

Printing Double Sided

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Setting your printer to print double-sided by default

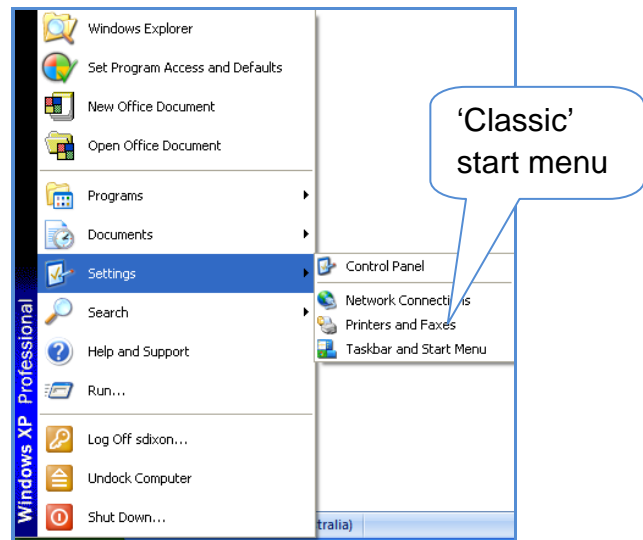
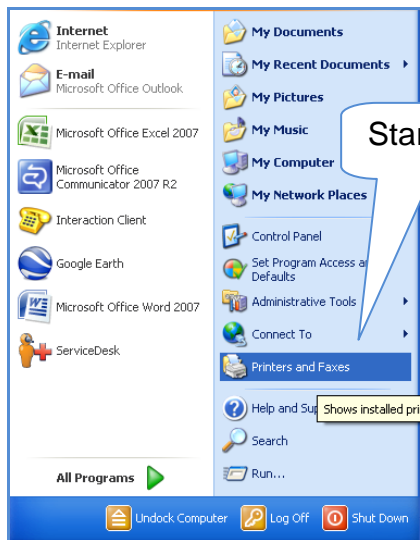
Step 1:-

Click Start, Settings, go to 'Printers and Faxes'

Or

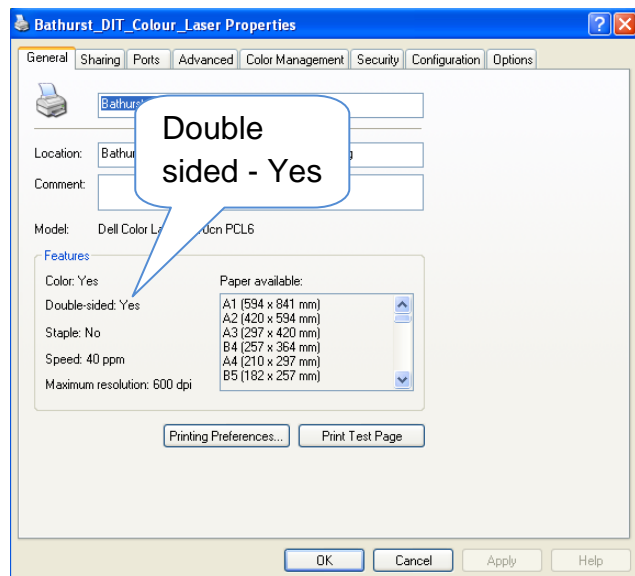
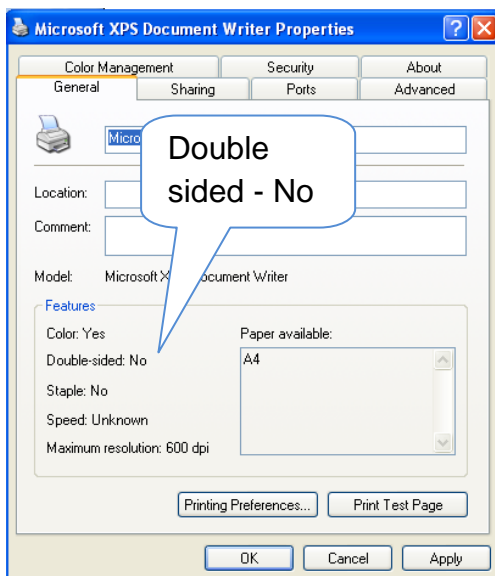
Click Start, Settings, Control panel, click on 'Printers and Faxes'

