

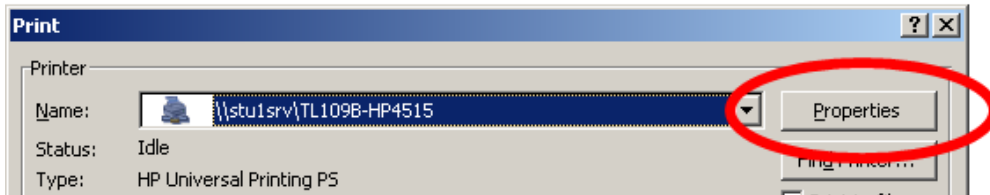


New Duplex Default Printer Settings

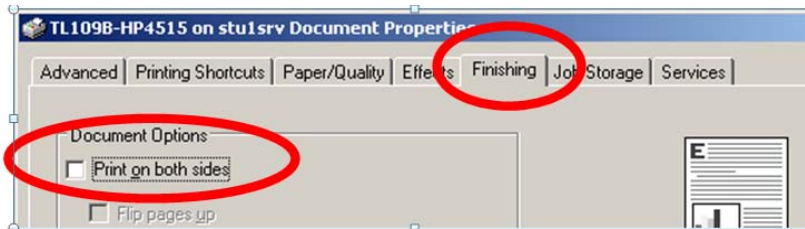
Tech Services is going **Green**! In the interest of saving paper, beginning in August '09, the default setting on **ALL black and white computer lab and classroom printers will be set to print back-to-back** instead of single-sided. To print jobs single-sided, this setting must be changed. Instructions vary from printer to printer (please see examples below).



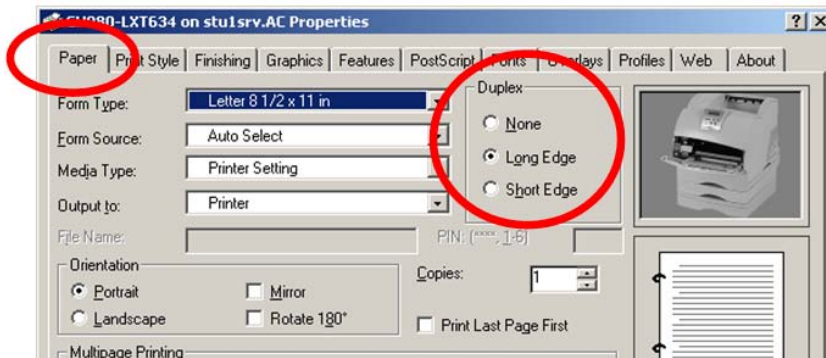
1. To print **single-sided**: click the **Office Button**, **Print**. On the Print dialog box, click **Properties**.



2. Select from the directions (below) that apply to the printer you are using.

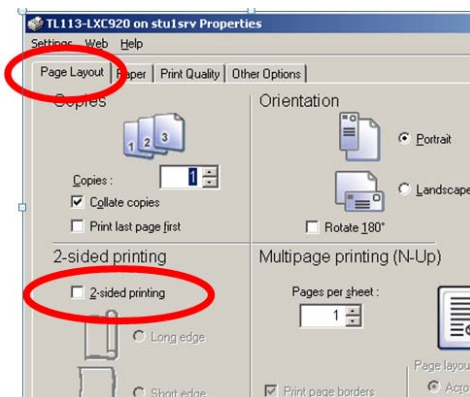


Click on the Finishing tab.
Uncheck "Print on both sides."



Click on the Page tab.
Check None.

OR



Click on the Page Layout tab.
Uncheck "2 sided printing."

OR