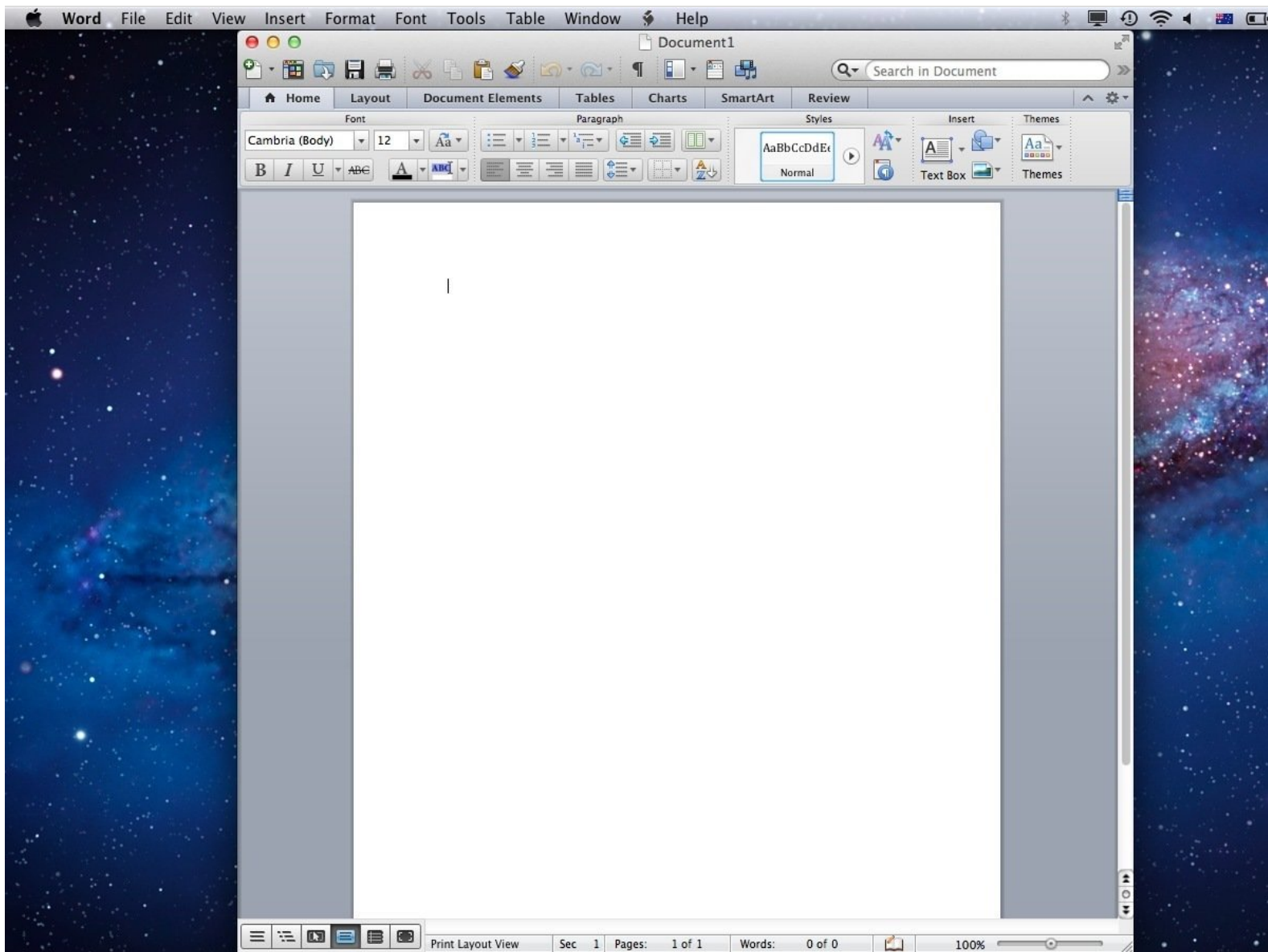


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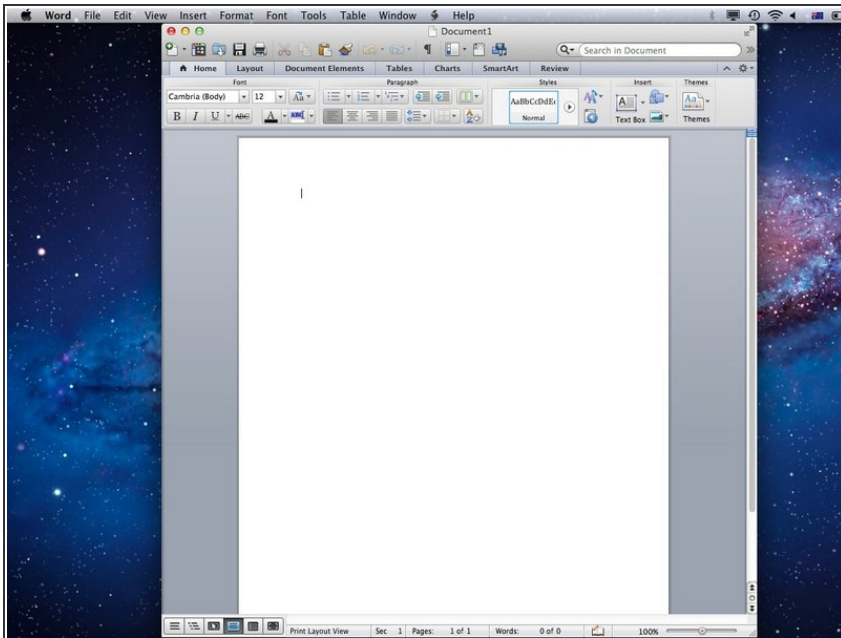
How to Print Double-Sided & in Colour and How to Save these Settings!

This tutorial will show how you can easily print in colour and/or print double