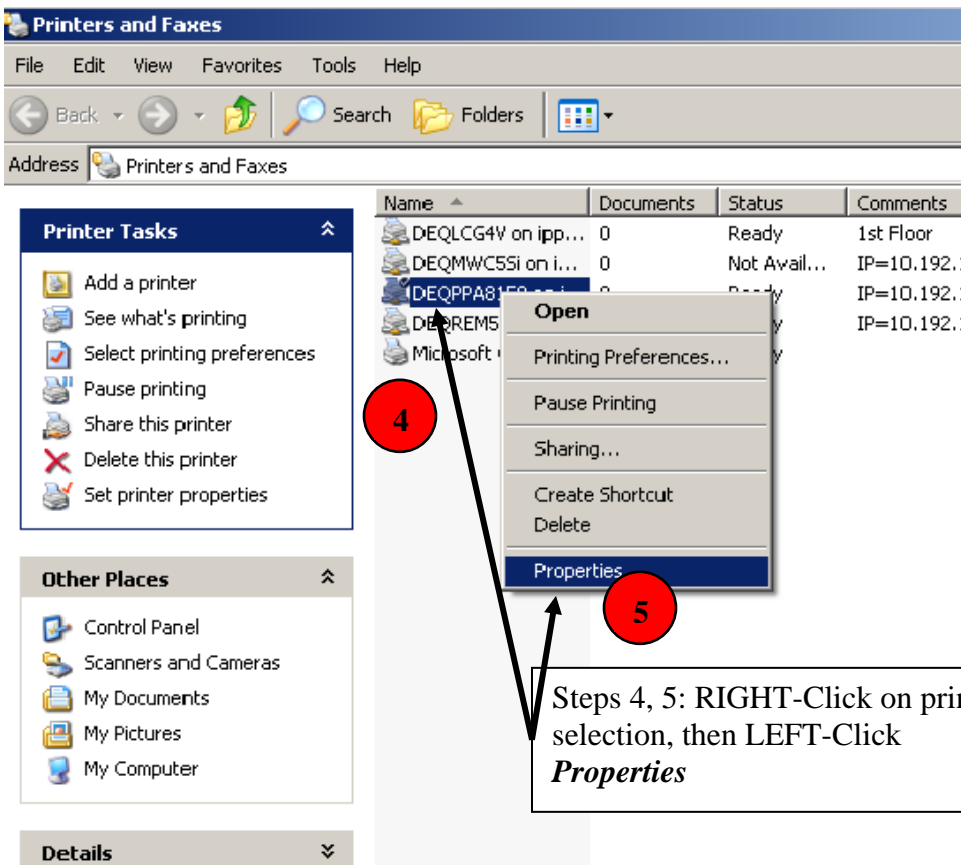# Save Paper!
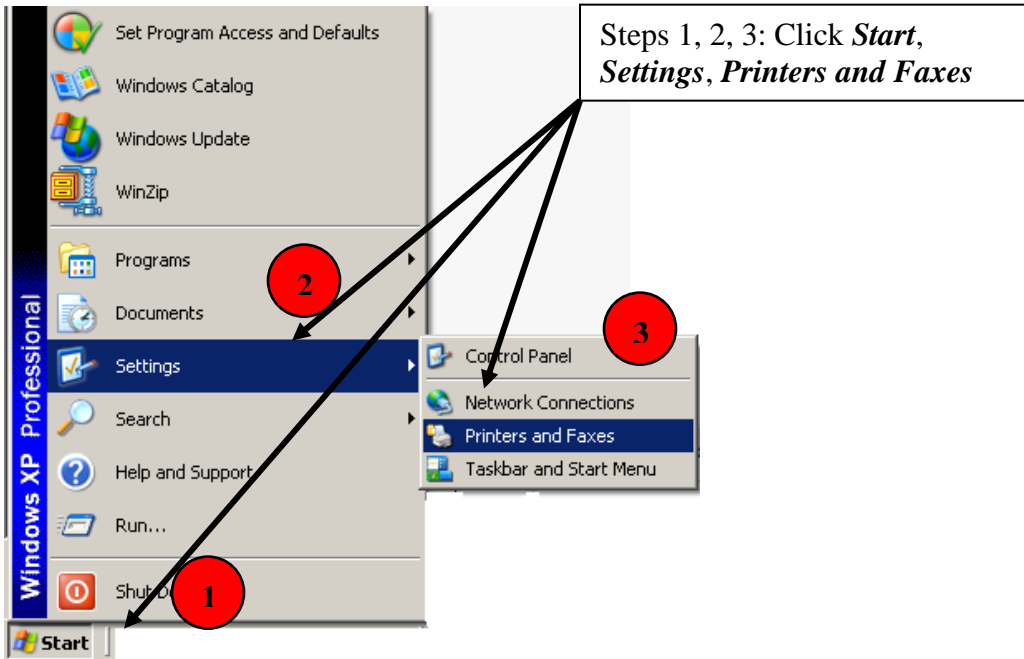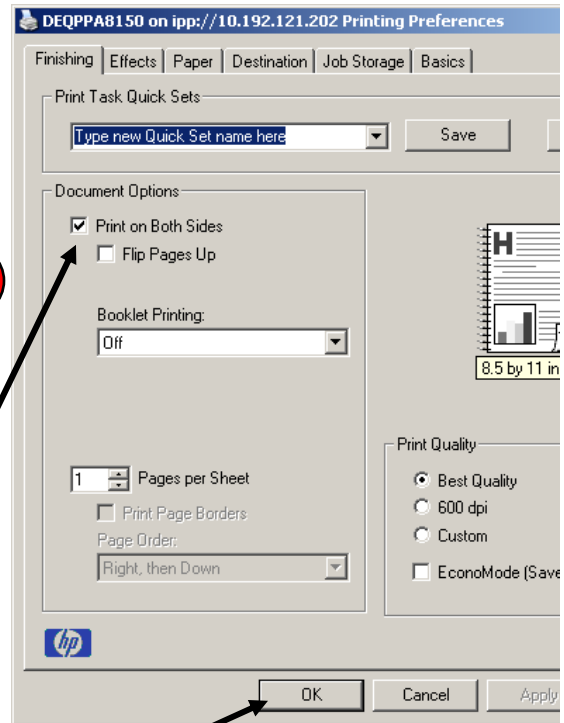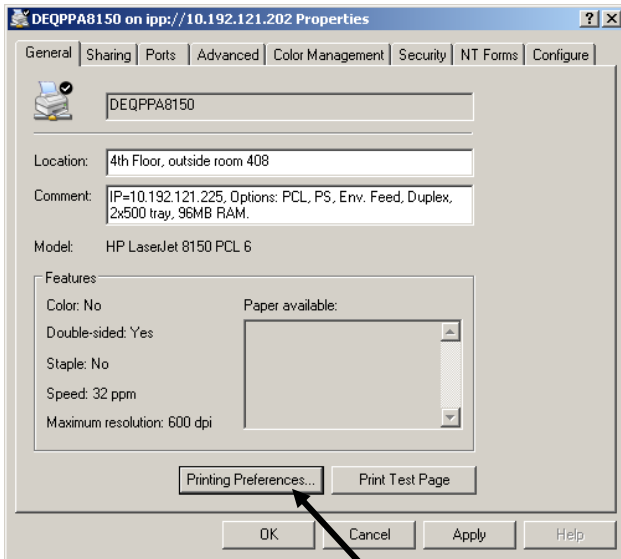# Print Two-Sided!

