



Printer Settings and Savings

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Two-sided Printing

If your printer is a *duplex* (i.e. capable of two-sided printing), then use the two-sided printing setting as much as possible. Two-sided printing saves resources as well as departmental expenditures.

Instructions for PC Users:

Microsoft 7, Microsoft Vista or Windows XP applications:

- Open the document you wish to print
- Select the Properties tab on the Printer dialogue box
- Select "2-Sided Printing" on the tab marked Paper/Output
- Select either "Flip on Long Edge" or "Flip on Short Edge", then click OK.

Instructions for Mac Users:

- Open the document you wish to print
- Select File > Print
- Choose Layout from the print options pop-up menu
- If your printer supports two-sided (or duplex) printing, choose an option from the Two-Sided pop-up menu.
- You can save this setting as a "preset" so you don't have to select it each time that you print.

Default Setting:

Contact your IT administrator to establish two-sided printing as the default setting for your duplex printer. Note – if your printer is *simplex* (i.e. only capable of single-sided printing), you will not be able to set the printer to automatically print two-sided copies.