

IT Services

How do I print single-sided rather than double-sided?

By default any jobs sent to the central printers will be black and white and will be printed on both sides of the paper (duplex). Sometimes you may wish to print just on one side of paper:

- Go to **File** and **Print** in your application
- Select the print queue you wish to use (**Colour** or **BlackAndWhite**)
- Click **Properties** or **Printer Properties**
- On the right hand side there is a drop down menu **2 sided**
- Select **Off** to print on only one side of the paper

- Click **OK**. The job will then be sent to the printer queue

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