



Green Team - How To Guide Double Sided Printing

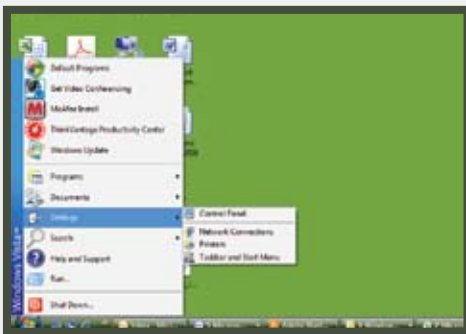
Reduce, Reuse, Recycle.

If your printer is capable of printing on both sides of the paper you can set your computer to default to this style of printing.

The following instructions are suitable for **Windows 2000 Professional & Vista**

Step 1. Click on the "Start" button from the toolbar

Step 2. Choose Settings and then choose Printers



Step 3. Right click on your default printer (the icon should have a tick next to it)



Step 4. Choose Printing Preferences (if you cannot see the options for double sided printing click on Advanced)

Step 5. Select either in the Duplex box (may also be called 2 Sided Printing) most appropriate option:

- Flip on long edge - for documents with portrait orientation
- Flip on short edge - for documents with landscape orientation
- Top-top - for documents with portrait orientation
- Top-bottom - for documents with portrait orientation
- Open to left - for documents with portrait orientation
- Open to top - for documents with portrait orientation