

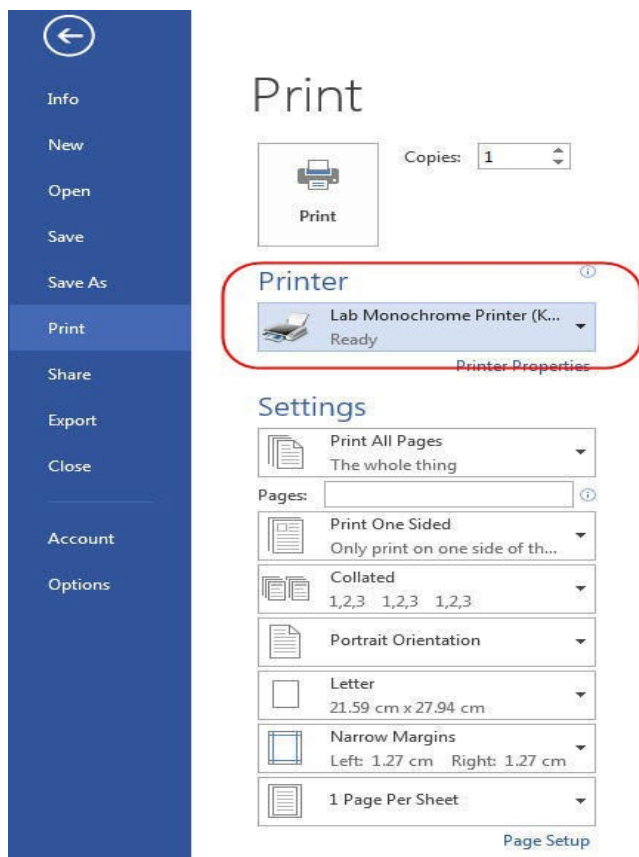
# Printing from Microsoft Office Applications (Method One)

## Step 1

Click File from the tab bar at the top of the window and click Print once your document is ready for printing.

## Step 2

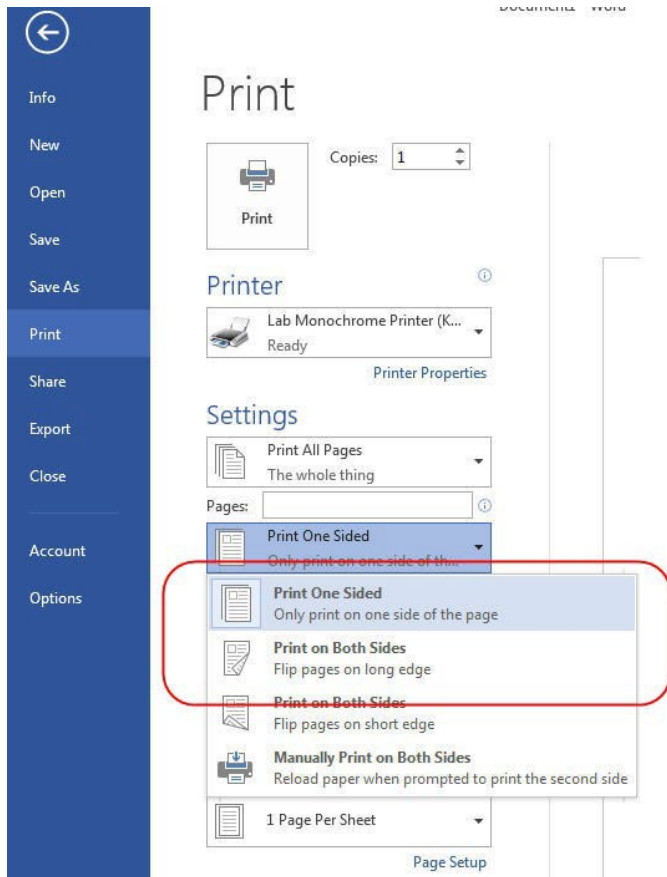
Select the printer you wish to use under the **Printer** list. In this tutorial, a self-serve laser printer is selected.



### Step 3

Select settings that best suit your objectives. Duplex (double-sided) printing is the default.

- To print single-sided, select **Print One Sided**.
- To print double-sided (duplex), select **Print on Both Sides, Flip pages on long edge**.



### Step 4

Click **Print** to send the document to the selected printer.

