



# SAVE PAPER AND REDUCE WASTE



## To print on both sides of the paper

The best way to always remember to print on both sides of the paper is to set your computer so that it tells your favorite printer to default to that option.



To set the computer at your workstation to default to 2-sided printing:

1. Choose **Control Panel**
2. Choose **Printers and Faxes**
3. Choose your default printer
4. Choose **Set Printer Properties**
5. Choose **Printing Preferences**
6. Choose **2-sided Printing**
7. Press **Apply** and then **OK** to save this setting Simply change it when you really need to print just on one side of the paper.

From now on when you press print in any application, your print job will be printed on both sides of the paper.

If your printer is a small desktop printer like this one, it may not have that option.

But 2-Sided Printing can still be done:

1. Choose **File**
2. Choose **Print**
3. Select your printer
4. Select **Print Odd pages**

5. When the print job is done, place the pages face down back in the tray
6. Choose **print even pages**



## To set your Copy Machine to print on both sides

1. Make sure that you are at the **Main Copying Menu**
2. Choose **1** → **2 sided** if your original document is one-sided
3. Choose **2** → **2 sided** if your original document is two-sided
4. Press **Start** **NOTE:** you may want to place a reminder on a sticky note for others to do the same! It's a good habit to get into!

SAVE PAPER



SAVE TREES



SAVE THE ENVIRONMENT

