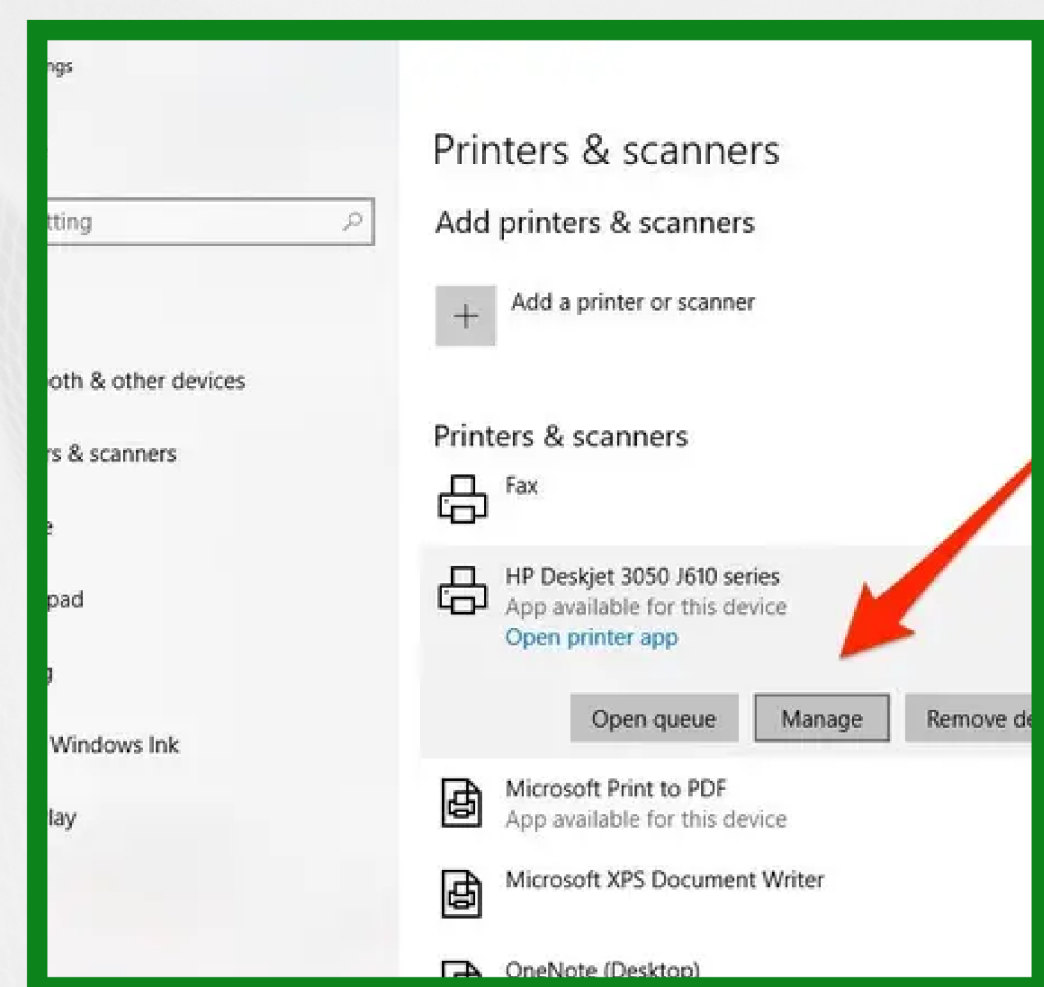
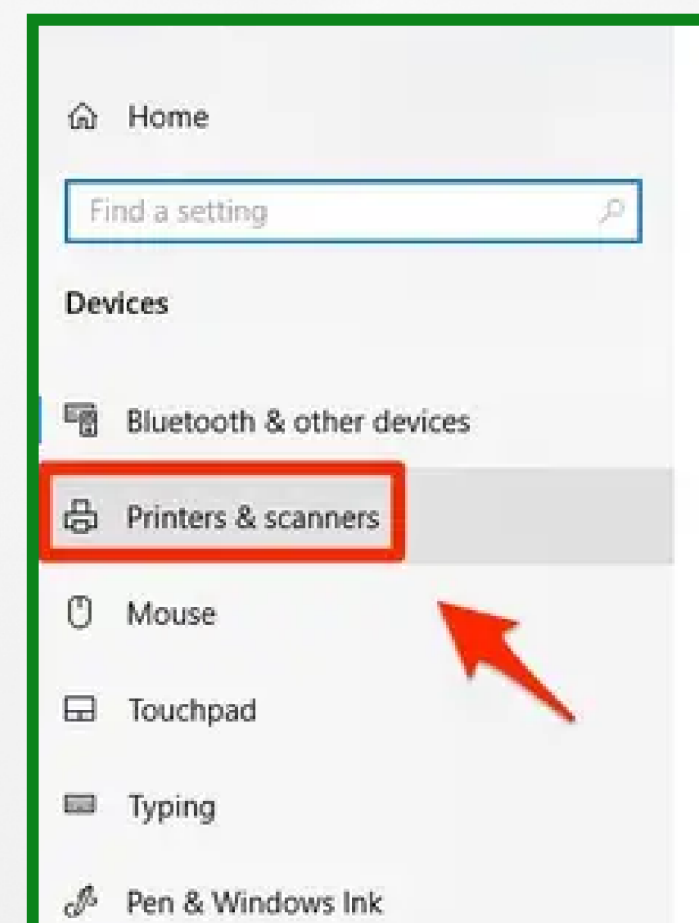


DOUBLE-SIDED PRINTING

Save paper by changing your settings to double-side printing. This helps reduce paper waste and allows paper to be used more efficiently.

For Windows (PC) Users

1. Click the Windows button on the bottom left corner.
2. Click Settings ➔ Devices ➔ Printers & scanners
3. Select your primary printer and click **Manage**. Then select **Printing Preferences**.
4. Depending on the printer make/model these settings may differ - there will typically be a section with the option to select '**Two-Sided**' or '**Double-Sided**' or it can also be presented as '**Duplex Printing**'
5. Make sure to also save your preferences after your selection.



For Apple (Mac) Users

1. With a document open on your Mac, choose File ➔ Print
2. Choose **On** or **Off** from the Double-sided section of the pop-up menu
3. To save as a preset for future use, click the Preset section in the pop-up menu, then choose **Save Current Settings as Preset**
 - a. *Preset Name*: Type a preset name.
 - b. *Available for*: Either click the printer name or click **All printers**
 - c. *Type*: Click Print Job Preset to save it as a general print job preset

