

Printing from Microsoft Office Applications (Method Two)

Step 1

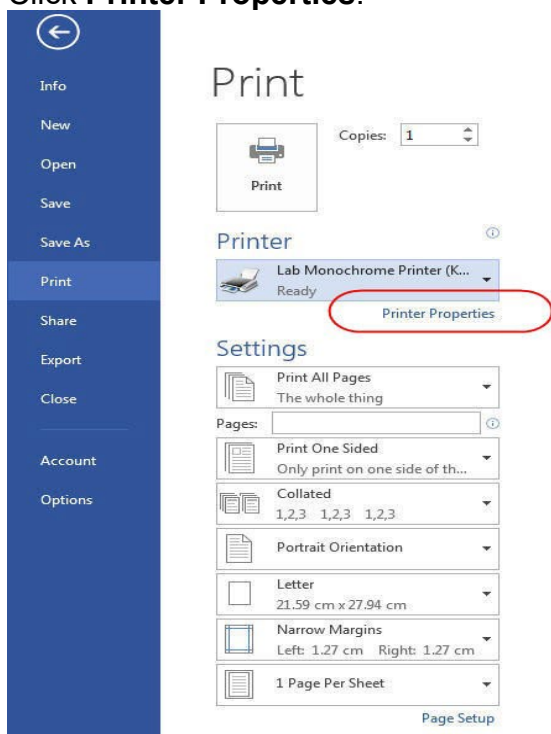
Click **File** from the tab bar at the top of the window and click **Print** once your document is ready for printing.

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

Click **Printer Properties**.

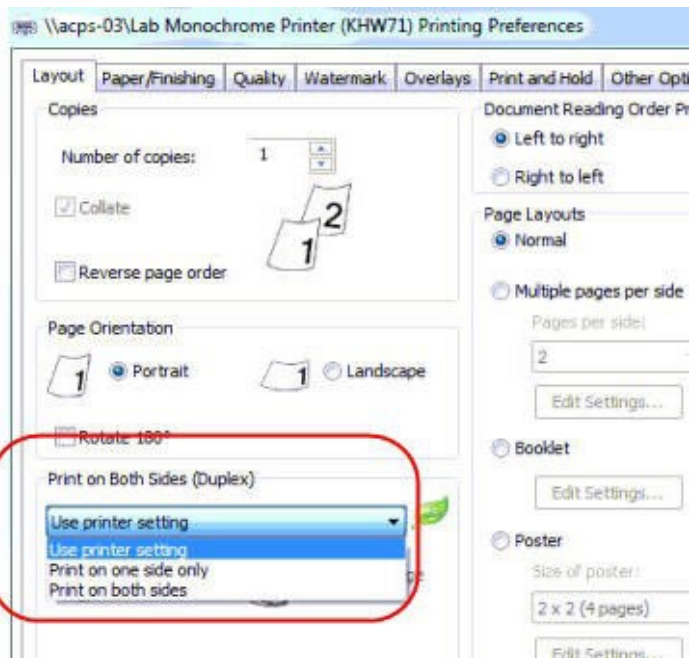


Step 4

From the Printing Preferences window, select your preferred **2-sided printing** method of printing.

- To print single-sided, select **Print on one side only**.
- To print double-sided (duplex), select **Print on both sides** and **Long edge**.

Note: This dialog box will look the same for all other printers that support duplex and single-sided printing.



Step 5

Click **OK** to close the printing preferences window.

Step 6

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

