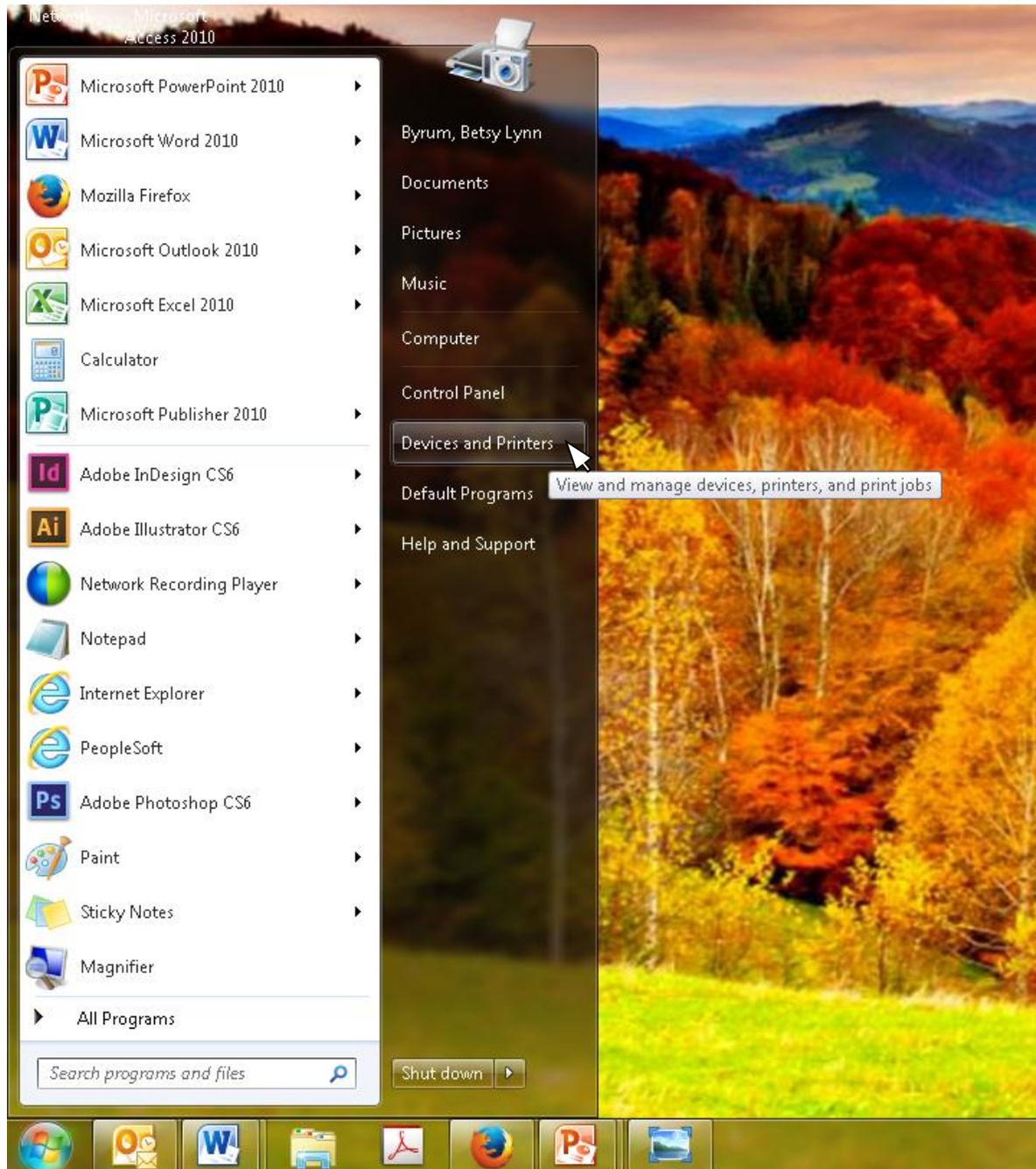


Directions for setting your print preferences to double-sided (PC)