sided. You will also find out how you can save these settings so you don't have to change them every time!

Written By: Alex Schmid

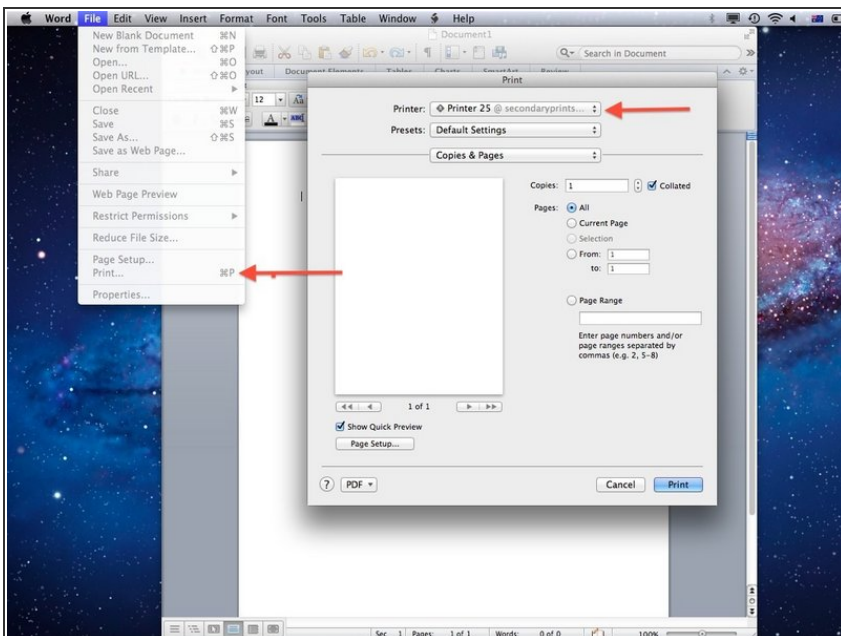


Step 1 — Open a Document



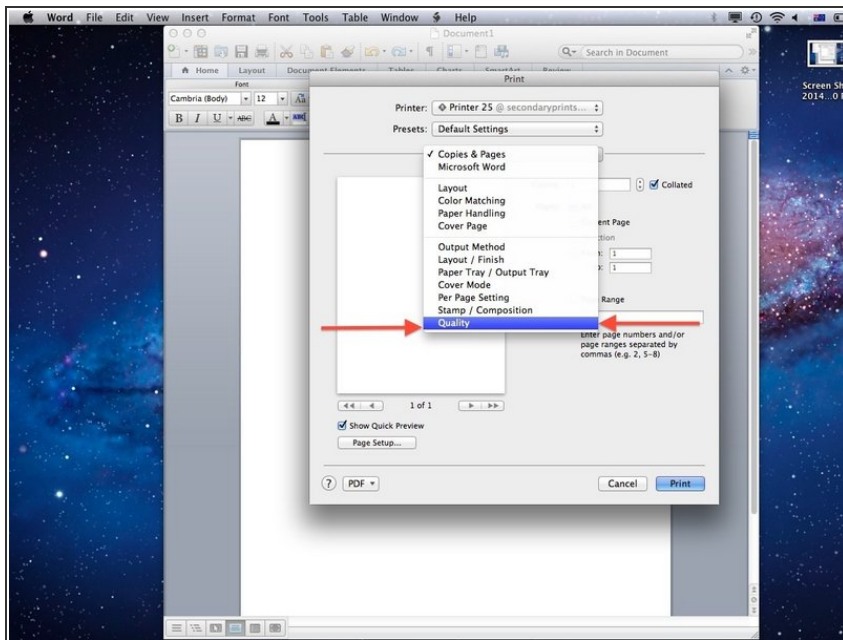
- Open any document or create a blank one

