

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

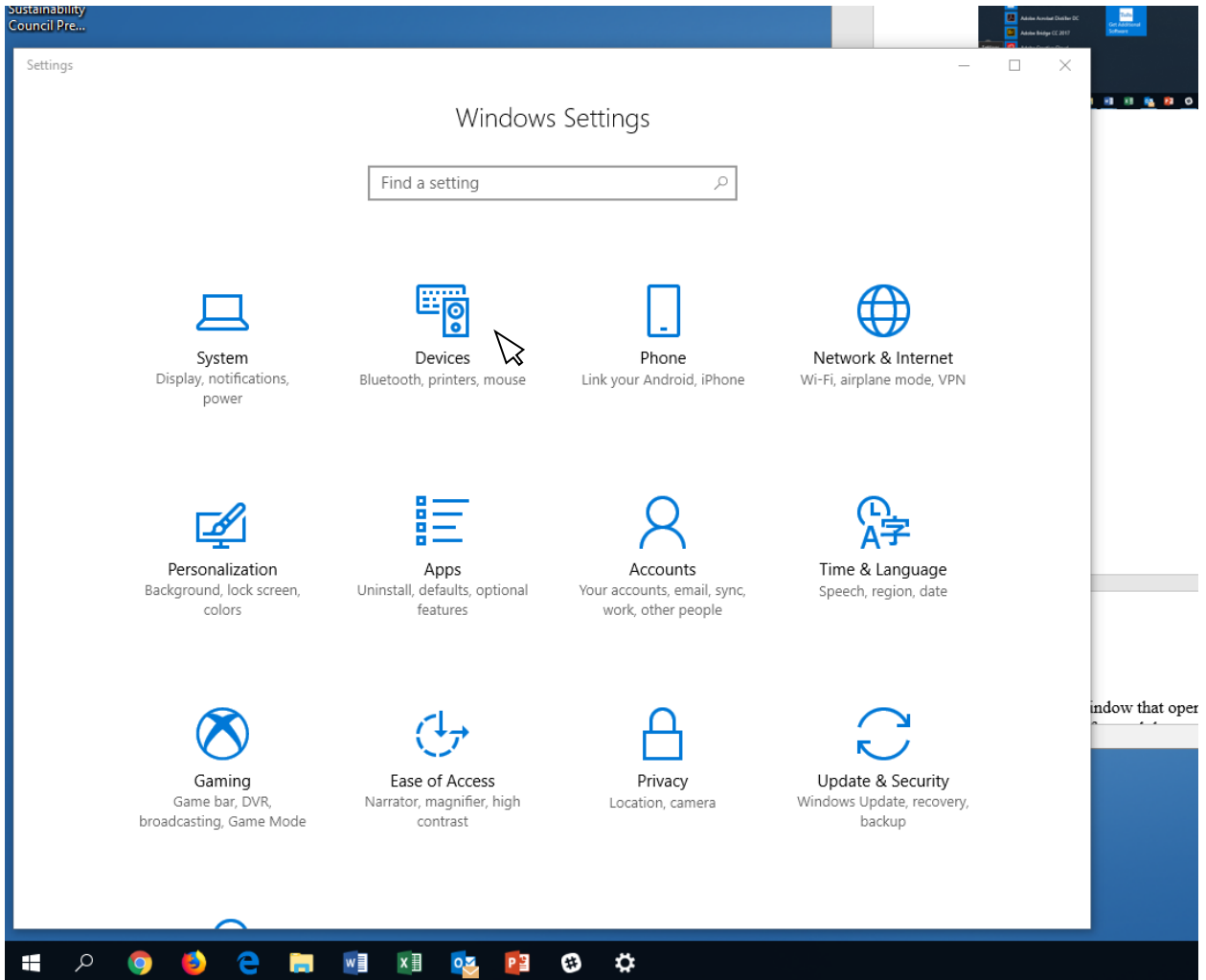
Did you know that you can change many of your printer's default settings so you don't need to change them each time you print a document?