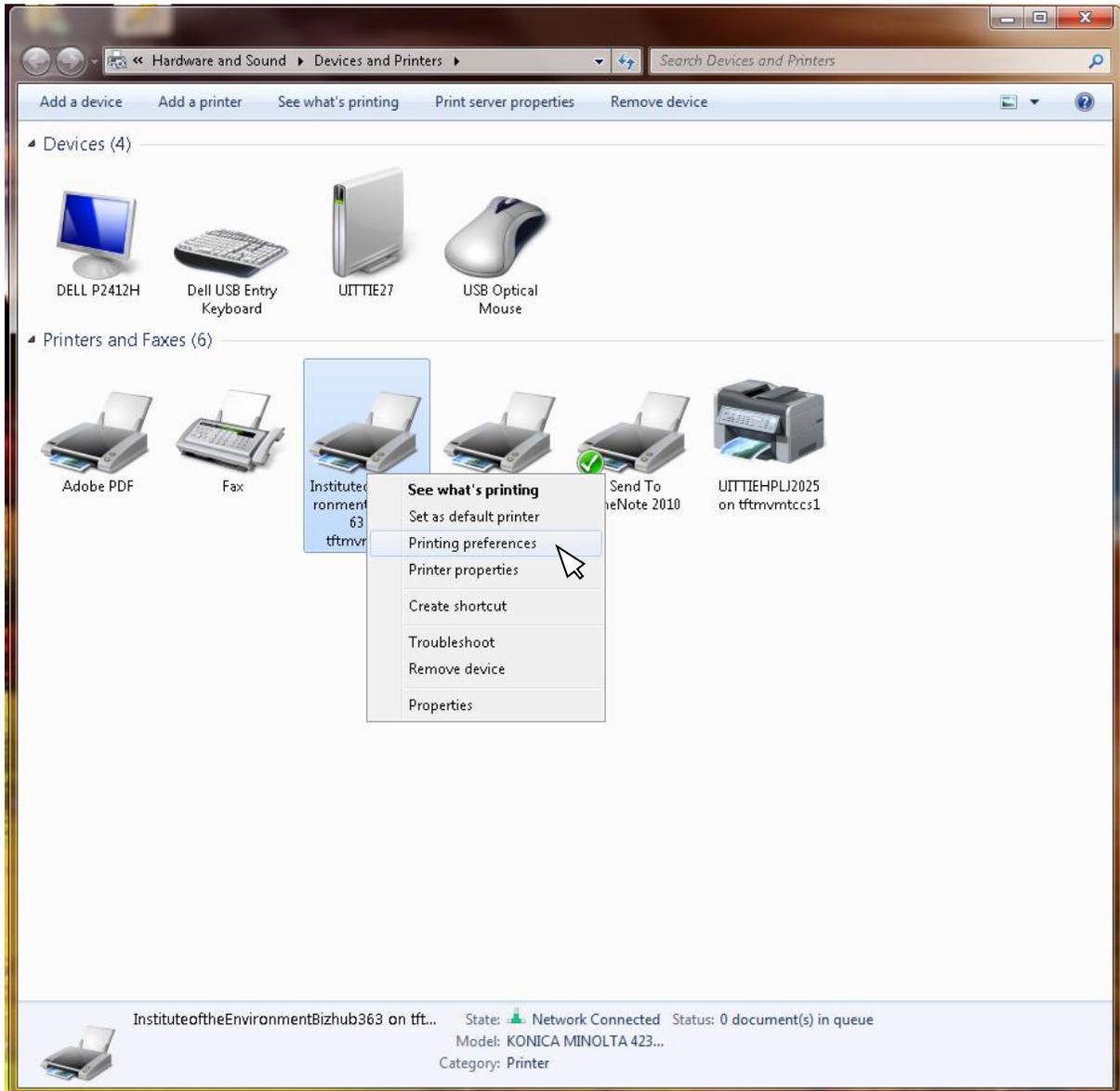
Did you know that you can change many of your printer's default settings so you don't need to change them each time you print a document?