Step 2 — Open the Printer Settings



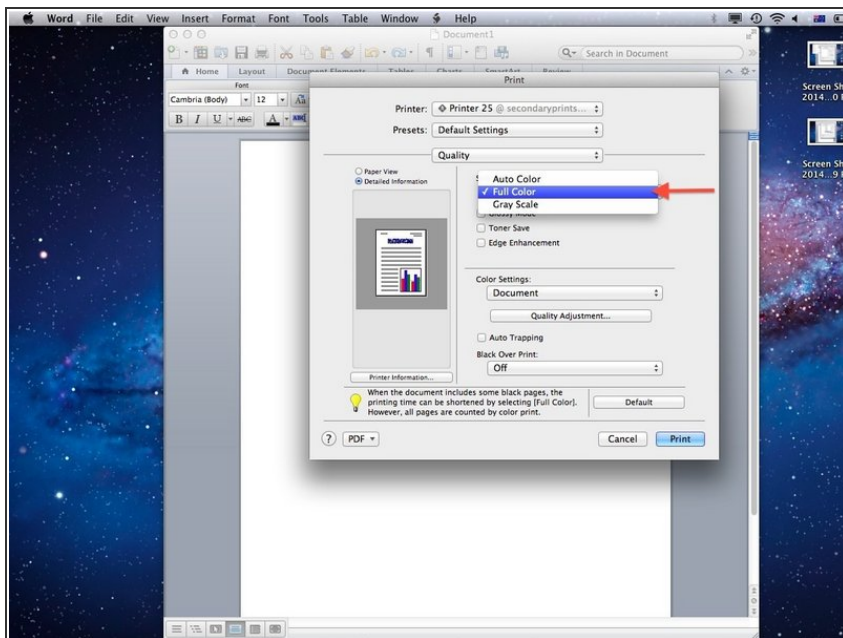
- Select the print settings by going File->Print or using the keyboard shortcut command and P
- Make sure you select one of the school printers! Which one you choose does not matter.

Step 3 — Printing in Colour 1



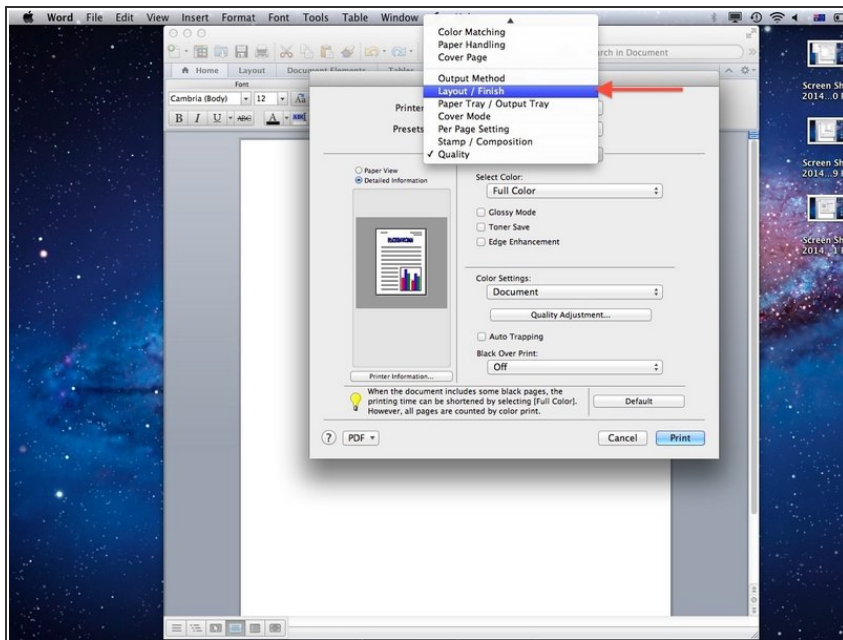
- In the print settings select the third drop down menu from the top. Usually it read 'Copies & Pages'.
- Select 'Quality'

