In an effort to conserve paper, the Mont Alto Information Technology Services Department has instituted duplex printing in the primary classroom and public computer labs. Duplex printing, by default, prints a multi-page document on both sides of the page. Rather than printing a two-page document on two separate pieces of paper, the printer will now print on the front and back of each page resulting in the use of one page rather than two.

If an instructor or professor requests that an assignment be printed single sided, the illustrated instructions below will assist you in making the required changes prior to printing your document. These instructions are designed specifically for use with Microsoft Word 2007.

1. To change from double sided to single sided printing, or vice versa, click on the Office Button, then click on Print as illustrated in Figure 1 below.
2. Choose the **Properties** option as illustrated in **Figure 2** below.

![Figure 2](image)

3. From the **Properties Window** select the **Layout** tab as illustrated in **Figure 3** below.

![Figure 3](image)
4. Review the options under the **Print on Both Sides** heading. Choose **None**, as illustrated in **Figure 4** below, to disable duplex printing.

![Figure 4](image)

5. Click **OK**, then continue printing your document.

6. If you would like to reactivate duplex printing, follow steps 1-4 again. In step 4, choose **Flip on Long Edge** and click **OK**.