



Greening Your MIT Department

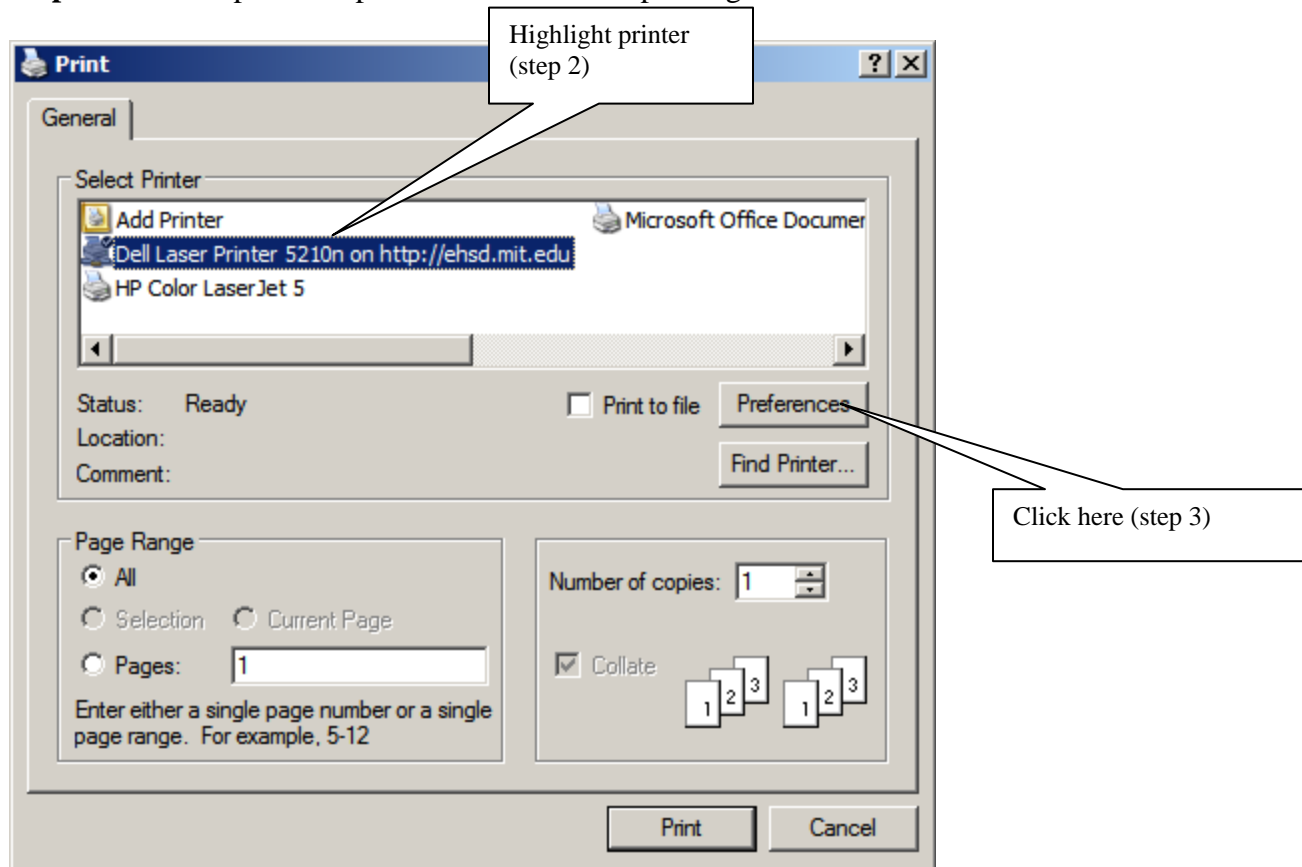
Double-sided Printing Instructions for Windows XP

Verify that your office printers have the capability to print double-sided and that employees have access to those printers. Once duplex options have been installed employees can follow these steps for printing double-sided. The default setting can also be updated by following these instructions.

