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”.

![Windows Settings window with Devices option highlighted](image-url)
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.