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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

Paper Orientation Portrait C Landscape Rotate 0 V Degrees	
Layout Options Layout Type Multiple Pages per Side Pages per Side Pages Order Right, Then Down Print Page Border	Letter 8.50x 11.00 in Crom Cricch
C Printer Setting	Copies: 1 Resolution: 600 dpi
 Cong Edge Short Edge Reverse Duplex Printing 	Favorites
Déll	