

How do I print single sided?

To support Teesside University's sustainability initiatives, IT&CS is working towards introducing double-sided (duplex) printing as a default setting on most staff MyPrint and non-MyPrint network printers. If you wish to switch the network printer back to single-sided printing, the following tutorial will guide you through the necessary steps

Note: Not all printers support duplex printing

Keep in mind that once you have changed the print settings in an application, they will remain the same until you switch them back or until you close the program. At that stage the default settings i.e. duplexing, will again be applied.

Printing from Microsoft Office Applications

****Note:** Microsoft Office provides users with two different methods of altering Print settings.

Method One

1. Once your document is ready for printing, select File from the tab bar at the top of the window and choose Print from the drop down menu.
2. Once the Print menu appears, select the printer you wish to use from the drop down menu provided under the Printer heading
3. Next, select the print method that best suits your objectives. Default is set to duplex (double-sided) printing, but a drop down menu under the Settings heading will provide you with various other options. To print single-sided, select Print One Sided from the menu. To switch from single-sided to duplex printing, select Print on Both Sides – Flip pages on long edge.
4. Once you're ready to print, click on the Print icon to send the job to the selected printer.

Method Two

1. Once your document is ready for printing, select File from the tab bar at the top of the window and choose Print from the drop down menu.
2. Once the Print menu appears, select the printer you wish to use from the drop down menu provided under the Printer heading.
3. Directly beneath the printer selection box, click on the link to Printer Properties.

4. Once the Document Properties dialog box appears, select your preferred method of printing from the list provided. To set the printer to single-sided printing, choose 1-sided and then click OK. When switching from single-sided to duplex printing, select 2-sided long edge.

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

5. Once you're ready to print, click on the Print icon to send the job to the selected printer.