At your Windows-based computer:

1. Click the **“Start”** button, and then select **“Devices and Printers”** from the menu.



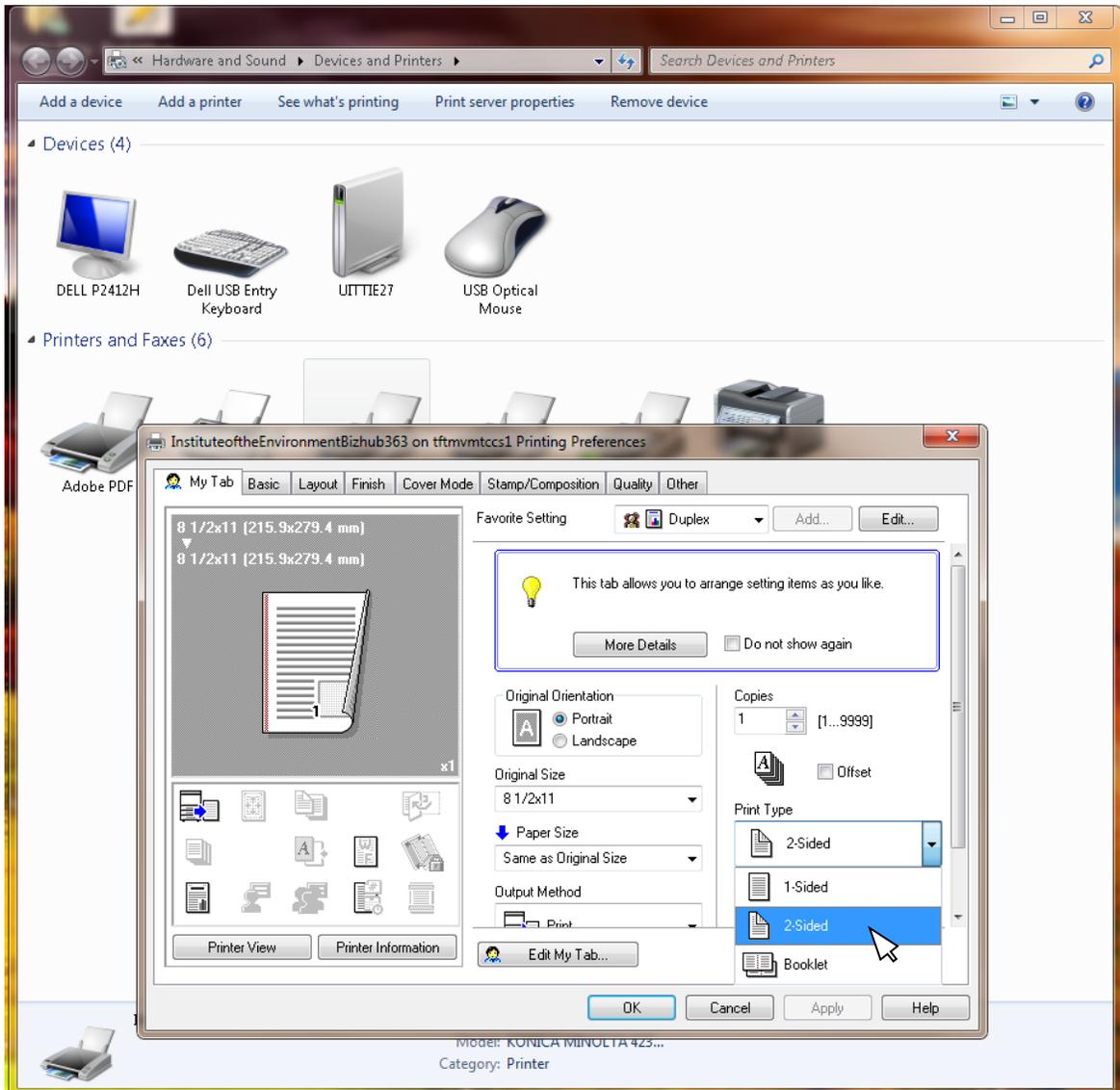
2. In the window that opens, **right-click** on the printer that you would like to change the settings for, and then select **“Printing Preferences”** from the menu.



