

<i>How do I:</i>	<i>Steps to perform</i>
1. Make a copy.	Place your originals face up into the Automatic document feeder (ADF) or face down on the glass. Touch the <b>Copy</b> button on the Home screen, then touch the <b>Start Copy</b> button.
2. Copy a two-sided document.	Place a 2-sided document face up into the document ADF. Touch <b>Copy</b> , then touch <b>Sides</b> . Select a sides option (1-1, 1-2, 2-1, 2-2) options. Touch <b>OK</b> , then touch <b>Start Copy</b> .
3. Reduce or enlarge copies.	Load your originals. Touch <b>Copy</b> , then touch <b>Reduce/Enlarge</b> . Select a scale (Auto, 50%, 75%, 100%, 125%, 150%, or 200%) or touch the scaling field and use the virtual keyboard that appears to enter a scaling percentage. Touch <b>OK</b> , then touch <b>Start Copy</b> .
4. Make copies lighter or darker.	Load your originals. Touch <b>Copy</b> , then touch <b>Image Adjustment</b> . Use the controls to adjust the copy either lighter or darker. Touch <b>OK</b> , then touch <b>Start Copy</b> .
5. Staple copies.	Load your originals. Touch <b>Copy</b> , then touch <b>Staple/Collate</b> . Select a staple option, such as Top Left Angled. Touch <b>OK</b> , then touch <b>Start Copy</b> .
6. Make booklets.	Load your originals. Touch <b>Copy</b> , then touch <b>More Options</b> . Touch <b>Booklet Format</b> , then touch <b>Booklet On</b> . Select either <b>1-sided</b> or <b>2-sided</b> for the original, and optionally touch <b>Borders on each page</b> . Touch <b>OK</b> , then touch <b>Start Copy</b> .
7. Select the paper size for originals and copies.	Load your originals. Touch <b>Copy</b> , then touch <b>More Options</b> . Touch <b>Paper Selection</b> . Select a size for the original and copy. Touch <b>OK</b> , then touch <b>Start Copy</b> .

## hp LaserJet M3027 mfp - Copying