At your Windows-based computer:

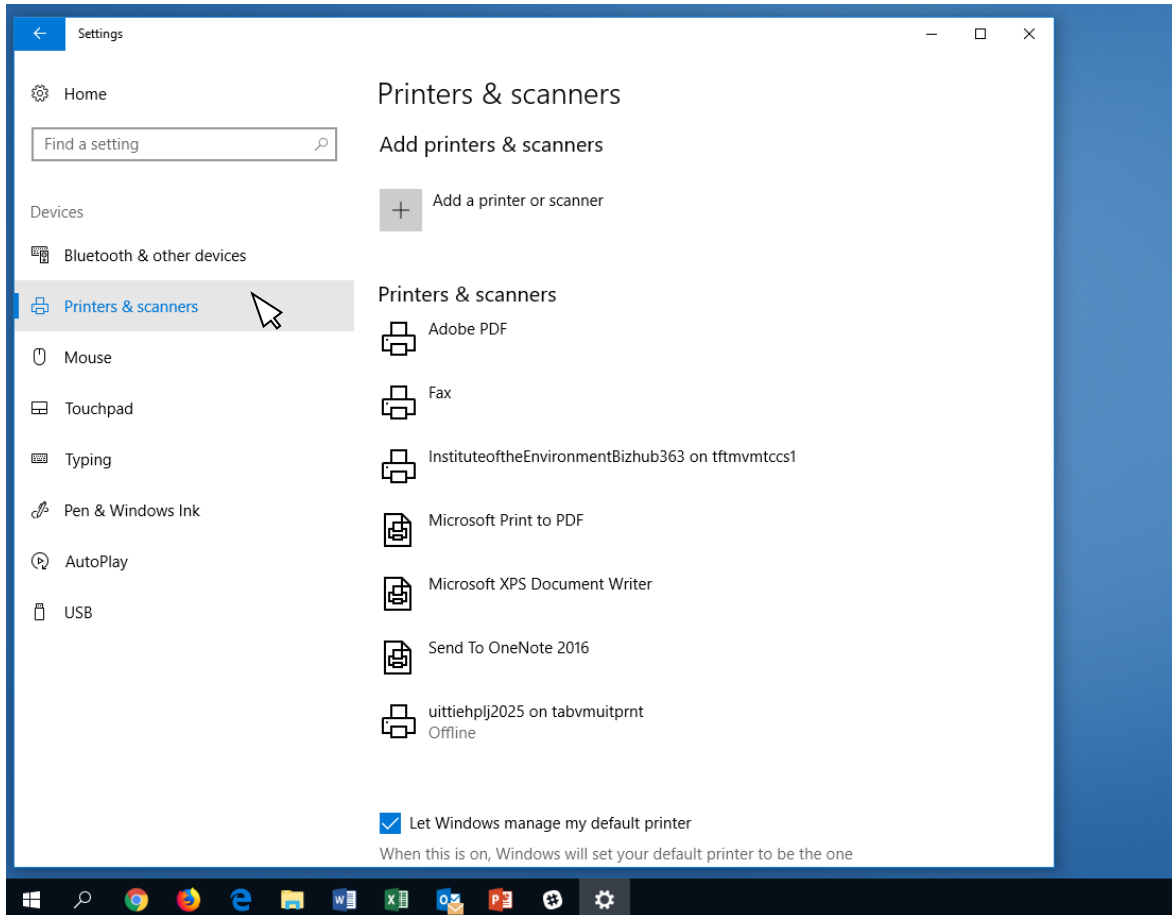
1. Click the **“Start”** button, and then click on **“Settings”**, which is the gear on the bottom left of the screen.



