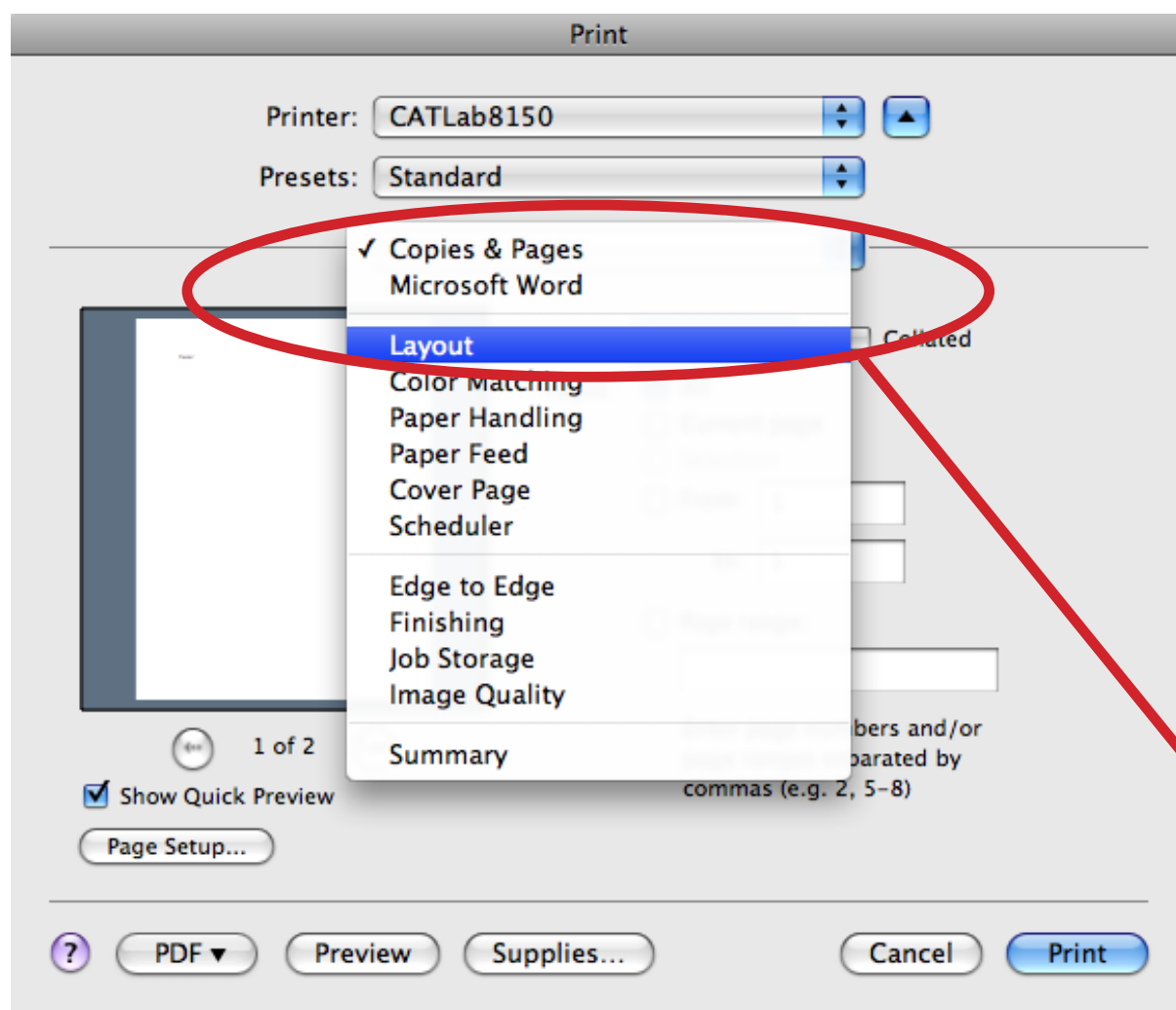


Please print all papers and articles double-sided to conserve resources.

It's not hard!

