

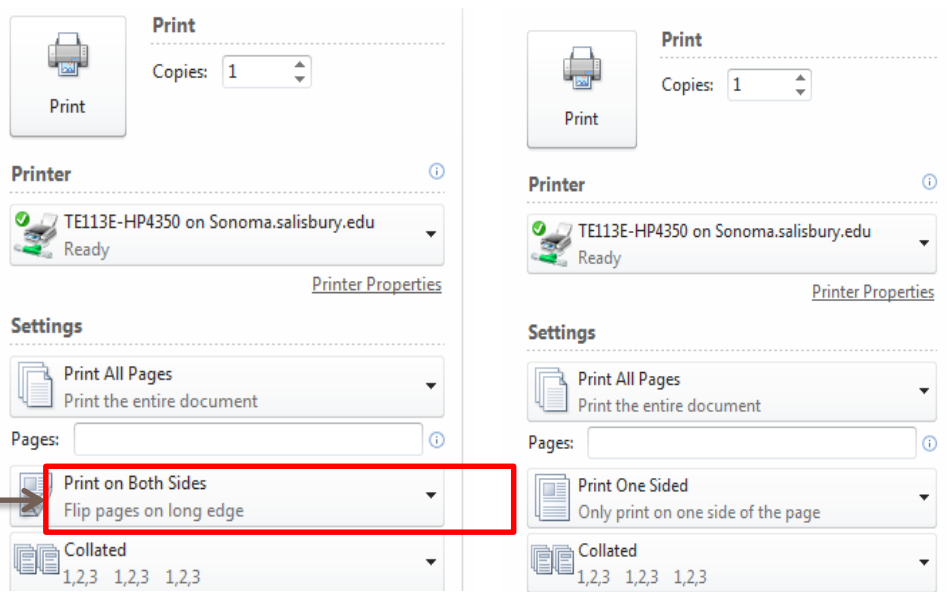
To conserve paper and other costs, most Information Technology labs are set to print double-sided. This guide covers how to print single-sided sheets for users who desire to only print on one side of the page.

## SINGLE SIDED PRINTING

### WINDOWS

Open the Print Dialog box. In most programs, you will click **File** and then click **Print**, or press **CTRL+P** on your keyboard.

In the settings section, change **Print on Both Sides** to **Print One Sided**.



### MACINTOSH

Open the print dialog box by pressing **Command+P**. Uncheck **Two-Sided** in the **Copies** section, if available.