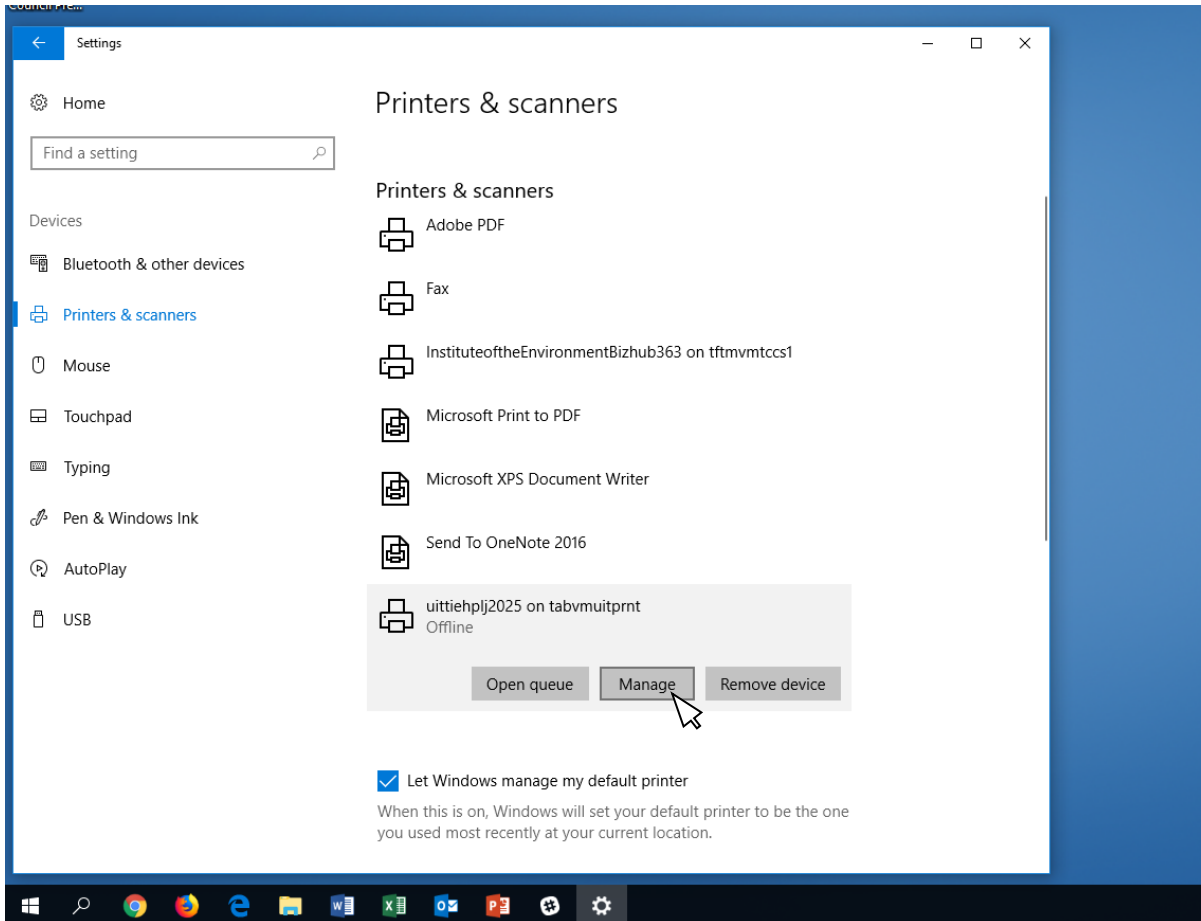
2. In the window that opens, click on “**Devices**”.



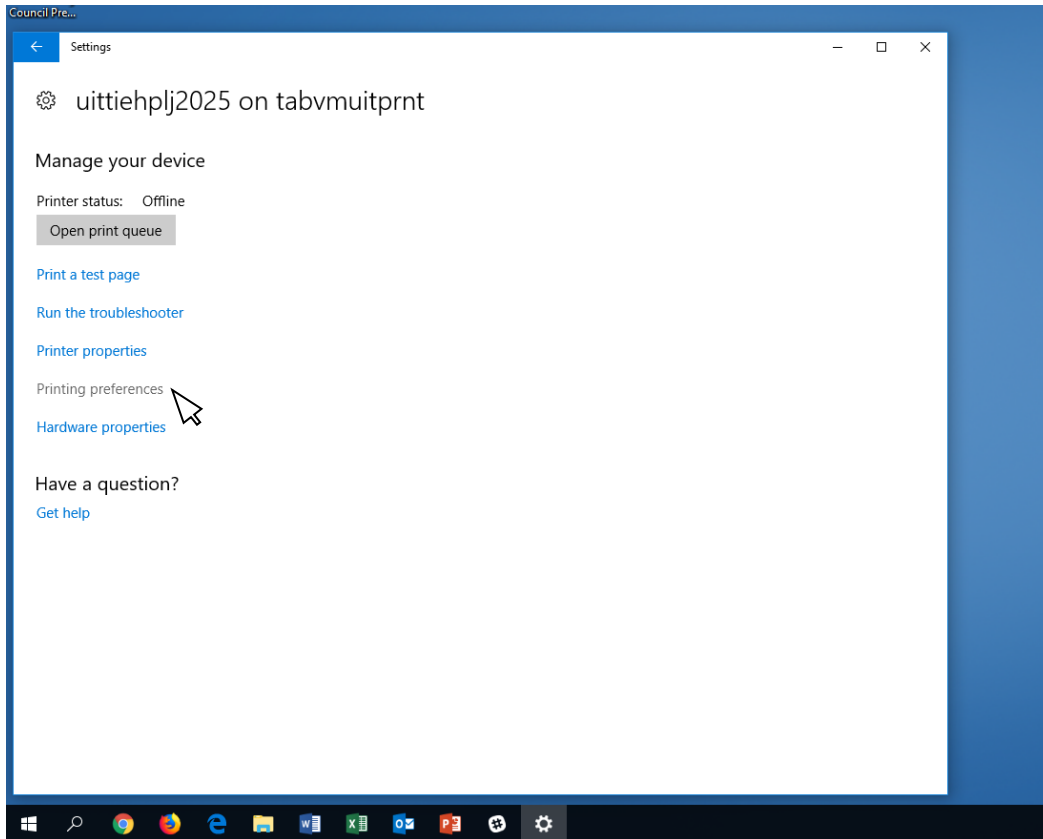
3. Then click on “Printers & Scanners”



