## Wilkes University

## HOW DO I PRINT TWO SIDED USING WINDOWS?

## Purpose

- This guide details the steps to print two sided using the Windows OS


## Requirements

- Computer running Microsoft Windows


## Notes

- Steps may vary depending on the printer model and driver version


## Process

1. Select the File menu from the application you are currently using
2. Select Print
3. Select Printer Properties

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4. Select the appropriate Double-sided Printing option

