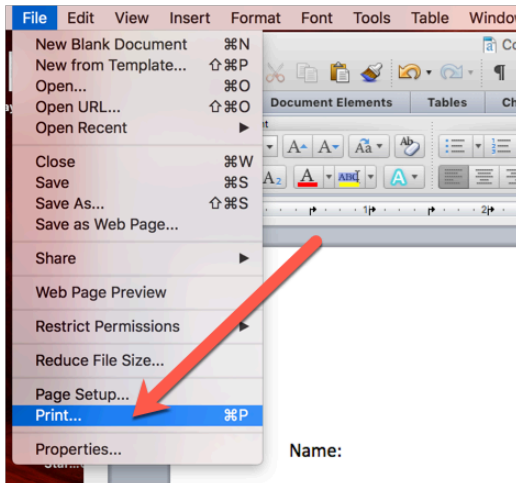


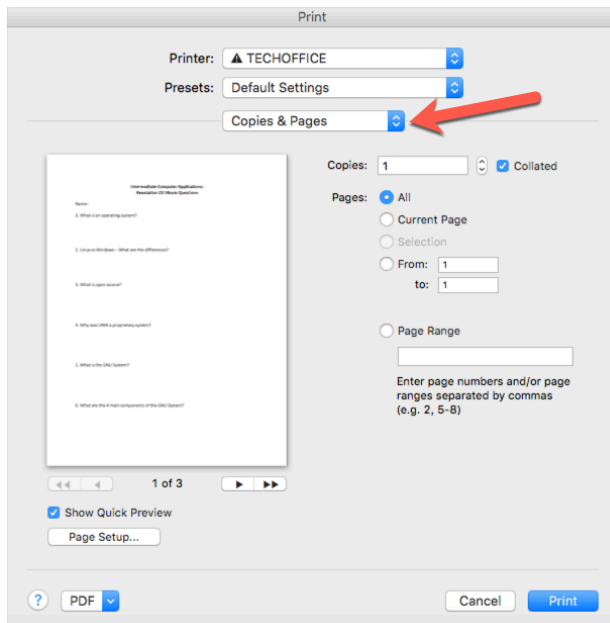
# Dillingham City School District Tech Byte

## How to print single/double sided on MSHS Copier

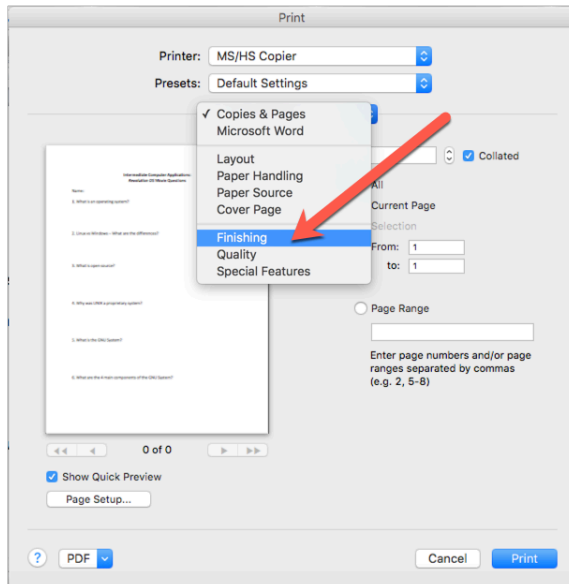
Open your file (depending on the program you are using, this may work or not work). Once you have your file open, select “File” and “Print”.



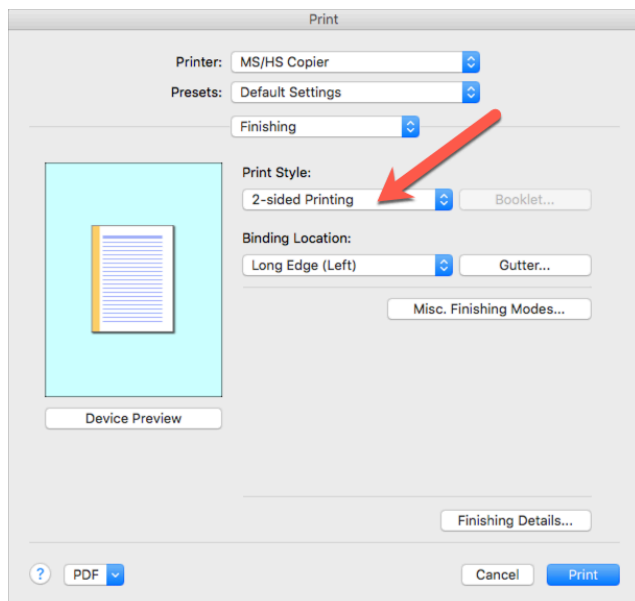
Once you have print selected, a new window will open. In this window, you need to select “Copies & Pages”. The blue toggle arrows when clicked will open up more options.



Once you click the blue arrows, you should see this new menu. Select “Finishing”.



When you click “Finishing”, you will see a new menu that looks like this. Under Print Style, if you have “2-sided Printing” selected, it should print your items double sided. If you change this to “1-sided Printing”, your items should print single sided.



\*\*\*Caveat to all of this: depending on the program you are printing from on your computer, you may see these settings or not see them. Some programs allow you to edit your print settings and other programs will have these settings grayed out. \*\*\*