8 Steps to setting the **printer default** to double/single sided printing.

Steps 1, 2, 3: Click *Start*, *Settings*, *Printers and Faxes*

Set Program Access and Defaults	
Windows Catalog	
Windows Update	
WinZip	
Programs	▶
Documents	▶
Settings	▶
Search	▶
Help and Support	
Run...	
Shut...	

2 **3** **1**

Start

Control Panel
Network Connections
Printers and Faxes
Taskbar and Start Menu

Printers and Faxes

File   Edit   View   Favorites   Tools   Help

Back ▾   ▾   Search   Folders   ▦ ▾

Address Printers and Faxes

Name ▲	Documents	Status	Comments
DEQLCG4V on ipp...	0	Ready	1st Floor
DEQMWC5Si on i...	0	Not Avail...	IP=10.192.1
DEQPPA8... on i...	0	Ready	IP=10.192.1
DEQREM5...			IP=10.192.1
Microsoft ...			

Printer Tasks ≪
- Add a printer
- See what's printing
- Select printing preferences
- Pause printing
- Share this printer
- Delete this printer
- Set printer properties

4

Other Places ≪
- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details ≪

Open
Printing Preferences...
Pause Printing
Sharing...
Create Shortcut
Delete
Properties

5

Steps 4, 5: RIGHT-Click on printer selection, then LEFT-Click *Properties*

Steps 6, 7, and 8: Select *Printing Preferences* then check *Print of Both Sides* finally click *OK*

To return to printing on a single-side just deselect the ***Print on Both Sides*** check-box.

Printing 2-sided for specific documents in Word and Excel:

<u>For Both:</u>
Step 1: Select File
Step 2: Select Print
Step 3: Select Properties
Step 4: Find "Finishing" Tab, and Document Options
Step 5: Select Print on Both Sides

Undo to print one-sided documents:
Do steps #1 - #4 above, then De-select Print on Both Sides
  Other documents will continue to print 2-sided unless you change your default printer settings.