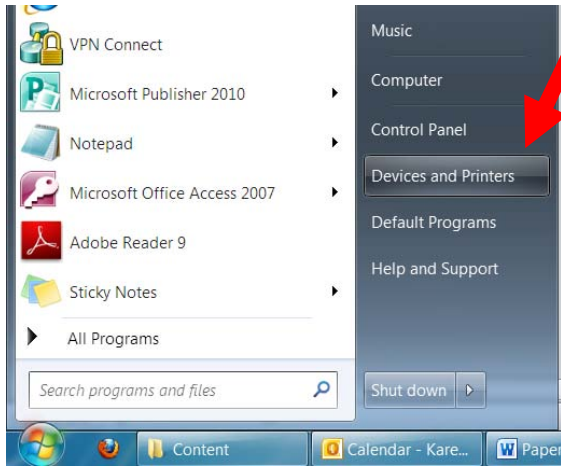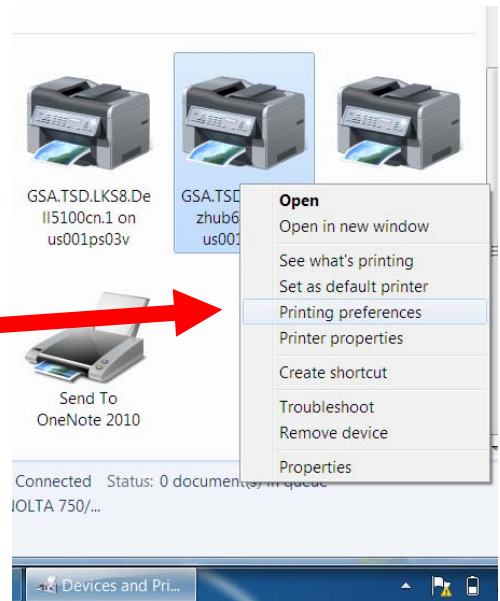# Print Double-Sided

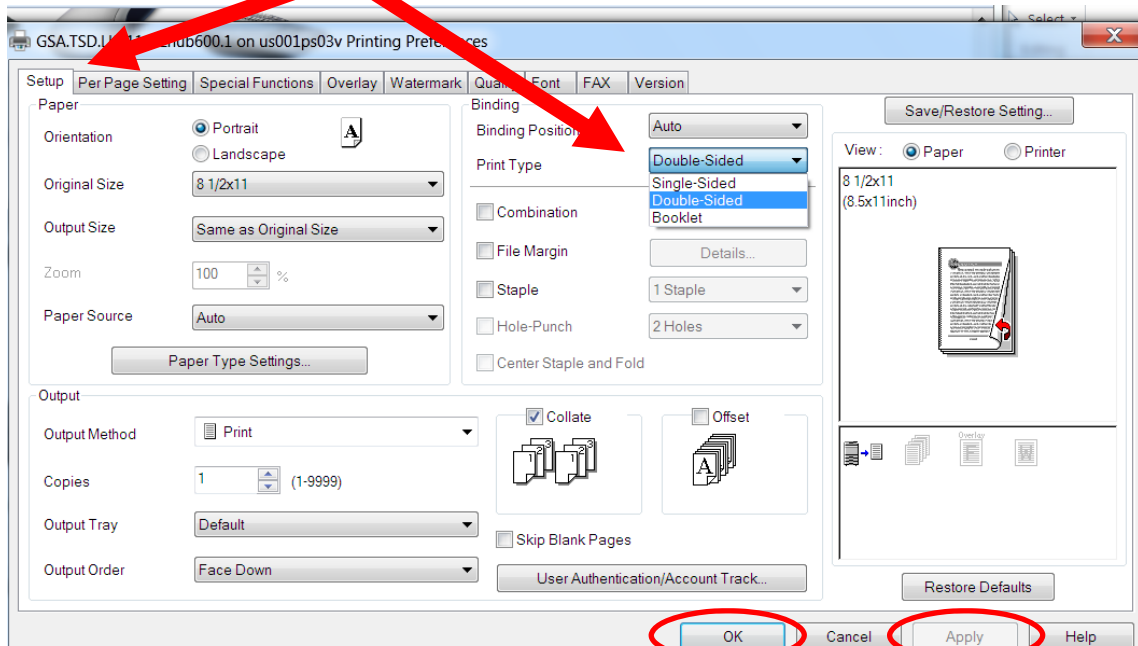## Set your default to make it automatic!