Printing Double-Sided:

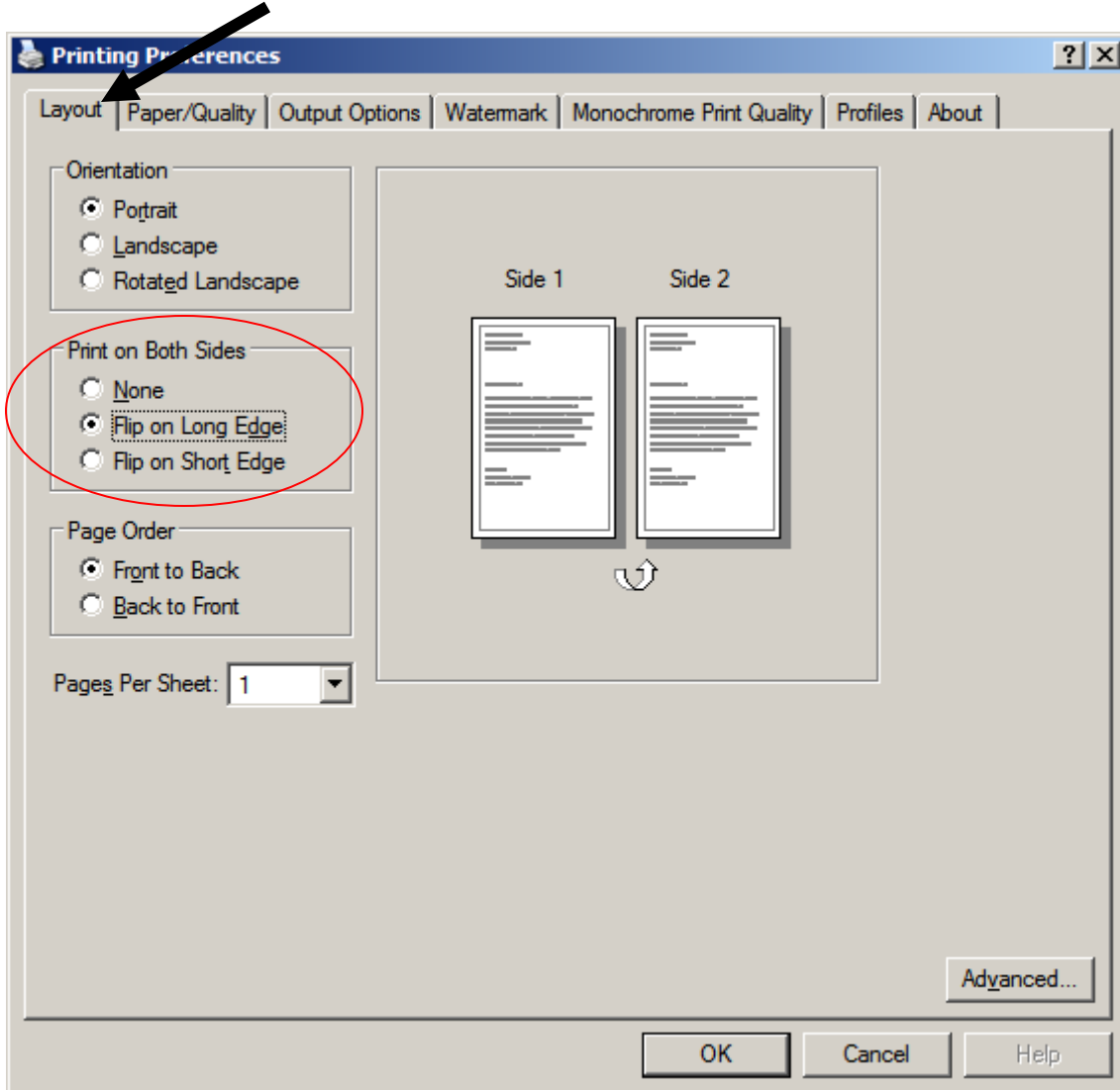
Step 1 – Print (Ctrl + P) or File Print

Step 2 – Select a printer capable of double-sided printing



Step 3 – Click “Preferences” button (this may also be called “Properties”)

