## 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.



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	Hardware and Sound > Devices and Printers > • • • • • • • • • • • • • • • • • •		Q
Add a device	Add a printer See what's printing Print server properties Remove device	<b>—</b>	?
Devices (4) -			
DELL P2412H	Dell USB Entry VITTIE27 Keyboard Eaxes (6)		
	InstituteoftheEnvironmentBizhub363 on tftmvmtccs1 Printing Preferences		
Adobe PDF	My Tab Basic Layout Finish Cover Mode Stamp/Composition Quality Other		
	8 1/2x11 (215.9x279.4 mm)		
	8 1/2x11 (215.9x279.4 mm) This tab allows you to arrange setting items as you like. More Details Do not show again Driginal Orientation Driginal Orientation Driginal Size B 1/2x11 Printer View Printer Information Printer Information Driginal Size Same as Original Size Dutput Method Printer View Printer Information Driginal Size Same as Original Size Dutput Method Printer View Printer Information		
	Middel: KONICA MILINOLTA 425 Category: Printer		

## Example 2 :

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Search Devices and Printers • • • Search Devices and Printers		٩
Add a device Add a printer See what's printing Print server properties Remove device	•	0
Add a device   Add a printer   See what's printing   Print server properties   Remove device     • Devices (4)   Image: Comparison of the print server properties   Image: Comparison of the printing of the print of the print of the printing of the printing of the printing of		•
Save As Delete Reset		
About Help		
OK Cancel Apply		
UITTIEHPLJ2025 on tftmvmtccs1 State: J Network Connected Status: 0 document(s) in queue Model: HP Universal Printing PS Category: Printer		

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