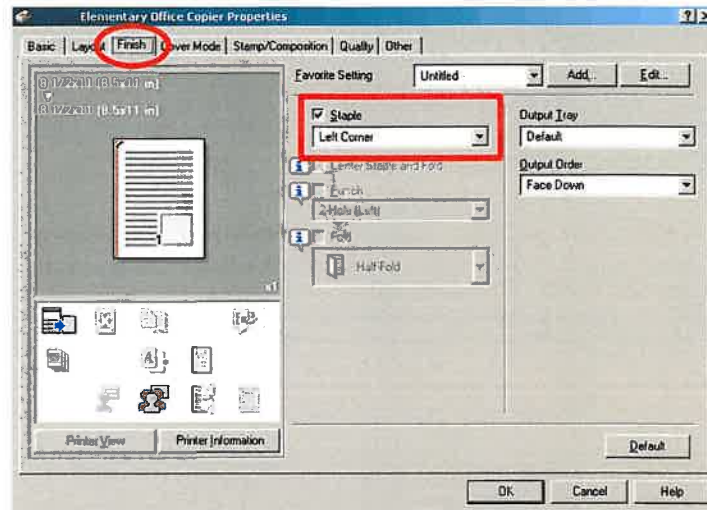# Staple Options

You can staple directly from your computer. To use this feature, click the "properties" button after you have selected your desired output device.

The following dialog will appear. Under the "Finishing" tab, click the checkbox next to "Staple" as indicated below. Notice how the graphical representation will change to the immediate left of the drop down menu to show you the position of the staple. If this is incorrect, use the drop down menu to adjust this. Please keep in mind that paper source orientation is important in this process, as the copier will only staple on the leading edge of the paper as it exits the machine.

Notice the Red Square around "Collate" below. Application collate settings may conflict with similar settings in the device driver, which could cause all of your sets to be stapled together or not stapled at all. Make sure to uncheck this option in the application's dialog box. (Like the one shown below from Microsoft Word) The collate option in the driver is used for grouping and sorting, which will be explained in the next subject.
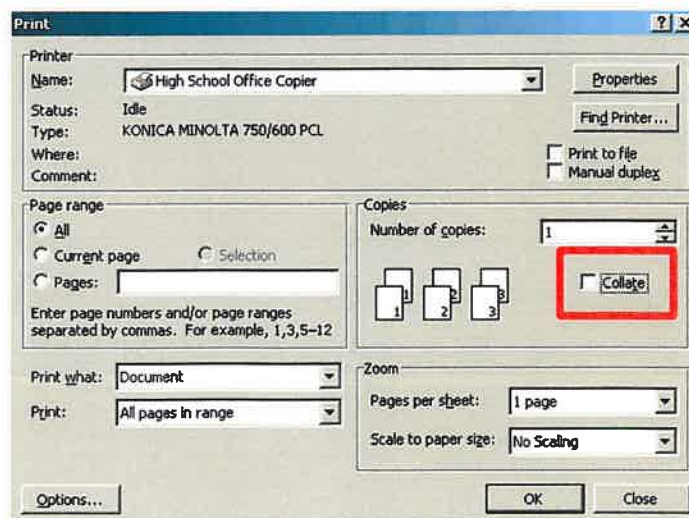
Don't ask the machine for something it can't give you. If you try to collate a collated stapled set, the machine will do its best to grant your request and staple them all together for you. This is mostly evident in Microsoft applications such as Word or Excel.