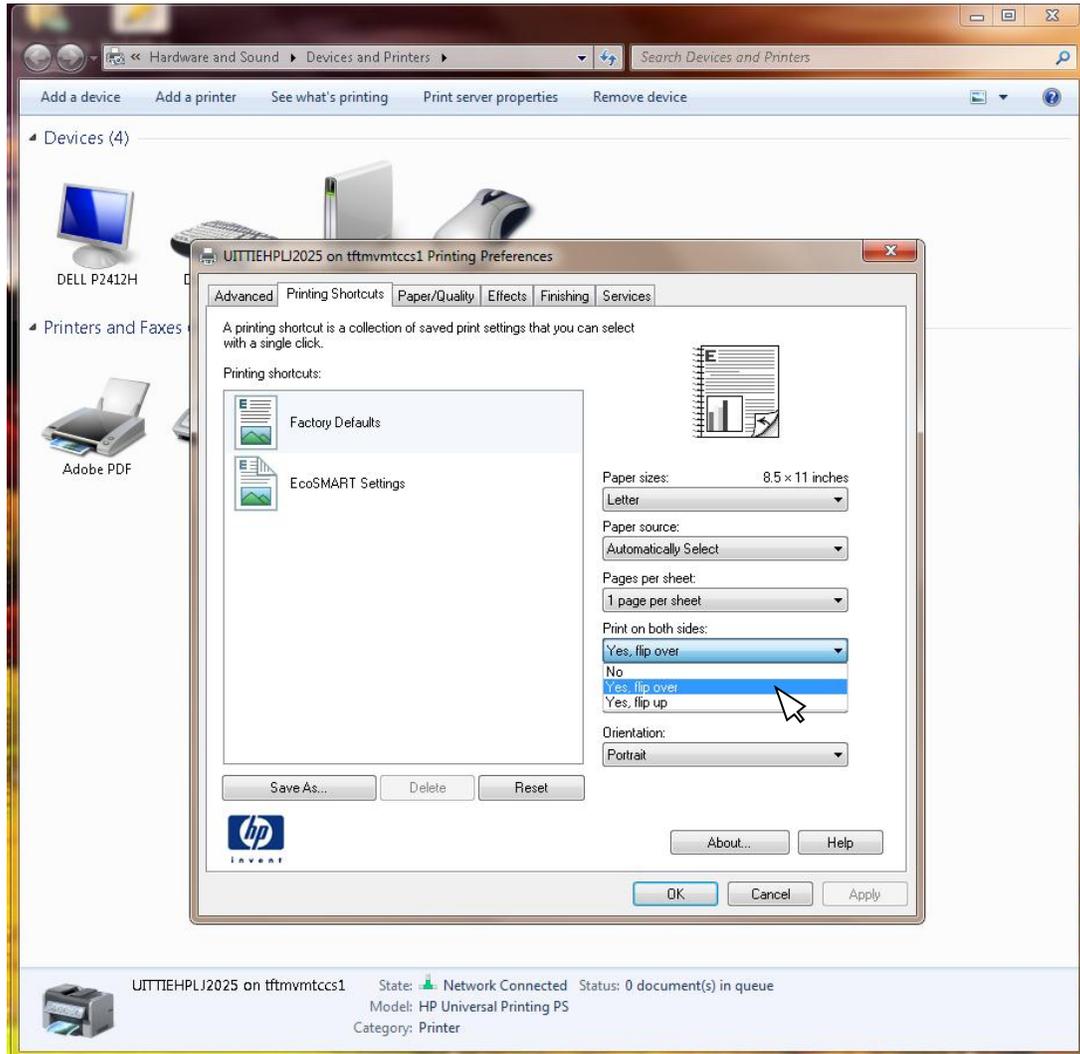
3. A tabbed window will open, displaying a number of settings that you can change. Find the setting related to **2-sided printing**, and adjust it.

Note: The printing preferences window varies from printer to printer. Two examples are provided below.

Example 1:



Example 2 :



4. Click **OK** to save your settings.