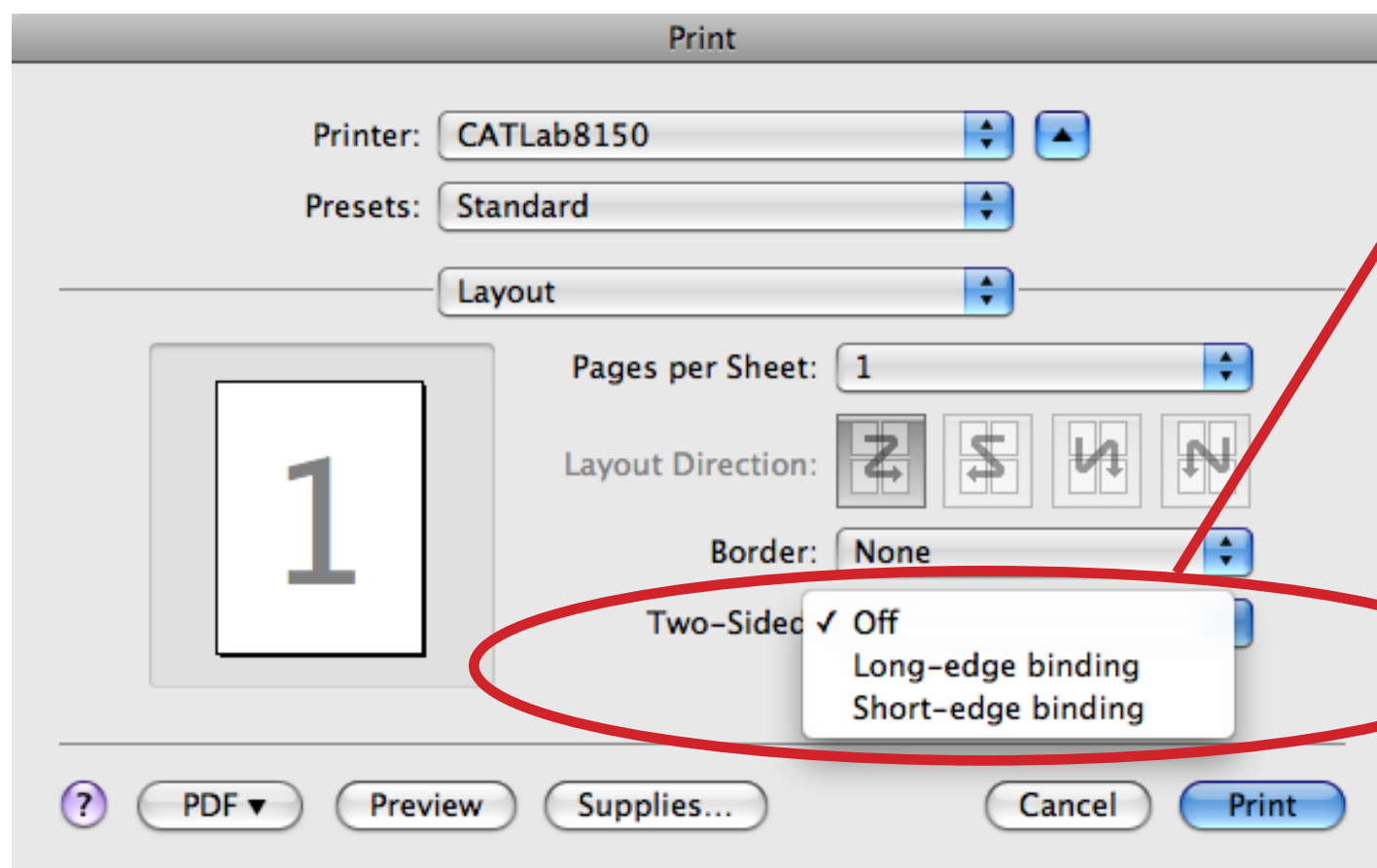


**For PC instructions, visit one of the PC computer labs on campus (the Barnes or Tutt Library labs). You can also find instructions at www.coloradocollege.edu/ATS/doublesided.htm*

MAC INSTRUCTIONS

Go to File>Print. Click the box that says "Two-sided."

If you don't see this checkbox, choose "Layout" from the third drop-down menu in the window.



Now find the "Two-Sided" drop-down menu (near the bottom of the window).

Switch it from "Off" to either long-edged or short-edged binding. If your paper or article is laid out *vertically* (portrait format), choose "Long-edged binding." If your paper is laid out *horizontally* (landscape format), choose "Short-edged binding."

If you have any questions, please contact the Help Desk at (719) 389-6449 or HelpDesk@ColoradoCollege.edu. Send any feedback about the poster or labs to Weston Taylor (Weston.Taylor@ColoradoCollege.edu).