4. In the window that opens, **click** on the printer that you would like to change the settings for, and then select **“Manage”**.



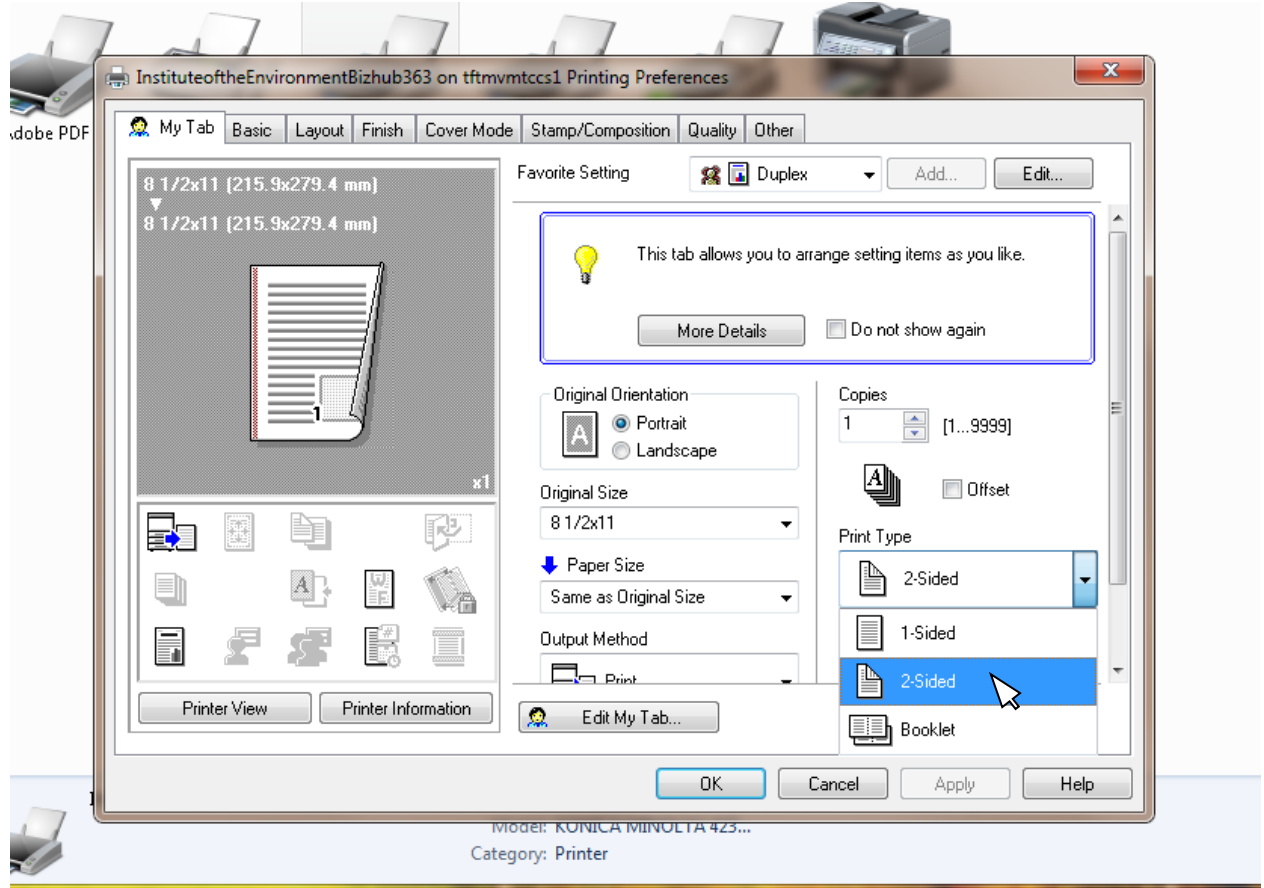
5. This will bring you to another page. Select “**Printing preferences**” from the left side of the page.