1. From the start menu, select Devices and Printers

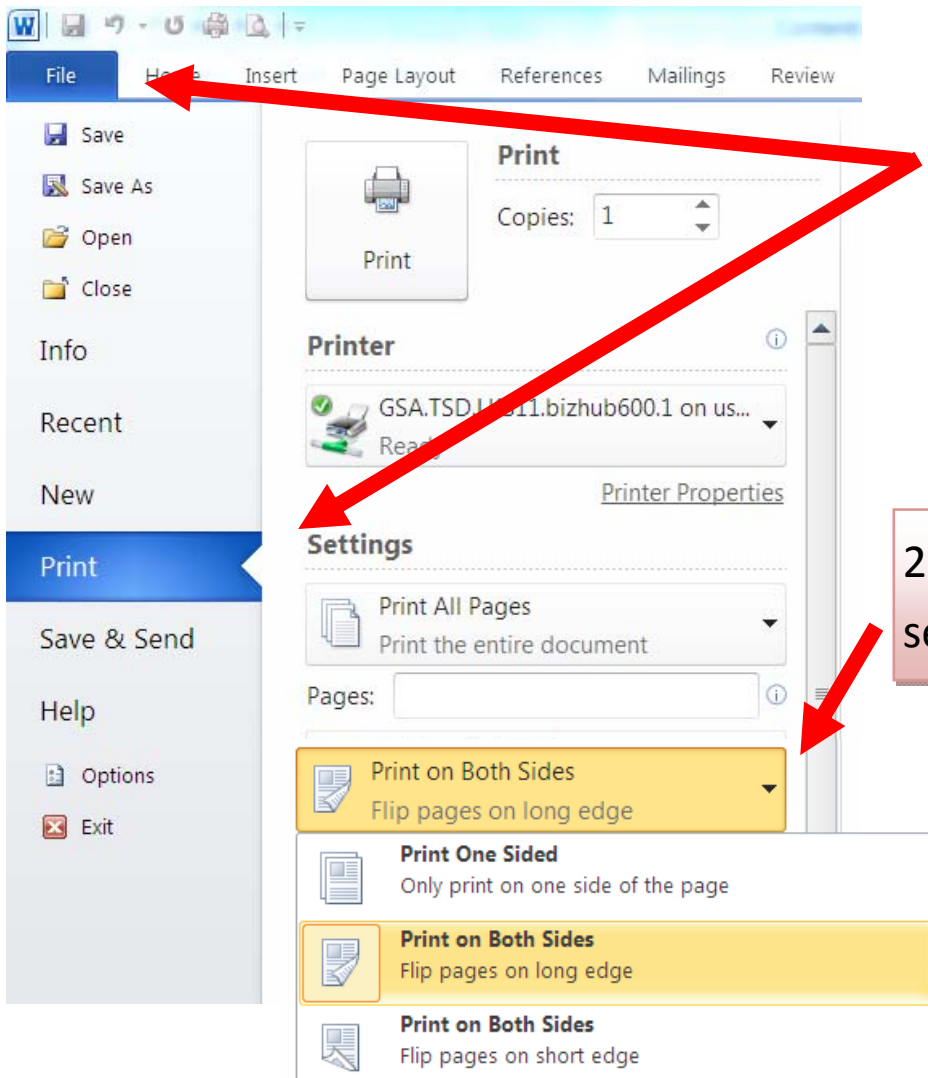2. Right click on Printing Preferences for the printer you are changing to default duplex

3. Select Double-Sided for Print Type on the Setup tab

4. Click Apply, then Ok. All print jobs will automatically be 2-sided!

<u>Print Double-Sided</u>

Change your settings for a specific document

1. From the file menu, select Print

2. Click on the arrow to select Print on Both Sides

From the print menu, you can also take these actions to save paper:

- Preview of your document and make changes before printing
- Only print what you need by selecting a subset of pages
- Change margins to prevent rollover of one or two lines onto a new page