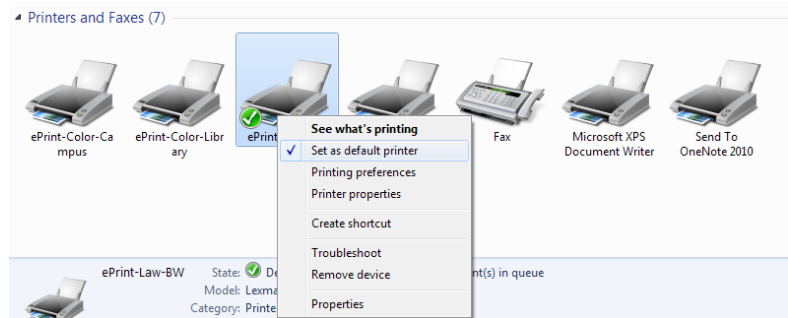


Default and Duplex Printing for Students

Setting your default printer in Windows



Select the Windows Start button, then select “Devices and Printers” in the Start menu. Right click on the appropriate printer and select “Set as default printer.”



Setting duplex (Printing on both sides of the page) as default in Windows



Select the Windows Start button, then select “Devices and Printers” in the Start menu. Right click on the appropriate printer and select “Printing Preferences.” A window will pop up (see below). Select the radio button that says 2-sided long edge. Then click OK.

This can be changed whenever you need to print a job single-sided. Go to the Print dialog as you normally do. You may need to select “Printer Properties” to see the duplex setting.

