

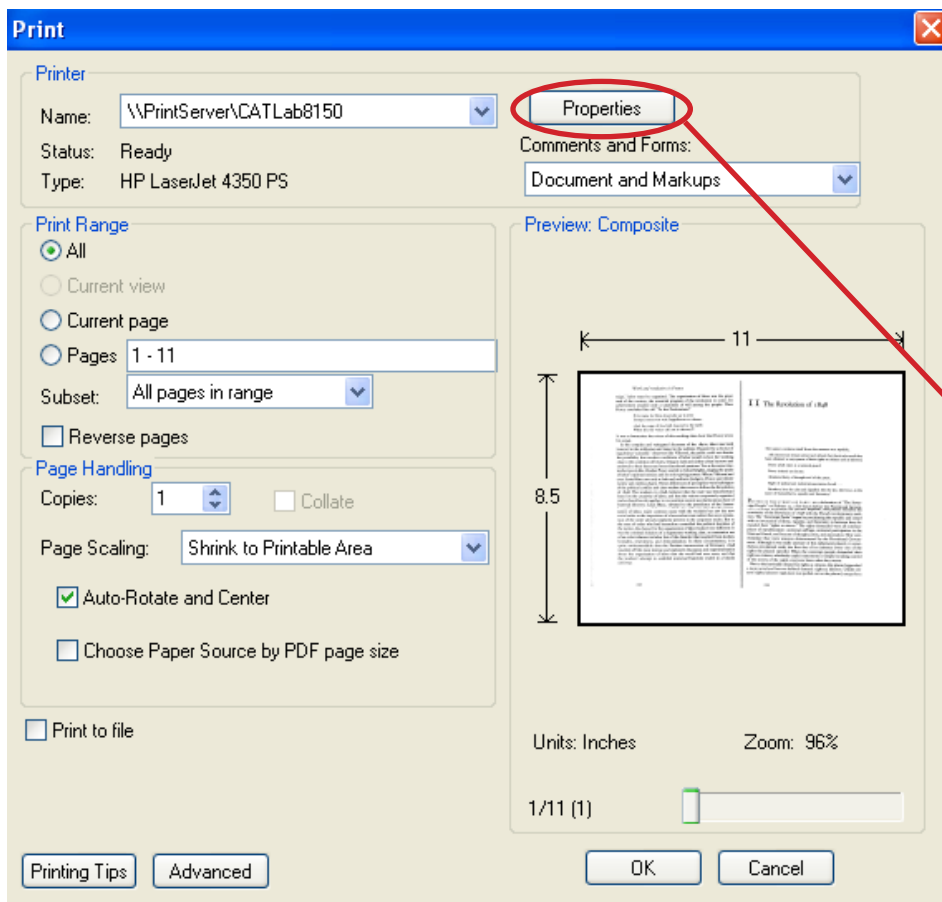
Please print all papers and articles double-sided to conserve resources.

It's not hard!