Step 4 — Printing in Colour 2



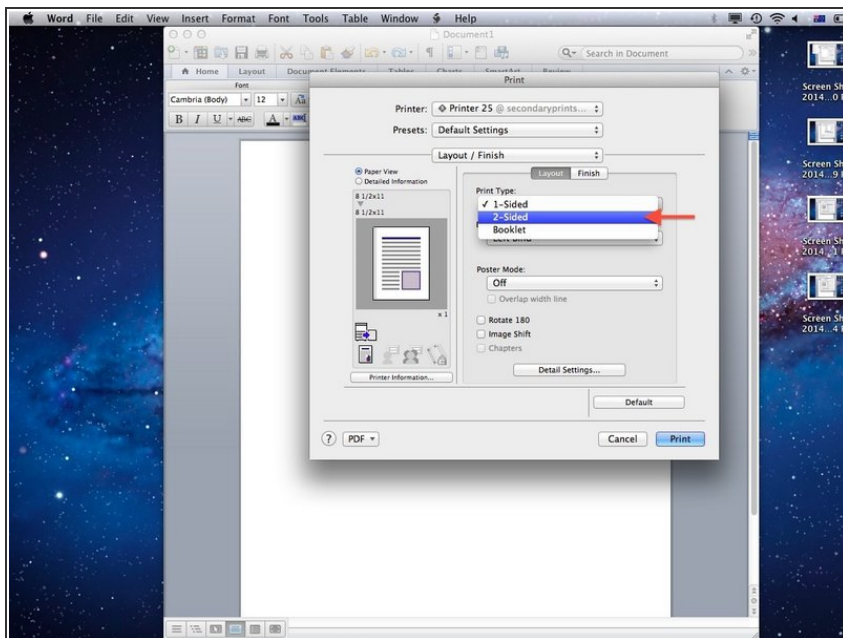
- From the drop down menu 'Select Colour' click on 'Full Colour'.
- This will print your document in colour

Step 5 — Printing 2-Sided 1



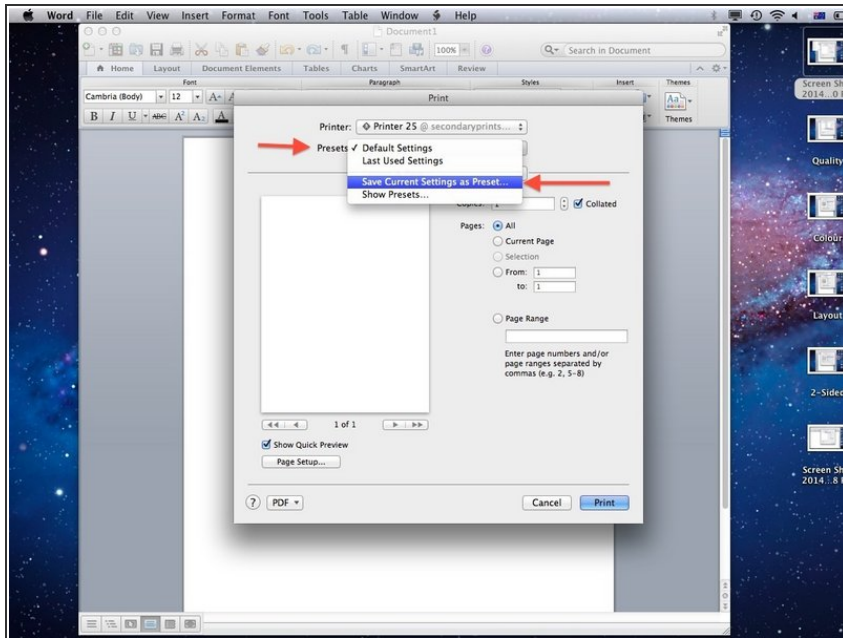
- To print double sided select 'Layout/Finish' from the drop down menu where you have selected 'Quality'

