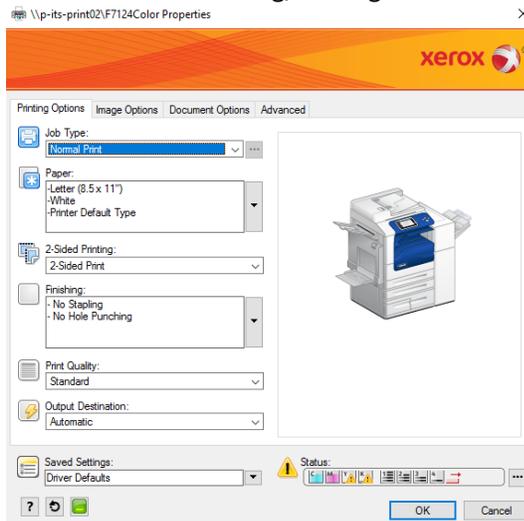


Printing Single Sided and in Color

To reduce cost to the University, printers are set by default to print as double-sided and in Black & White. We encourage users to print with these settings though we do understand that there is a need to print single sided or in color.

To Print Single Sided:

1. From your document, choose print. When the print dialog box pops up, click “properties.”
2. Under “2 Sided Printing,” change it to “1 Sided Print.”



3. From here, you can also choose other paper types. Legal paper is in the machine but you will need to manually feed other paper types.

To Print in Color:

1. From your document, choose print. When the print dialog box pops up, click “properties.”
2. Click “Image Options.”
3. Uncheck “Xerox Black and White” and click “ok.”

