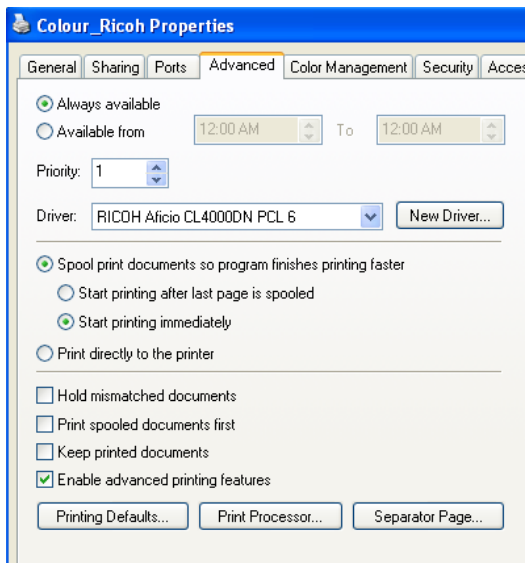
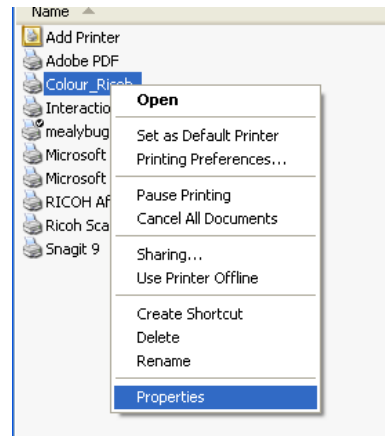


Setting your printer to print double sided by default

Step one:- Click Start, Settings, then go to **Printers and Faxes** or, Start, Settings, Control panel, then click **Printers and Faxes**.

To check that your printer has this capability, select the general tab on your printers properties box and check in the printers features that double sided is allowed.

Step two:- Right click on the printer that is capable of printing double sided, and select **Properties**



Step three:- Click the **Advanced** tab, then click **Printing Defaults....**

Step four:- Once the printer dialog box opens, go to the Duplex, option and select **Open to Left**.

Step five:- Click **Ok**, and **OK** again.