

COPIER OPERATIONS TIP OF THE MONTH: APRIL 2018

HOW TO ADD PAGE NUMBERS TO YOUR DOCUMENT

Partners,

When you create a packet, you may use papers from different sources, and the page numbers may not be sequential. Did you know that you can have the copier paginate your packet for you? And, you can decide where on the page you want to put these numbers. And, you can decide what paging format (within the machine's limits) you want to use.

Here's how.

- Set up the copier job (for example, to staple and hole-punch).
- Press "Stamp."
- Press "Page Numbering."
- Choose the type of numbering you want.

If you do not want the page number in the upper right corner:

- In the section marked Position, press "Change."
- Choose the arrow button that fits your choice of position.
- Hit OK.

To change the page numbering for the first page:

- Go to the section marked first page numbering
- Press "Change."
- Enter your preferences.
- Hit OK.

Now, press "Start" to begin your print job and create your packet.

Please call me if you have any questions.

Pete Patellis
Customer Service Specialist
TeamWorks Central
Montgomery County Public Schools
301-279-3110