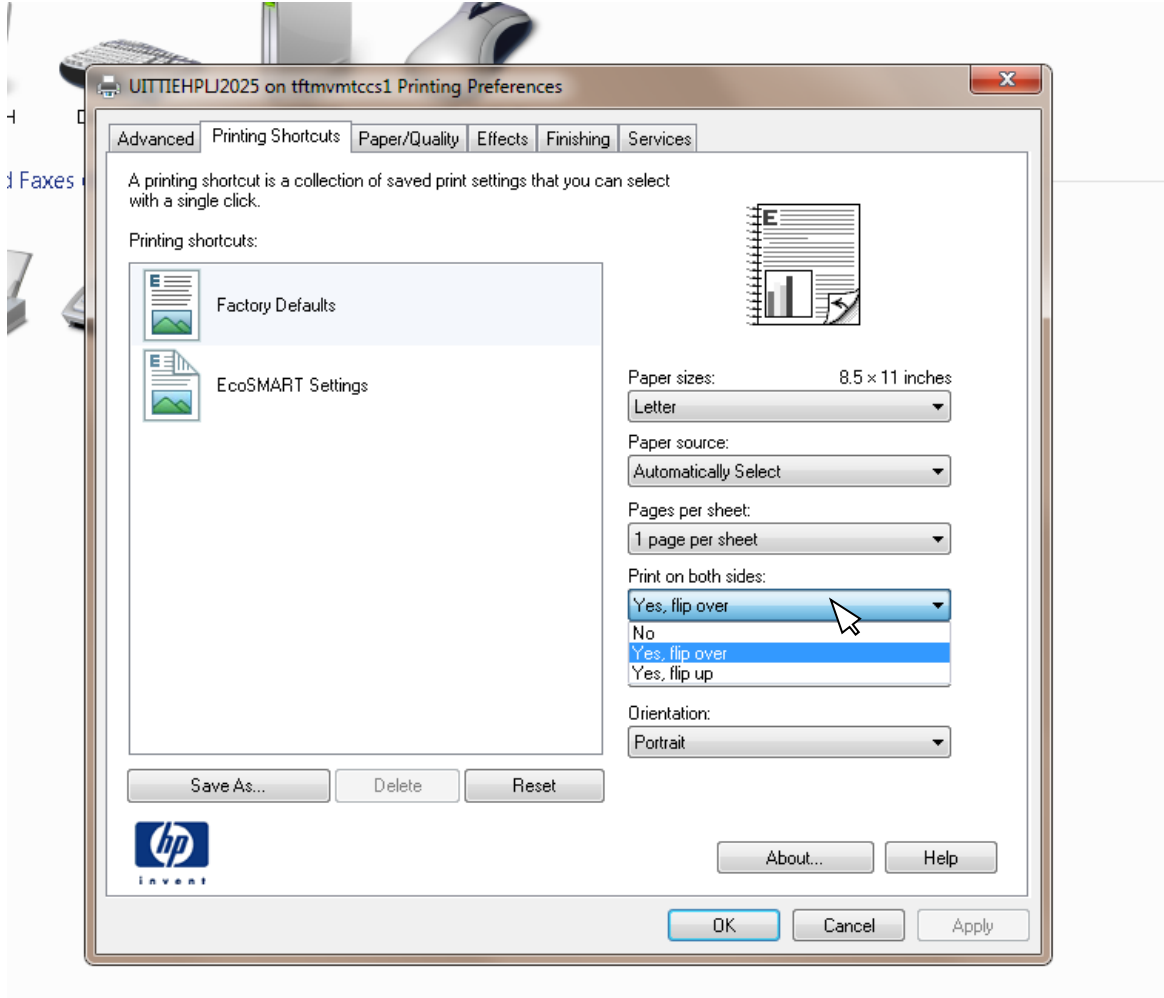
6. A tabbed window will open, displaying a number of settings that you can change. Find the setting related to **2-sided printing**, and adjust it.

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

Example 1:



Example 2 :



7. Click **Apply** and then **OK** to save your settings.