Step 6 — Printing 2-Sided 2



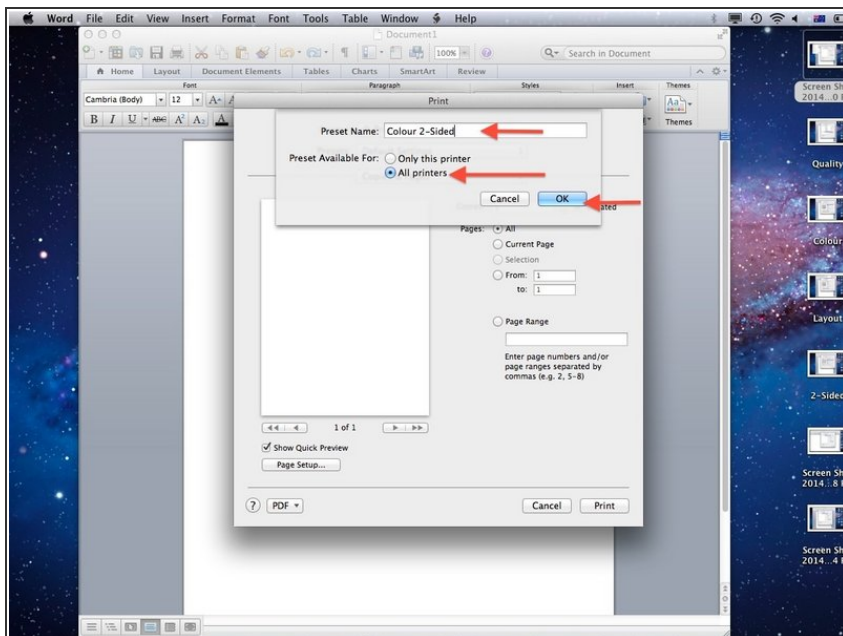
- Under 'Print Type' select '2-Sided'
- This will print your document front to back

Step 7 — Create a 'Preset'



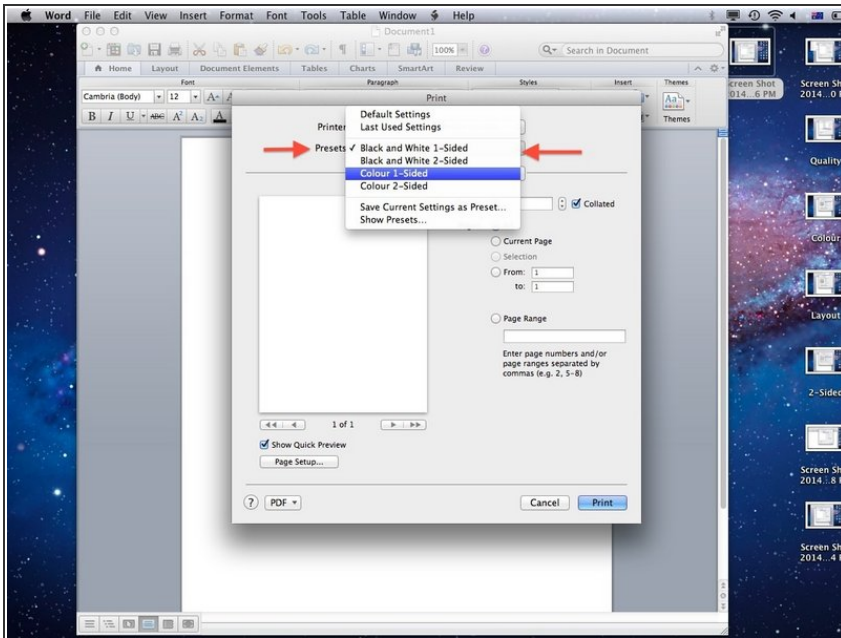
- You can now save these settings so that you don't have to change them every time!
- Select 'Presets' (underneath the printer name) and select 'Save Current Settings as Preset'.

Step 8 — Name your Preset



- Give a name (like Colour 2-Sided) and make sure to select 'All Printers'!
- Then select OK
- It can be helpful to make all the presets you may need. Useful ones are 1 Sided Black and White, 2 Sided Black and White, 1 Sided Colour and 2 Sided Colour

Step 9 — Using your Presets



- Now you can select your preferred settings easily on any school printer at any time!
- Select 'Presets' and then click on the desired setting.
- While you can now easily print in colour DO NOT abuse this feature and print in black and white whenever you can to help the environment.