Depending on your 'Start' menu, it will look like one of the images below



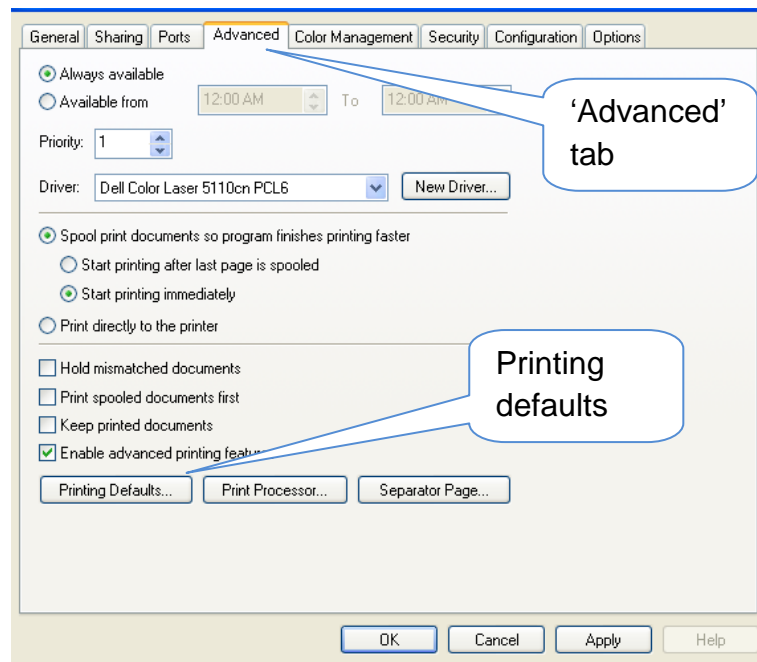
Step 2:-

To check that your printer has the capability to print 'double sided', right click on the printer's name, select 'Properties', select the 'general' tab on your printer's properties box and check in the printer's features that double sided printing is allowed (see below)



Step 3:-

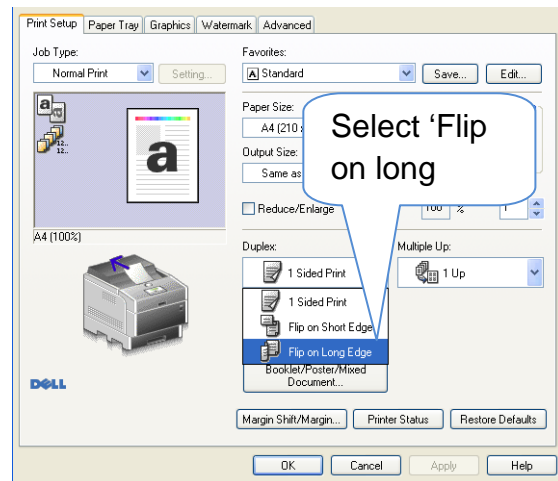
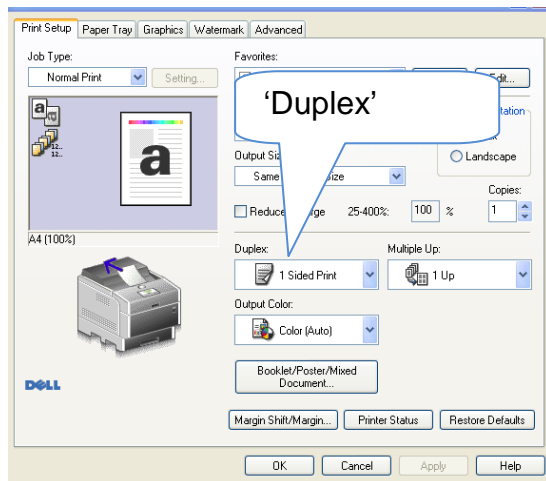
Once you have established that your printer does have the capability to print double sided go to the 'Advanced' tab, then click on 'Printing defaults'



Step 4:-

Once the printer dialog box opens, go to the 'Duplex' option and select either 'Open to left' or 'Flip on long edge'. (This option depends on your printer)

Click on OK, then OK again.



The options may be in slightly different places according to the printer selected, but most will give the same options.