

# Double-sided printing

## For Windows computers

Set your computer to default “double sided” with the following 7 steps:

1. Start menu > “control panel”
2. Choose “Devices and Printers”
3. Right click on your primary printer
4. Choose “Printing preferences”
5. Choose “layout” tab
6. Change “Print Type” to 2-sided
7. Click “Apply” to set as default