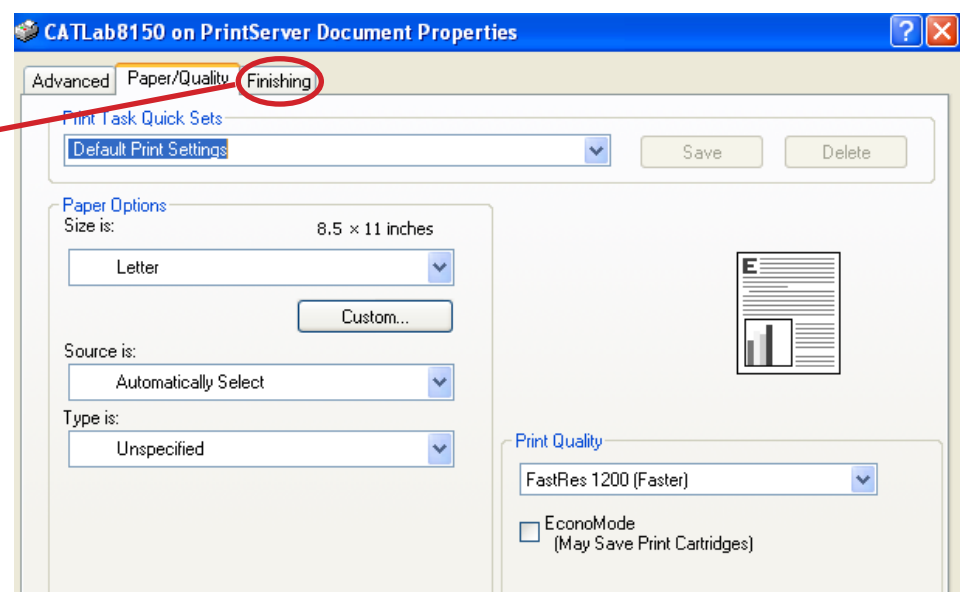
For **Mac instructions, visit one of the Mac computer labs on campus (the CAT or Keck lab). You can also find instructions at www.coloradocollege.edu/ATS/double-sided.htm*

PC INSTRUCTIONS (Windows XP)

Go to File>Print. Then click the “Properties” button next to the printer name. If you don’t see a “Properties” button, look for a “Preferences” button instead.

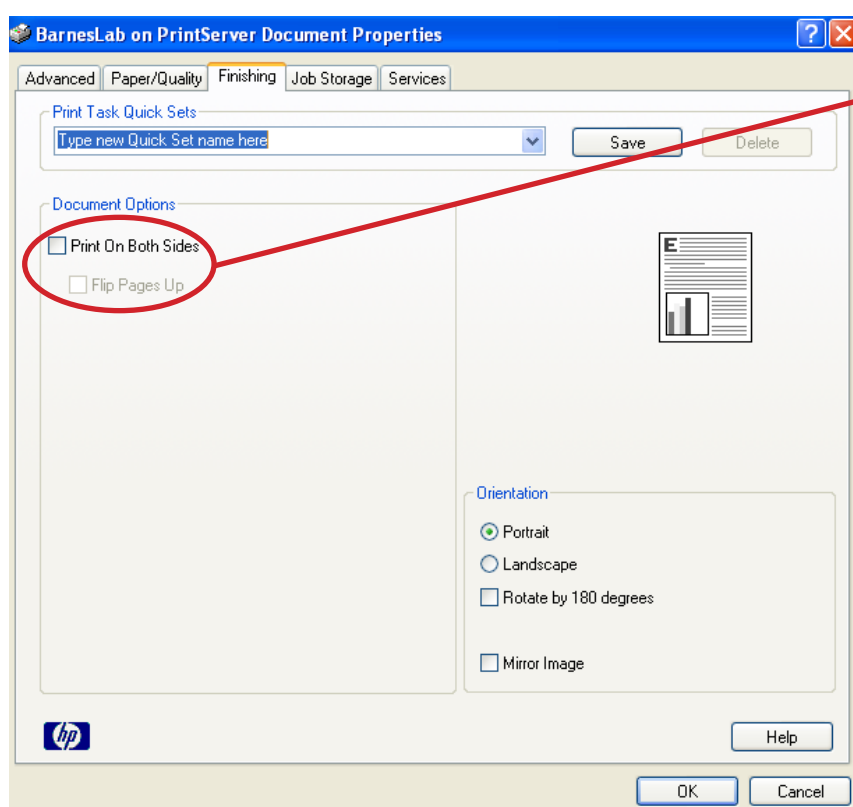


At the top of the Properties or Preferences window, click the “Finishing” tab.



In the Finishing window, click the box that says “Print on both sides.”

If you’re printing a document with horizontal (landscape) orientation, you should also click “Flip pages up.”



THAT'S IT! Your document should now print double-sided on the library or computer lab printer. If you need further help, don't hesitate to ask a librarian or lab monitor!

For 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).