

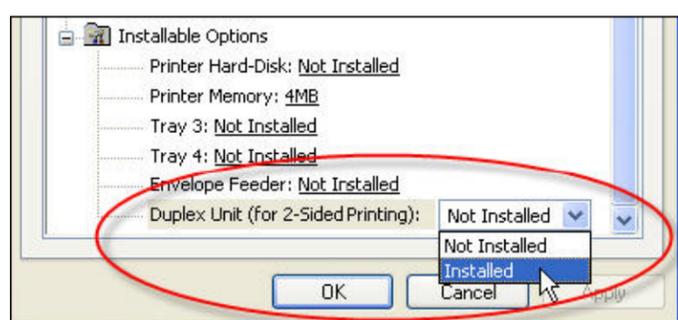
NYU LAW GOES GREEN

ENABLING & USING DUPLEX PRINTING (DOUBLE-SIDED PRINTING)

Most Law School public printers have duplex capability that allows printing on both sides of the page. If you have not already done so, please follow these simple steps to enable the duplex option on your computer.

In Windows XP

- In the Control Panel, open **Printer and Faxes**.
- Right-click your network printer and select **Properties** on the context menu.
- In the Printer Properties window that appears, click on the **Device Settings** tab.
- Locate the **Duplex Unit** setting. Click on the drop-down arrow to the right of it. Select **Installed**.



- Double-sided printing is now enabled. However, applications will still print on one side of the page by default. You will have the option of choosing double-sided printing whenever you print a document from within an application (such as MS Word) - the double-sided printing option will be available in the printing preferences. If this suits your needs, then click **OK**.
- If you want to set the default for this printer to be double-sided, proceed to the following steps.
- Right-click on the desired printer and select **Properties**.
- Click on the **Printing Preferences...** button at the bottom.
- Click on the **Flip on Long Edge** option (or **Flip on Short Edge**, if you prefer) and click **OK**.
- Your computer will now print double-sided by default when using this printer. You will still have the option of choosing single-sided printing in the printing preferences for any document.

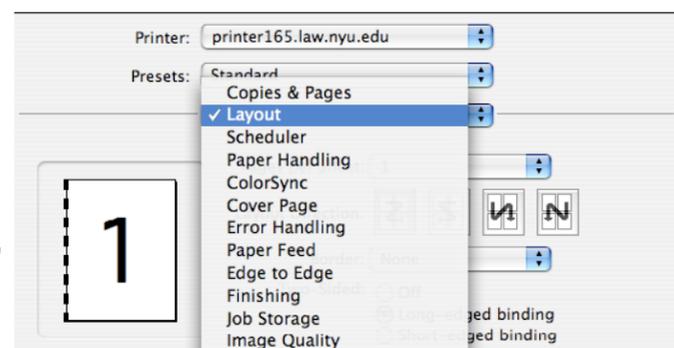
In Windows Vista

Printers with duplexing available will auto-detect this feature when the printer is installed. If you want to set the default for this printer to be double-sided, proceed to the following steps.

- Right-click on the desired printer and select **Properties**.
- Click on the **Printing Preferences** button at the bottom and select the **Finishing** tab.
- Check the box for **Print On Both Sides** and click **OK**.
- Your computer will now print double-sided by default when using this printer. You will still have the option of choosing single-sided printing in the printing preferences for any document.

In Macintosh OS X

- Open any application that can print, such as Microsoft Word or a web browser. Open the **File** menu and select **Print**.
- Click the drop-down menu that says **Copies and Pages** (or the name of the application that you are using), and select **Layout**.
- Click the **Two-Sided** drop-down menu, and select any option that has **Long-edge**.
- Click on the **Presets** menu at the top. Select **Save as...** and type a name for the double-sided setting, such as "duplex" or "double-sided", and click **OK**.
- Now click **OK** or **Print** to print the document – it has to be printed in order to make double-sided printing the default in all applications.



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with any questions you may have.

