

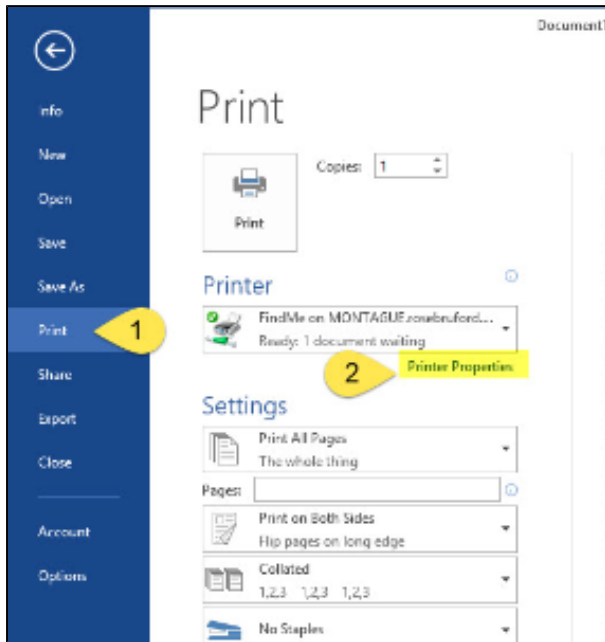
Print single sided

The college automatically sets all printing to default to duplex mode (double sided) to reduce paper usage as part of the colleges commitment to 'Green Campus'

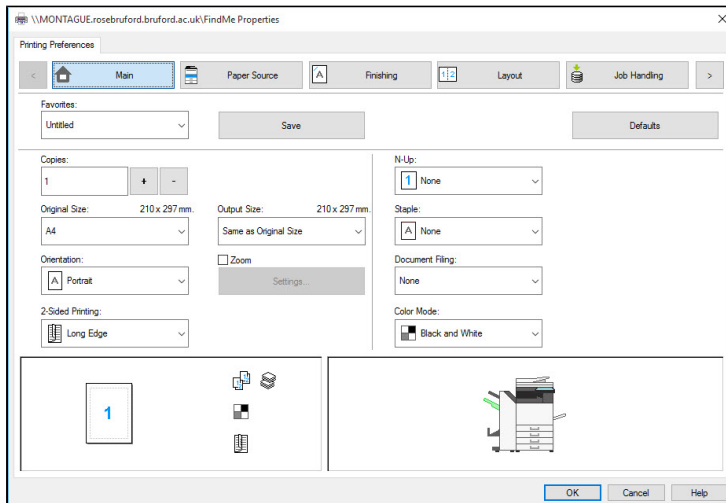
Sometimes you might be required to print in simplex mode (single sided) and this can be altered from within the printer properties when printing

Please note this setting **cannot** be changed/alterd if using the web based **WebPrint** service - which is **always double sided**

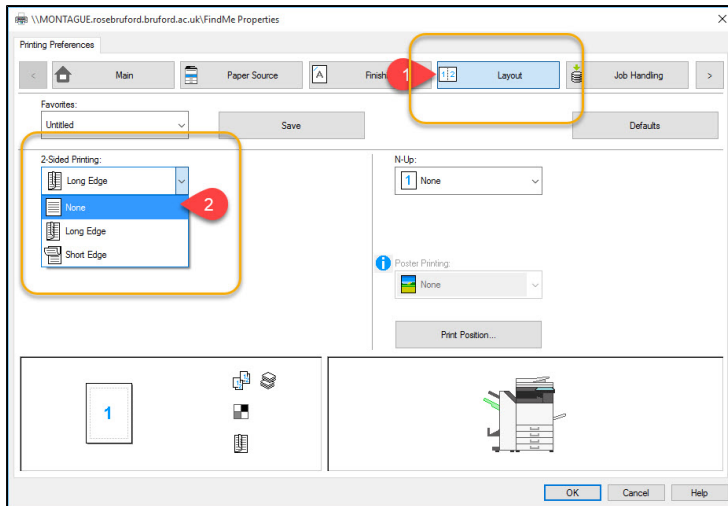
From within Word select 'Printer Properties' after you clicked on Print from the menu



This will then show the FindMe properties



Click on the 'Layout' tab (1) then select none in the '2-Sided Printing' section (2)



Then click on 'OK' and then the print button

This change only effects the current document you are printing so the next time you print duplex mode will be re-enabled