Step 4 – Go to the Layout Tab



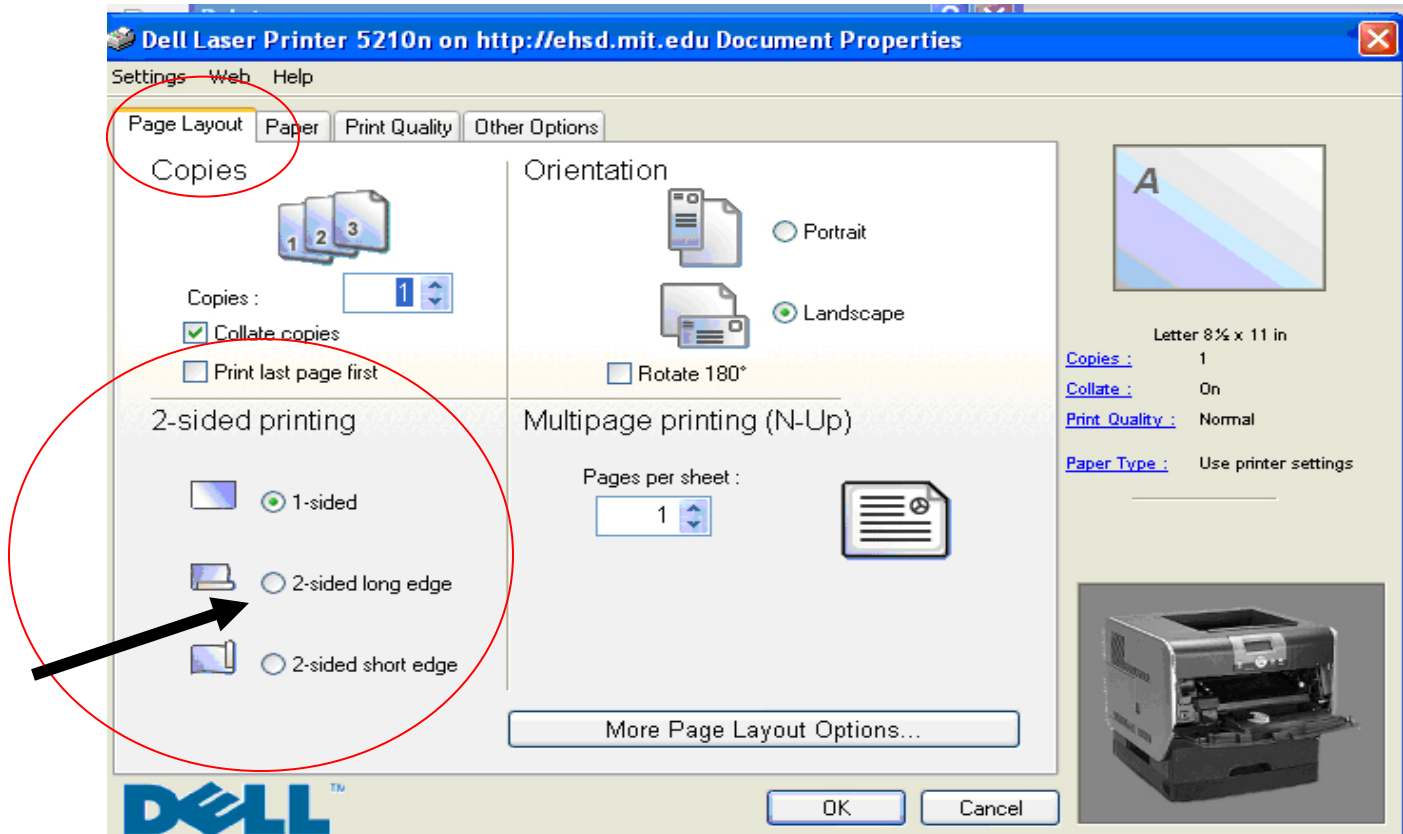
Step 5 – Go to Print on Both Sides

Step 6 – Click Flip on Long Edge

Step 7 – Click OK

Step 8 – Print

Or, your screen may look like this...



Select 2-sided long edge option

Click OK

Default Printing Options:

Step 1 – Open up the Control Panel and select Printers and Faxes

Step 2 – Right click on your default printer (verify the printer has the duplex option installed)

Step 3 – Select “Printing Preferences”

